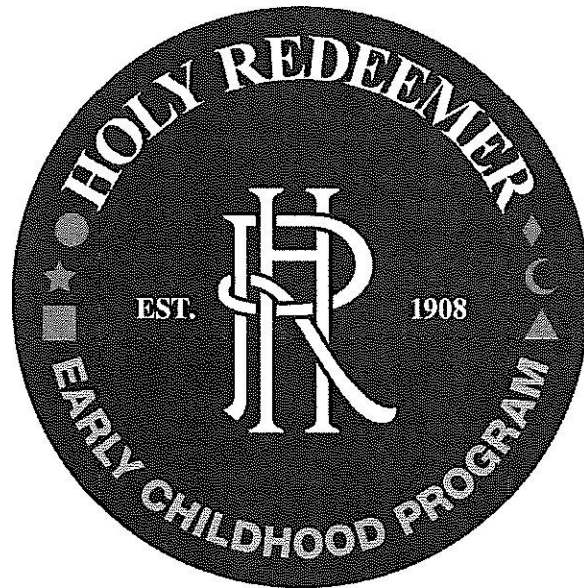


# Parent's Guide to Holy Redeemer Catholic School's Early Education Program Preschool and Prekindergarten



Holy Redeemer Catholic School  
127 N. Rosa Parks way  
Portland, OR 97217

503-283-5197

Email Address: [kzywicki@holyredeemerpdx.org](mailto:kzywicki@holyredeemerpdx.org)  
Web site: [www.holyredeemerpdx.org](http://www.holyredeemerpdx.org)

## Letter of Welcome

Dear Families,

Holy Redeemer has been educating students for over 100 years and adopted the Prekindergarten Program in 2008. With the success and growth of Prekindergarten Program, the decision was made to create a Preschool Program in 2012. Our goal is to provide a safe and loving environment where the children can learn and play. Our teachers plan daily lessons to strengthen and learn new skills in language arts, math, writing and science. Children are also learning about patience, kindness, and friendship. Through conversations, prayer, and Bible lessons and stories, children are learning about God's love and His world. The children work and learn through play, teacher planned activities and whole and small group instruction.

This Parent Handbook has been prepared to help acquaint you about our policies, and to promote a mutually beneficial understanding between our school and your family. Please take the time to read it thoroughly. I sincerely hope that by working together we can give your child a solid foundation on which to build in future years.

## MISSION STATEMENT

Inspired by our faith, Holy Redeemer Catholic School is a diverse community committed to academic excellence, prayer and service.

## PHILOSOPHY STATEMENT

Our ministry as educators is a shared responsibility between the school, parish and family. At Holy Redeemer, we collaborate with, and support parents as the primary educators of their children. We are committed to assisting parents so that we can provide a Catholic education to every family who desires it for their children.

We are called by Jesus to educate the whole person. We celebrate and develop faith, academics, the arts, social skills, technology, and athletics. We recognize that taking care of God's creation is both our privilege and our duty and continually look for ways to make our parish and school community more environmentally sound.

We embrace diversity as a hallmark of our school. Our teachers and staff are dedicated professionals who strive to build up the Kingdom of God by helping each person in our community develop to his or her full potential within a school where all are expected to be safe, responsible, and respectful.

# SCHOOL-WIDE LEARNING EXPECTATIONS

As a Holy Redeemer Student I am:

An Involved Christian

- I participate in the planning and celebrating of our school Mass and other prayer experiences.
- I care for and respect all of God's creation.
- I put Christian beliefs into action.

A safe, respectful and responsible community member

- I take responsibility for my own actions and resolve conflicts peacefully
- I use my gifts and talents for the service of the community
- I appreciate and value myself and others.

Seeking Academic excellence

- I communicate clearly, creatively, and effectively.
- I use critical thinking skills and am able to solve problems
- I am responsible for my own learning

## FAMILY-SCHOOL COOPERATION

The primary goal of Holy Redeemer Catholic School is three-fold:

- ◆ Modeling and teaching of Christian values and traditions
- ◆ Teaching our students how to be responsible community members
- ◆ Excellence in academic education.

We expect your help in the following ways:

- ◆ To be informed by reading the parent newsletter each week;
- ◆ To be involved by conferencing with your child's teacher;
- ◆ To volunteer in some aspect in Holy Redeemer's program;
- ◆ To support our behavior management policy, our academic requirements, and our attempts to build up God's kingdom as indicated in our school handbook

Holy Redeemer Catholic School celebrates the rich diversity in cultures, religions, and personalities. We see our broad range of ethnic backgrounds and religious persuasions as fertile ground for growth in awareness of others and appreciation of one's self. The hope for our students is that they grow in the Christian virtues of tolerance, hospitality, support, empathy, justice, and peace.

We see communication as being essential to a healthy relationship between family and school. We have a mutual responsibility to question, inform, and confer in order to provide the best possible atmosphere and environment for your child's learning.

#### EARLY EDUCATION STAFF

Emily Gennuso — Pre-K Lead Teacher  
Cecilia Lebbie Pre-K Assistant  
Guadalupe Torres — Preschool Teacher  
Kim Zywicki — Director

#### PROGRAM GOALS

The Preschool and Pre-K program at Holy Redeemer encourages children to create their own learning environment in which they make new friends, experiment, be independent, problem solve, be creative, use their imagination, act Christ like and most importantly to be safe and have fun. Our goal is to provide a welcoming and loving environment in which young children will thrive and grow. This is a time where your child will begin new relationships and continue to build on them throughout their Holy Redeemer school career.

#### ACTIVITIES

We offer both teacher-directed and child-directed activities with a balance of inside and outside play, active and quiet times, and hands-on learning. The program includes art, music, PE, science, pre-math, pre-reading, pre-language skills, social and emotional teachings, self-regulation skills and spiritual growth. Activities will be in line with the School Wide Learning Expectations, the Archdiocesan Curriculum Guidelines and Oregon Department of Education Standards for Pre-K and Kindergarten.

#### CLASS SIZE/ STAFF

The Preschool and Pre-K class are a 1: 10 ratio with 1 or 2 teachers and teacher assistants. Maximum class size for Pre-K is 20. Maximum class size for Preschool is 15

#### ENROLLMENT

Preschool students are required to be 3 years-old and Pre-K students are required to be 4 years-old by September 1<sup>st</sup> to be enrolled. Pre-K students are given preference for a space in our Kindergarten class.

#### SCHOOL YEAR

Preschool and Pre-K classes are in session from September through middle of June. Please refer to the preschool/pre-k calendar in the back for more information.

## TIMES

Morning Drop off 8:00-8:10

Afternoon Pick up: 3:00-3:15

Afternoon Pick up Wednesdays 2:00-2:10

Half day Pick up 11: 15

## PARENT COMMITMENTS

Preschool and Pre-K parents are encouraged to become involved. Volunteering your time for field trips and/or in the classroom or donating items for parties or to the classroom are great ways to be involved.

Gift Wrap and Plant Sale - participation is encouraged, not required

Jog-a-thon is required. Each student must raise \$100 or parents pay the school \$100 out of pocket.

## PARENT/TEACHER CONFERENCES

Preschool does not participate in conferences. However, Ms. Torres will be available to meet and discuss your child if there are any questions and concerns.

Pre-K participates in parent/teacher conference time in March. This will allow Ms. Gennuso time to really know your child and to be better aware of any concerns as your child is getting ready for kindergarten. Other meetings can be scheduled any time during the year.

## GRADING

Assessments will be performed throughout the year to determine needs of the children.

Pre-K Report Cards will be sent home in December, March and June. Preschool will not be sending home report cards.

## WHAT TO BRING TO SCHOOL

Each child is asked to bring his/her own (large) school bag/backpack well marked with his/her name. The bag should be brought each day in order that all items belonging to your child get home to you. This helps them to be responsible for their own things.

Students also need to bring a water bottle.

If your child is staying for full day Preschool or Pre-K they will need to bring a nap bag that is kept at school. It may have a blanket, pillow and favorite stuffy included in the bag. Preschool uses cots for their nap time so a crib sheet should also be included in the nap bag. Please do not send toys or fidgets in their nap bag. Nap bags will be sent home every other week to be washed.

Please bring an extra change of clothes in a Ziploc bag for your child to change in to in case of toileting accidents or if they get wet and muddy from outside play.

## SCHOOL PICTURES

Before picture day, envelopes will be sent home with your choice of picture packages. The picture envelope with the money must be returned to school on pic

## BIRTHDAYS

We celebrate each child's birthday and make their day special. If you would like to send a birthday treat, please let us know. All treats need to be store bought. For children with summer birthdays, we celebrate at the end of our school year. If you plan a party outside of class time and want to invite your child's classmates, we do not hand out invitations in school unless you invite all of the children in the class. We want to prevent any child's hurt feelings.

## SNACKS

Parents are responsible for supplying their child with snack each day. Full day students should have a morning and afternoon snack. The state requires children have the option of two food groups for their snack. Healthy, non-complicated and small snacks are recommended. Please send NUT-FREE snacks.

## LUNCH (Full day students only)

Preschool and Pre-K students need to bring a lunch from home. All lunches must meet USDA guidelines. Lunches should have 1 serving of breads and grains. 1 serving of meat, fish, poultry or meat alternative. Two servings of fruit and vegetables. We do not consider fruit snacks or fruit roll ups as a serving of fruit. We encourage our students to eat their lunch, starting with their protein first. Please make sure your child will eat what is packed for lunch. Milk will be provided to Preschool and Pre-K students. Students may decline milk and bring their own drink for lunch. Please inform your teacher if your child has nut related products for lunch. Preschool and Pre-K students will eat lunch in their classrooms.

Pre-K has the option to purchase hot lunch. You can pre-pay your lunch account for your students through FACTS or drop off a check to the front office. Make sure your child checks in for hot lunch when they arrive in their classroom so that we order enough lunches.

## NAPS (Full day students only)

Your child will be required to have a period of quiet time. It is very important that young children get time to rest their bodies and minds. For the first 30 minutes your child will be given books to help them rest and calm their bodies. If they have not fallen asleep after 30 minutes, then the teacher will provide them with a quiet activity to do on their nap mat.

## PERSONAL HYGIENE

All children must be completely toilet trained. We understand that an occasional accident might occur. We will ask your child to clean and change him/herself by themselves in the bathroom. New clothes will need to be sent back the next school day. If accidents are occurring frequently, we will ask for a conference to work on a solution.

For the protection and safety of your child and our staff, we will ask you to pick up your child to be properly cleaned if he or she has had a bowel movement in their clothes. Our children are expected to wash their hands with soap and water after toileting, blowing their nose, before snack, after snack and before and after lunch, as well as after playing with shaving cream or painting. Please reinforce this healthy behavior at home as well.

#### DRESS CODE

Preschool and Pre-K do not participate in the school's uniform policy. Children should wear tennis shoes on their PE day. Girls wearing dresses or skirts are encouraged to wear shorts underneath. No distracting jewelry to be worn at school. Please use your best judgment when you send your child to school. Hats are not allowed to be worn inside the school.

- Please dress for the weather, bring a warm coat when it is cold outside.
- Rain boots for wet, muddy recess
- Hair must be clean, neatly combed and must not interfere with eyesight.

#### DROP OFF / PICK UP

Please bring your child into the school building each day and deliver him/her to the classroom. You may use street parking around the school, or park in the parking lot in the back of the school by entering on N. Vancouver Avenue, and exiting onto N. Williams. The courtyard doors to the school will be unlocked for pick-up and drop-off. The classroom door opens at 8:00 A.M. DO NOT leave your child in the hall if the door is not yet open. You must stay with him/her until the teacher can take responsibility for your child. A sibling may not drop off or pick up a Pre-K or Preschool student. We will serve breakfast in the classroom at 8:00 AM until 8: 10 AM. Our day will begin 8:15 AM. We will close our classroom doors at 8:15 AM. If you bring your child to school later than 8: 15 AM. you will have to check them in at the office and they will be marked as tardy. Please email your teacher before 8:30 AM if your child will be absent.

Dismissal time for morning Pre-K and Preschool is 11: 15 AM. Dismissal time for full day Pre-K and Preschool is 3 :00 PM, 2:00 PM on Wednesdays. Please wait in the hallway outside the classroom for your student to be dismissed to you. Please email your teacher or call the school office if someone other than the usual person is picking up your child. If your child has not been picked up by 11 :25 they will be taken to the office and a phone call will be made to parents or emergency contacts. Morning Preschool and PreK parents may be billed for frequent late pickups. If your child is not picked up by 3:15 PM, 2:15 on Wednesday's, we will call parents and/or emergency contacts. Your child will be sent to the office for pick up.

For safety measures, please do not let your child open the door to outside when leaving our school. Parents, please do not allow anyone in our building you do not know. Our front office staff will let people into our building.

#### BEYOND THE CLASSROOM (BTC)

BTC is our before and after school care program. Morning BTC will not be offered to

Preschool and Pre-K students. BTC will be located classroom 124. The BTC hours are 3:20 M-T, Th-F. On Wednesday's BTC will begin at 2:20. BTC closes at 5:30 PM. You will need to fill out and enrollment form and submit it before your child can receive aftercare. If you have any questions you can contact Kim Zywicki at [kzywicki@holyredeemerpx.org](mailto:kzywicki@holyredeemerpx.org)

## CLOSURES

In the event of an emergency closing due to weather or unforeseen reasons, please listen to the announcement on the radio and television. Holy Redeemer Catholic School WILL automatically follow Portland Public Schools decision. Our principal will send an email to families when a decision is made. Morning preschool and morning Pre-K WILL NOT have school if there is a 2-hour delay. Trust your judgment and stay home if you feel the risk is too great to come to school

## BEHAVIOR MANAGEMENT

We are solution focused. When a problem arises we will try to help the child/children solve it by talking about it with those involved, helping them find a better way to resolve their problem and by removing the child from the situation if necessary. If a problem continues, teachers will let the parents know so that we can problem solve together. Preschool, Pre-K and BTC staff have become certified Positive Discipline Teachers. We also have been trained in Collaborative Problem solving strategies. We use these practices within our classrooms and have a common language and strategies that are used with our students. Pre-K and Preschool are proud to participate in two developmentally appropriate social and emotional curriculums'. Mind +Heart for Preschool and Friendly for Pre-K as well as Social Stories.

## SAFETY

A safe environment is of top concern for us. We have rules in the classroom and on the playground to ensure your child's safety.

Preschool and Pre-K participate and practice Fire Drills, Earthquake Drills, and Emergency Situations. If our students and staff need to evacuate in an emergency situation, our meeting place is Peninsula Park.

All classroom doors and exterior doors are locked during the school day.

## COMMUNICATION

Our philosophy is that we are partners with parents. Please let us know if you have concerns or questions by emailing your teacher, scheduling a conference or phone call. Drop off and dismissal times are not the best time to bring up concerns as it is difficult to have a private conversation with your teacher. Our assistants are very involved in your child's day, but when asking questions please approach your child's teacher. Pre-K and Preschool send home weekly newsletters to inform parents what we are doing in the classroom and reminders of important dates. A school newsletter from the principal's office is also emailed weekly with important information. Please make sure you are reading both thoroughly every week. Your child will also bring home a Friday Folder



with communication from the school, teacher and paperwork that is to be sent home. Folders go home on Fridays and should be returned on Mondays.

## VOLUNTEERING

Teachers encourage and appreciate parents volunteering. The extra help is much needed for those special projects. ANYONE wanting to volunteer must have a cleared background check through the Archdiocesan process. The forms are available at the school office. You will need to complete the background check request form, pay the \$15.00 fee, and watch for an email to proceed. ANYONE wanting to volunteer will need the C.A.S.E. training this fall. The training session is approximately 1 hour and 15 minutes. More information about C.A.S.E. and the times the trainings are offered can be found in the school's weekly newsletter or at the front office. We will also need proof of Covid-19 vaccination sent to the office. The office will inform teachers of the parents who are authorized to be in the classroom.

## HEALTH POLICY

If you think your child or family has been exposed to Covid please email your teacher and keep your child home. You will be given guidance about what to do next and how to safely return your child back to school.

### **When to keep your child home due to illness:**

In order to keep our school environment as healthy as possible, children with any of the following symptoms should be kept home from school:

- severe cold
- -runny nose with yellow or green mucous
- a congested cough
- sore throat or earache
- red or discharge from the eyes
- Unusual yellow color to skin or eyes
- Stiff neck or headache
- Difficulty breathing or abnormal wheezing
- vomiting or diarrhea (more than one abnormally loose, runny, watery or bloody stool) within 24 hours. Child may return to school after 24 hours of symptoms clearing up.
- skin eruptions, rash or inflammation
- signs of weakness or listlessness
- if the child has had a fever over 100 degrees, taken under the arm, within the last 24 hours. Child may return to school after 24 hours fever free.

If a child comes to school obviously ill or becomes ill while at school, the parent will be notified to come and take their child home.

**If your child becomes ill at school:**

We will first try to reach the parent. If unable to reach the parent, we will then call the emergency contact/s you have listed on your registration form. These contacts may take temporary care of your child in the event that you are not available. Please keep your emergency contact information updated with current phone numbers. Parents should inform the teacher/ school office of any known health condition the child has that may require attention. If your child needs to take medication at school, you will need to fill out a medication form and the medication will be kept at the office and administered by the office staff to your child.

**If your child gets a communicable disease:**

It is essential that the other families in the school be made aware of any possible exposure. You should contact the school office as soon as possible if your child has been exposed to or has one of the following diseases:

- Covid-19
- head lice
- chicken pox
- pink eye
- ring worm
- impetigo
- scabies
- strep throat
- fifth disease
- measles
- chickenpox.
- Hand foot and mouth disease
- Whooping cough

**IMMUNIZATION REQUIREMENTS**

We require the immunization history of your child on the County Health form and the school is in accordance with Oregon State law regarding immunization. Immunization documentation is part of our registration process.

We are looking forward to getting to know you and your family. We are happy that you are joining the Holy Redeemer School community.

Kim Zywicki and the Early Childhood Education Staff.