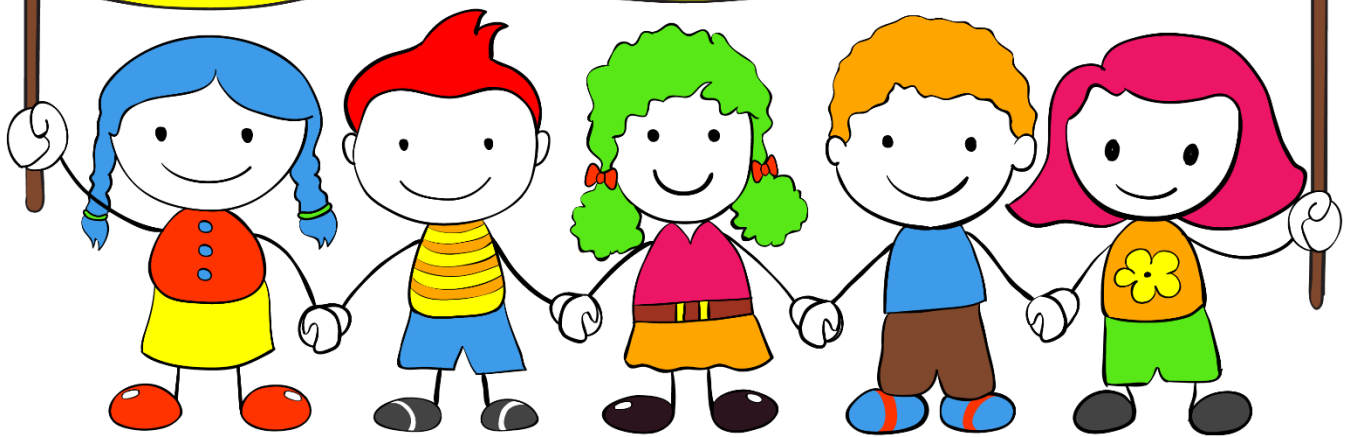


# Saint Gregory the Great Early Childhood Enrichment Program



## INFORMATION BROCHURE 2020-2021

## Word of Welcome

Saint Gregory the Great Early Childhood Enrichment Program provides a safe, loving, nurturing Christian environment that fosters a love of learning. Children are encouraged to discover the joys of learning about themselves, about God's world around them and about their place in that world. We offer a curriculum supporting the basic building blocks of education while providing opportunities for your child to take giant steps forward as they grow. Our school offers an atmosphere in which children can learn to live effectively with themselves and others and also begin to acquire a sense of identity, while experiencing many chances for success.

We hope to create a spirit of joyfulness in the learning process in order to encourage, support and motivate each child to realize their full potential.

We welcome all residents of Harrison and its surrounding towns and villages to visit our learning community here at  
St. Gregory the Great.



## Director's Message

The start of Preschool is an exciting, but sometimes scary moment for you and your child. Whether your little one attends school for a few hours a week, or several hours a day, there's much to do and think about.

Everything about the Preschool environment is designed to help your child learn and grow. When you walk into your child's classroom, you will find a large, colorful room divided into carefully planned interest areas. It will be filled with bright, primary colors and a variety of materials for your child to manipulate, explore, snuggle, play with and share. The room is especially designed to encourage your child's natural curiosity and desire to learn about his/her world.

The organization of their Preschool classroom sends important signals to children about "what there is to do and how to do it." Research indicates that a well-organized classroom helps children learn and motivates them to interact positively with each other.

Preschool classrooms are usually organized around interest areas or learning centers. These areas allow children to play and explore materials with the guidance of the teacher either individually or in small groups. Your child's classroom will have many of the following learning centers, but the arrangement and composition of the centers will vary.



## Art

Here are the raw materials for creativity - colored paper, crayons, markers, tape, paste and safe scissors, which are set out on shelves and tables. Children may be engaged in a variety of activities, such as: tracing outlines of leaves, cutting out shapes and pasting them in patterns on colored paper, painting at an easel, or making things with play-dough. Art projects may be done either independently or simultaneously as a class activity. Children are developing small muscle control and hand/eye coordination, as well as creativity.

## Blocks

Wooden blocks of different sizes and shapes are arranged on shelves along with small cars and an assortment of \*little people\* to encourage children to build replicas of their world, or creations of their imaginations as they practice symbolic representation. They are developing an understanding of the relationships between size and shape, and the basic math concepts of geometry and numbers.

## Dramatic Play

Children experiment with different roles as they explore the familiar and the unknown through pretend play. The area is filled with props and dress-up clothes to encourage imagination.

## Rug

This is where the entire class gathers for Circle Time to listen as the teacher reads a story or explains an upcoming project. Children often begin and end the day on the rug area.

## Literacy

Here, children explore the world of books and feel safe and secure as they are introduced to reading. Brightly illustrated children's books are displayed on low shelves. Children can curl up on a rug with books they have selected, or lounge against large, comfortable, multi-colored cushions. Children with headsets can listen to tapes of stories, following the pictures in their books.



## Manipulative Play

In this area of the classroom children may be carefully stringing beads into colorful patterns, building a complex structure out of Legos, or putting the pieces of a puzzle together. It is here that children develop fine motor skills by using their fingers and hands in creative ways. They also learn eye/hand coordination.

## Playground

Outside, there is a safe, enclosed area with structures for climbing and balancing, and balls of different sizes to encourage large muscle control and coordination. On rainy days we have the luxury of a spacious gym where children can play familiar childhood games.

## Science

The teacher puts out interesting objects from nature, such as leaves, rocks, and seashells, for children to examine with a magnifying glass, plus paper and markers to draw them.

## Sensory

Water and sand tables equipped with boats, cups, funnels, and sieves encourage children to explore mediums like water and sand, to understand the physical world, and to develop concepts underlying math and physics.

All these learning centers and interest areas will enable your child to gain the right mix of pre-readiness skills listed below:

- Enthusiasm Toward Learning
- Solid Oral-Language Skills
- The Ability to Listen
- The Desire to Be Independent
- The Ability to Play Well with Others
- Strong Fine-Motor Skills
- Basic Letter and Number Recognition

The acquisition of all these skills will prime your children to be successful in school.



## Highly Qualified and Dedicated Staff

Our highly qualified and dedicated staff here at Saint Gregory the Great Early Childhood Enrichment Program is eager to make this transition as easy as A, B, C.

### In our program you will see:

- Frequent, positive, warm interactions among teachers and children
- Planned learning activities appropriate to children's age and development, such as block building, dress-up, painting, reading stories, play-dough, and active outdoor play
- Specially trained staff
- Ongoing professional development for the staff
- Enough adults to respond to individual children
- A variety of age appropriate materials
- Respect for diversity
- A healthy, safe, inclusive environment
- Regular two-way communication between teachers and parents
- Effective administration
- Ongoing, systematic evaluation of the program and individual children

During the preschool years, a child establishes many patterns of behavior. Saint Gregory the Great Early Childhood Enrichment Program provides a curriculum designed to develop and encourage the establishment of positive patterns that will serve each child for many years. Each area of our curriculum helps children to see that they are growing, learning individuals who can solve many of their own problems and who can contribute to the group.



## **Spiritual Development**

Children are led to see themselves as a valued part of God's created world. As a part of the world, they are encouraged to act in a considerate and loving manner toward all of creation.

## **Social Development**

Children are encouraged to develop self-help skills (managing their own clothes, toileting, hand-washing and cleaning up). They learn to share, cooperate and be a friend. Children also learn leadership skills and how to interact in large and small groups.

## **Emotional Development**

We promote each child's feeling of self-worth, recognize that there are individual learning styles, and help each child strive towards his or her potential. Each child's feelings are validated. Respect for self, others and objects is fostered through modeling and encouragement. Children are urged to distinguish between feelings and the acting out of feelings. They are encouraged to recognize that some of their actions must be limited and channeled. Children are also directed to understand how their actions affect others.

## **Art**

Children explore a wide variety of media and are encouraged to make choices and evaluate their own work. These activities increase hand-eye coordination and small muscle development. Children learn to experience creative art as a "process" not a "product." In teacher directed activities, different art media are also used to reinforce cognitive skills.

## **Music**

Music is a wonderful learning tool. It is used throughout the school day to focus the children's attention on the topic at hand. For example: children pick up math concepts with "Five Little Pumpkins Sitting on a Gate"; they develop gross motor skills and learn to name body parts by doing "Head, Shoulders, Knees and Toes"; and they explore feelings when singing "If You're Happy and You Know It." We also sing, dance and play music for the pure joy of it.



## Science

Preschool children are natural scientists. We encourage this curiosity through exploring the world around us with all five senses. Magnets, magnifying glasses and cooking activities are some of the tools that may be used to encourage an aptitude for inquiry.

## Literature

As children listen to stories, they will increase their listening skills and add to their vocabularies. As they discuss these stories, they will increase their ability to express themselves verbally while expanding their comprehension skills, sequencing and critical thinking. Children also have free access to books to look at, explore and appreciate on their own.

## Math

Children become familiar with the basic geometric shapes. They are exposed to the pre-math concepts of patterning and sequencing. Children begin to recognize the significance of numbers in daily life in activities such as cooking, block building and through the calendar. They explore number concepts and do simple counting through finger plays, flannel stories and games.



## Extra-Curricular Activities:

- All extra curricular programs are cancelled for 2021-2022 during the Covid-19 pandemic. However, this may change due to changes with the New York State Guidelines, CDC, and Office of Children and Family Services.

The following extra-curricular programs are offered at St. Gregory's for an additional fee. These programs are optional.

- Hand Writing Without Tears
- Happy Fit Olympiad
- Happy Feet Soccer
- Kinderbox Kids
- Math Minds
- Ready, Set, Read
- Dance

## Philosophy of Education

Saint Gregory the Great Early Childhood Enrichment Program is committed to the Catholic tradition of life and to providing a quality education for children in partnership with parents and/or guardians. We endeavor to emphasize a positive, creative, learning environment wherein the physical, emotional, social, intellectual, moral and spiritual development of each child is nurtured. Thus the individual differences of the children, arising from their varied home backgrounds and environment, are taken into consideration so that each student may develop a healthy self-concept. Saint Gregory's is committed to caring leadership, competent teaching, and cooperative endeavors with students, parents, and guardians.



## Child to Teacher Ratio

Saint Gregory the Great Early Childhood Enrichment Program maintains classroom ratios in accordance with those set forth by the New York State Office of Children and Family Services. Our child-to-teacher ratio is 1:7 in the 3 year old classes and 1:8 in the 4 year old classes.

- During Covid-19 we can only have a maximum of 15 children in a static/stable classroom according to the CDC.

### Our Program Provides

An awareness of God, our Creator Learning that fosters exploration and inquiry Meaningful and relevant learning experiences that include:

- manipulation of different materials
- dramatic play
- large muscle activities
- cooking
- participation in simple games
- exposure to literature, math, music,
- science and nature

Acquisition of basic skills

Creative activities that develop a child's imagination

Active hands-on-learning

Interactive teaching and cooperative learning

Thematic activities

Social interaction

Indoor and outdoor play, which provides opportunities for Exploration, experimentation and manipulation



## Parent/Teacher Association

We recognize that educating children is a team effort and that the participation and support of parents is critical to a school's success. Thus, we encourage our parents to become actively involved in our school's PTA, which offers parents a very special opportunity to work with our staff in developing a strong link between home and school. We consider parent volunteers a very special resource. Parents are encouraged to help in our program and with extracurricular activities. Please call the Director if you have time or skills you can donate to make our early childhood program a better place for students to learn and grow.

- During the Covid-19 Pandemic PTA Meetings will be held virtually

## Accreditation

Saint Gregory the Great Early Childhood Enrichment Program, an integral part of Saint Gregory the Great Parish, is a Catholic institution which adheres to the mandates of the New York State Department of Education. Our program also conforms with the mission, philosophy and goals of the National Association For the Education of Young People by promoting standards of professional practice. Saint Gregory the Great Early Childhood Enrichment Program is licensed by the New York State Office of Children and Family Services.

## Non-Discrimination Policy

Saint Gregory the Great Early Childhood Enrichment Program admits students of any sex, race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, nationality or ethnic origin in administration of its educational policies, athletic or other school administered programs.



## Our Staff

Our staff consists of an Educational Director who has a Masters Degree in Education, New York State Certification in Elementary Education N-9, and years of experience in school supervision and Professional license in School Administration. In addition, a teaching staff of experienced and highly qualified early childhood professionals are in charge of daily instruction, with the assistance of trained classroom assistants.

## Admissions and Calendar

The New York State Education Department recommends that every child admitted to an Early Childhood Program for 3's be two years and nine months old by September 1st of the year they enter school. A child admitted to an Early Childhood Program for 4's must be three years and nine months old by September 1st of the year they enter school.



## Enrollment

Interested parents and children are invited to tour the school, meet the staff, review and complete all of the necessary paperwork for enrollment. Upon receipt of the completed application and the registration fee, placement will be made. An interview is required for admission.

- During the Covid-19 epidemic, tours will either be conducted on evenings or weekends, or virtual tours via Zoom.

It is necessary that the following information for each child be completed for each child's school file:

- Attestation Form
- Baptismal Certificate (If Applicable)
- Birth Certificate (State Issued) or Passport
- Child Development History Form
- Child Pick Up Form
- Current Medical Form & Record of Immunizations,
- Dental Form
- Emergency Card
- Emergency Information Form
- Napping Policy
- NYS OCFS Registration Form
- Non-Refundable Registration Fee
- Photo / Directory Permission Form
- Registration / Tuition Form
- Smart Tuition Enrollment Form

The school year begins in mid September and runs to early June. We will follow the Harrison Public School's vacation and holiday schedule, with the exception of Jewish Holidays. It is at the sole discretion of the Director to change or revise the school calendar if necessary.



## Napping/Sleeping Arrangements

Napping and Resting Arrangements are made in writing between the parent and the program in the Pre School Registration Packet. Such arrangements shall include the area of the program where the child may rest or nap, how the child will be supervised, consistent with the requirements of section 418.8 of OCFS Regulations. The resting places are:

- Located in a safe area
- Located in a draft free area
- Will be where children are not stepped on
- Be in an area where egress is not blocked
- Allow a person to move freely and safely within the area to check on or meet the needs of children
- Be at least two feet apart from each other

Children who do not wish to nap are offered a quiet play area, or they may be seated to read a book or select a puzzle to complete, or sit at a table and draw.

Children who attend extended day classes are given a rest time daily. This is done immediately following their lunch period. Each family is asked to supply a rest mat for their child as well as individual clean mat coverings (fitted crib sheet or king size pillow case). These will be sent home weekly for laundering. Rest mats are stored separately so they do not come in contact with the sleeping surfaces of another child's rest equipment. Rest mats are cleaned daily. The rest mats are placed on the carpeting portion of the classroom. Students will be supervised by classroom personnel. Soft and soothing music is played during this period and blinds are drawn.

The rest period lasts approximately 30 minutes. If a child is asleep at the end of the rest period, we will not disturb them.

During the course of a very busy morning a child in the half day program may need to rest or possibly take a short nap. The program has extra mats to accommodate that child. The classroom teachers will disinfect the mats after each use. The primary reason for this policy is to make sure children do not become irritable and it enables teachers to make the rest of the day manageable. Parents will be asked to sign off on this policy. Mats are available as needed and are stored and cleaned daily.



Further reminders:

- Mats located in approved day care space
- Mats located in safe areas of the program
- Mats located in draft-free areas
- Mats are where children will not be stepped on
- Mats are in a location where safe egress is not blocked
- Mats are placed so that a staff member can move freely and safely with the napping area in order to check on or meet the needs of children.
- Mats placed head to toe.

### Toilet Training

Saint Gregory the Great Early Childhood Enrichment Program believes that children develop naturally and normally at different rates and times. Toilet training is a human landmark that is the responsibility of the family, not the Program, but the Program, will support the family's effort as much as possible.

They will be supervised in the bathroom by classroom personnel and assisted when necessary. Please send children in clothing that they are able to manage independently. Assistance means: buttoning, unbuttoning clothing, zippering, reminding a child to wipe, flush, wash hands. Children will be encouraged to do the best they can and be reminded to wash their hands. Universal Precautions will be used by staff members.

Parents are responsible for providing pull-ups and a full change of clothes including socks for the child in case of a toileting accident here in school.

The child will be changed in the bathroom area under the supervision of classroom staff using Universal Precautions. If the child is unable to take off his/her own clothing, a staff member will encourage them. If the child is able to dress him/herself we will encourage this as well. This supervision will be within sight of a colleague.

We will change a child who has had a bowel accident and when this happens the clean-up must be within the presence of a colleague or family member.

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Under NO CIRCUMSTANCES will the child remain in the classroom until cleaned. For children who are unable to use the toilet consistently the following procedures are in place:

- Changing of pull-ups will be done in a designated private area. Parents are responsible for providing pull-ups for their child in case of a toileting accident here in school.
- Staff will check children for signs that pull-ups are wet or contain feces regularly.
- Pull-ups and clothing that are soiled by urine or feces are immediately placed in a plastic bag without avoidable handling and is disposed of.

## CLASS SCHEDULES

### Three Year Old Program options:

- 3 mornings Tuesdays, Wednesdays, Thursdays from 8:45 a.m. to 11:30 a.m. \*
- 5 mornings Mondays thru Fridays from 8:45 a.m. to 11:30 a.m.
- 5 mornings + 3 afternoons:
  - Mondays & Fridays from 8:45 a.m. to 11:30 a.m.
  - Tuesdays thru Thursdays from 8:45 a.m. to 2:30 p.m.

### Four Year Old Program options:

- 5 mornings Mondays thru Fridays from 8:45 a.m. to 11:30 a.m.
- 5 mornings + 3 afternoons:
  - Monday & Friday from 8:45 a.m. to 11:30 a.m.
  - Tuesdays thru Thursdays from 8:45 a.m. to 2:30 p.m.
- 5 full days Mondays thru Fridays 8:45 a.m. to 2:30 p.m.



## Payments

There will be no refund or discount due to absenteeism or closure due to COVID-19. There is also a non-refundable \$225.00 registration fee per child due with the program application. Please be advised that once you select a specific program option, adjustments cannot be made unless we have an available opening. Students will be randomly placed at the sole discretion of the Pre-School Director.

## Programs and Tuition

Saint Gregory the Great Early Childhood Enrichment Program is a non-profit institution. The schools major source of income is from tuition. There is a non-refundable \$225 registration fee per child. The school provides tuition payment options to parents through Smart Tuition, which is a Management Company that is set up exclusively to manage the schools financial needs by receiving tuition payments. There are several convenient payment schedules and methods available.

Each preschool family will receive a monthly tuition invoice based on the enrollment of each child. Tuition is due by the 1<sup>st</sup> of each month.

A onetime registration fee of \$45 will be applied to your first tuition payment. A \$40 late fee will be issued for any payment not received by the 5<sup>th</sup>. Also a \$35 fee is charged when the program receives a check that has insufficient funds. After two NSF checks tuition must be paid by a money order or certified bank check. Personal checks will not be accepted as payment.



## Additional Information Regarding SMART Tuition

1. There is an annual fee of \$45 per family per year for Smart Tuition to manage your account. This fee is included in your first statement.
2. If you pay the full school year tuition before January 1<sup>st</sup>, you do not have to pay the \$45 Smart Tuition fee. Speak to the school office if you are interested.

### There Are 3 Payment Plan Options for 2021 -2021:

1. Annually - August 1<sup>st</sup>
2. Semi Annual - August 1<sup>st</sup> & January 2<sup>nd</sup>
3. 10 equal payments- starting August 1<sup>st</sup> - May 1<sup>st</sup>

### PAYMENT OPTIONS:

#### 3 Half Days Program (3 yr olds only): Tuition \$5113.00

Annual: \$5113.00

Semi Annual: \$2556.50

10 equal payments: \$511.30

#### 5 Half Days Program: Tuition \$7103.00

Annual: \$7103.00

Semi Annual: \$3551.50

10 equal payments: \$710.30

#### 5 Mornings + 3 Afternoons Program: Tuition \$9040.00

Annual: \$9040.00

Semi Annual: 4520.00

10 equal payments: \$904.00

#### 5 Full Days Program (4 yr olds only): Tuition \$9794.00

Annual: \$9794.00

Semi Annual: \$4897.00

10 equal payments: \$979.40



## Snacks & Lunch

- During the Covid-19 pandemic children must bring their own snacks and lunches. Food may not be shared by children.

### Snack

- All children should bring in a healthy mid morning snack which the parent provide.

Snack is an important part of a Pre School student's day. It is the parents' responsibility to provide a healthy snack for their child each day. This is a Nut Free school. Snacks will not be allowed if they contain nuts, nut oils or butters or were manufactured in a facility with peanuts and/or tree nuts. There are children with extreme allergies in our school and for this reason, we ask that you adhere to our strict \*No Nut Policy\* for the safety of everyone. Remember, this is a snack and not a meal.

Parents need to supply their child with an appropriate beverage. You may send in water in a plastic container. We suggest the small 8 oz. bottle. If you decide to send in juice, please make sure it is in a juice box containing 100% fruit juice. No glass bottles, please. Also, do not send in candy, cupcakes, chips, etc. and foods with artificial sweeteners. Our goal is to help your child learn to enjoy eating healthy foods. The healthy eating we're teaching now will benefit them for a lifetime.

### Food Allergies

Parents of children with extreme allergies must send in a supply of appropriate snacks for their child in a labeled plastic storage container. The container should be labeled with the child's name, and the specific food allergy they have so that we may regulate exactly what foods they are exposed to, especially during Birthday and School Celebrations. Most items made in a store or bakery such as cupcakes, cake, and cookies are not peanut/tree nut safe. Also, parents will be notified in writing of special classroom activities involving food.

### Lunch

Parents of extended day students should pack a nutritionally balanced lunch for their child consisting of a sandwich, lunchtime snack and a juice or water, etc. PLEASE REMEMBER: NO CANDY, CHOCOLATE, OR NUT PRODUCTS. There are children with extreme allergies in our school. For this reason, all parents, are asked to please adhere strictly to the "NO NUT POLICY."



## Birthday Celebrations

Under normal circumstances we would love to celebrate your child's birthday, however due to COVID-19 food from outside sources cannot be brought in and shared with the children. The teachers will help to make your child's birthday special in the classroom.

NON PANDEMIC YEAR: We would be happy to celebrate your child's birthday at school. Some acceptable treat's you may bring in are, Cake, Cup Cakes, Dixie Cups (Stop & Shop brand), Juice, Birthday Cups, Napkins, Plates, Utensils, Goody Bags with non-edible treats (non toxic) and Balloons. Most items made in a store or bakery such as cupcakes, cake and cookies are not peanut/tree nut safe. A Birthday Celebrations Form will go home from the Classroom Teacher.

## Website

Visit Our Website at [stgregoryearlychildhood.com](http://stgregoryearlychildhood.com) to see all the fun and exciting events and activities going on at our school! Read the monthly newsletters and hear from the teachers and director about what is going on in the classrooms!

- The full Covid-19 Pandemic Medical Protocols and Exclusion Policies can be found on our website

