

Saint Teresa Preschool Handbook



“Christ is my love. He is my whole life.”

-St. Teresa

Saint Teresa of the Child Jesus and the Holy Face,
pray for our children.

Updated February 2026

PRESCHOOL GOAL

Our goal is to give children opportunities to encounter the beauty and wonder of God's creation and the goodness of God Himself, and to teach according to the child's spiritual, intellectual, physical, social and psychological growth and development. In addition to time in the classroom, students experience our outdoor nature exploration area daily.

ADMINISTRATIVE POLICIES

AGE REQUIREMENTS

Students must be 4 years old by July 31.

PROCESS OF ACCEPTANCE

- Current St. Teresa School families and parishioners (Mid-January)
- General Public (Early February)

TO DO LIST: REQUIREMENTS FOR ENROLLMENT

- Enroll online in PowerSchool
- Create a FACTS account
- Birth Certificate – We must see the original. We will make a copy of the original for the student's cumulative folder.
- Baptismal Certificate – We must see the original. We will make a copy of the original for the student's file.
- Immunization Records
- Custodial Papers – if applicable

FEES

Registration Fee for preschool is assessed in your FACTS account.

SCHEDULE & TUITION

Half day: Monday through Friday 8:00 a.m.-11:00 a.m. **OR** 12:15 p.m.-3:15 p.m.

In-parish \$1,775/year Out of parish/Non-Catholic \$2,275/year

Full day: Monday through Friday 8:00 a.m.-3:15 p.m.

In-parish \$3,000/year Out of parish/Non-Catholic \$4,000/year

Please note that tuition is determined based on the number of school days for the entire year. The actual number of teaching days will vary slightly from month to month (work days, Christmas, Holy Week). To simplify matters, we have determined the same fee for each month. Even if there are fewer teaching days in a month (May, for example), the full monthly fee, and not just part of it, should be paid.

Tuition should be paid through your FACTS account or checks may be made payable to St. Teresa School and sent monthly to the school office or the rectory. (September through May)

DAYS IN SESSION: The preschool classes will start the first full week of school. All vacations will coincide with the regular school calendar. (For example, Thanksgiving and Christmas).

CLASSROOM INFORMATION

DAILY ACTIVITIES

The daily schedule will involve the following:

- +Calendar/Weather
- +Nursery Rhyme/Music
- +Theology/Catechesis of the Good Shepherd
- +Phonemic Awareness
- +Storytime
- +Snack/Recess
- +Outdoor Nature Exploration
- +Pick-up/Pack-up/Pray

THEOLOGY

Theology will be included not only as a separate subject but as a frame of reference for all our subjects, as we are a Catholic School basing our teaching on Catholic values and philosophy. Besides meeting our priests and sisters, your child will hear and learn prayers, religious songs, and stories. In art we will have some religious projects. Your child will learn to make the Sign of the Cross and to pray the Prayer before Meals, Glory Be, Hail Mary, and Guardian Angel Prayer. Both morning and afternoon classes will include Catechesis of the Good Shepherd.

PHYSICAL FITNESS ACTIVITY

Large muscle development will be encouraged through various games and exercises in the room. When weather permits, the children will play on the playground and in the nature exploration area. If the weather is inclement, they will go to the gym or play in the room.

ARTS AND CRAFTS

We have art or craft activities which help develop fine motor muscle coordination as well as an appreciation for art.

AUDIO-VISUALS

We will use audio-visual aids: CDs, videos, and DVDs, to enrich our program.

SNACKS

Parents will be required to provide daily, healthy snacks for the students on a rotating basis. If your child has dietary restrictions, due to allergies or intolerance, please provide a note from their doctor and provide their daily snack.

OTHER POINTERS

ARRIVAL AT SCHOOL

Students may be dropped off between 7:45 and 8:00 a.m. for the morning and full-day sessions. The tardy bell rings at 8:05 a.m. Afternoon ½ day students arrive at noon. Students will go directly to their classroom at this time. Additional staff in the stairwell and hallway will assist them to their classroom.

DISMISSAL

At dismissal time the teacher will walk the students from the outdoor classroom or out from door #2, where she will wait outside (or *inside* the doorway of door #2 during inclement weather) until all students are picked up by parents. When it is five minutes after dismissal time, the teacher will walk any remaining students to the office area. Any parents arriving later than 5 minutes after dismissal will need to pick their child up from the school office. Furthermore, we do not recommend that preschool children walk home alone, nor will we provide crossing guards for children this young. If it is your decision to have a child walk, we must have a written note on file stating that you want the child to walk and that you assume full responsibility for his/her safety. If at any time you are unable to meet your child after class, please send a note or call to let us know who will be taking your child home.

CLOTHING

Uniforms are required. Visit our used uniform closet to purchase gently used items.

Girls:

- plaid jumper
- shorts must be worn under jumper. Leggings/tights during the cooler months

Boys:

- navy blue, twill, reaching to the top of the shoe

Shirts for boys and girls:

- polo or oxford (long or short sleeves)
- white, light blue, or forest green
- Everything worn under the uniform shirt must be plain white, black or navy blue, with no words, pictures or print.

Boys and Girls may wear navy blue uniform shorts during the months of August, September, April and May.

To prevent lost coats, mittens, hats, etc., we strongly recommend that you write your child's name on all clothing items.

Please also provide an extra set of clothing in a large Ziploc bag labeled with your child's name, to be kept in the classroom. Please include the following: shirt, shorts, pants, underwear, and socks.

COMMUNICATION BETWEEN SCHOOL AND HOME

You will receive an email from the school weekly, normally on Thursday. Additional emails may be sent, depending on the need/activity. The teacher will also periodically send home information in your child's backpack about different classroom activities.