

Welcome to  
Holy Ghost Catholic School's  
PRESCHOOL

Future Student



Holy Ghost  
Catholic School

5302 South 52<sup>nd</sup> Street  
Omaha, NE 68117  
402 – 731 – 5161 (school)  
402 – 731 – 5174 (fax)

## Holy Ghost Catholic School

Phone: (402)731-5161 / Fax: (402) 731-5174      5203 South 52<sup>nd</sup> Street Omaha, NE 68117

Father Greg Benkowski, Pastor

Mrs. Dana M. Martin, Principal



Dear Parents / Guardians,

I would like to personally welcome you and thank you for being interested in our PreSchool Program. This packet was put together with the idea of assisting you in making your child's adjustment to Preschool a successful and happy one.

Our goals and objectives are outlined in this packet. We will provide the basic foundations your child will need to begin school. One of our main goals at Holy Ghost is that we assist each child to grow academically, socially, and spiritually. We think our program will meet your needs as a parent and we look forward to working with you, your child, and your family.

Also, I would like to encourage you to look at the Holy Ghost Child Care Center as a possibility of before and after school care for your child during Preschool. A copy of the HG Child Care Center rates is included with this packet. You can contact the Director, Trina, at the Center anytime if you have any questions at 731-7929.

Finally, I would encourage you to go to our School's WEBSITE at [www.holyghostomaha.com](http://www.holyghostomaha.com) to find out all about our school and parish.

If you have any other questions feel free to contact the office at 731-5161. Thank you.

In Christ's Love,

Dana Martin, Principal

# **HOLY GHOST CATHOLIC SCHOOL'S**

## **PRESCHOOL**

THE FOLLOWING ITEMS MUST BE COMPLETED AND TURNED IN AS SOON AS POSSIBLE TO SAVE A PLACE IN OUR PRESCHOOL PROGRAM.

- COMPLETED REGISTRATION
- \$50.00 PER STUDENT REGISTRATION FEE
- COPY OF BIRTH CERTIFICATE
- COPY OF CURRENT VACCINATION RECORD

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE SCHOOL OFFICE AT 731 – 5161.

OUR FAX IS 731 – 5174.

## **SCHOOL SUPPLY LIST**

### **PRESCHOOL**

- 2 BOX OF TISSUES
- 1 BOX OF BABY OR WET WIPES
- 1 ROLL OF PAPER TOWELS
- 1 SCHOOL BACK PACK (LARGE ENOUGH TO HOLD A REGULAR FOLDER)
- 1 TWO POCKET SCHOOL FOLDERS
- PLASTIC SCHOOL BOX (PENCIL BOX)
- 4 GLUE STICKS PER SEMESTER
- 1 PAIR OF SCISSORS (FISKARS BRAND WORK BEST)
- 16 COUNT BOX OF CRAYONS (CRAYOLA WORKS BEST)
- 1 SET OF WATER COLOR PAINTS  
(NO MORE THAN 8 COLORS PLEASE)
- PAINT SHIRT (PLEASE WRITE CHILD'S NAME ON TAG)
- 1 CONTAINER HAND SANITIZER GEL
- CHANGE OF CLOTHING (ACCIDENTS DO HAPPEN)

# **HOLY GHOST CATHOLIC SCHOOL'S PRESCHOOL**

## **PRESCHOOL PROGRAM**

It is the philosophy of Holy Ghost Preschool that early childhood should be a time of fun, warmth, security, exploring, and discovery. Preschool children are creative and receptive. The staff strives to nurture and encourage these qualities in the children who attend. The Preschool's purpose is to provide an atmosphere that encourages social, emotional, physical, and intellectual growth and development of the child as a whole.

Planned within the framework of philosophy and purpose, Holy Ghost Preschool's curriculum includes sharing and conversation time; stories, songs, finger plays, and creative art activities and crafts; games and large muscle activities; a field trip in the community; science and nature activities; exposure to shapes, colors, numbers, letters, and celebration of birthdays and holidays.

## **ADMISSIONS**

Children who are three or four years old by October 15, 2010 are eligible to enroll in the preschool. Admission requirements and enrollment procedures are as follows:

1. A child must be either three or four years old by October 15, 2010 to be admitted into preschool.
2. Registration papers must be filled out completely, and all fees paid.
3. Classes are filled on a first-come, first served basis according to the date of enrollment.
4. As vacancies occur during the year, they are filled from the waiting list.
5. A copy of birth certificate and shot record must be presented at the time of registration.
6. All children **MUST** be potty-trained.

## **DAYS AND HOURS OF OPERATION**

The Preschool will follow the Holy Ghost Catholic School Calendar. If school is closed, you may then choose to use the Holy Ghost Child Care Center. A copy of the rates is included in this packet. Three and four year old classes will contain no more than twenty-five students. The four year old program will meet three times a week. (Mon., Wed., and Fri.) from 8:00am to 11:00am. The three year old class will meet two times a week, (Tues., and Thursday). From 8:00am to 11:00am. Should there be a need, there could be both a morning and an afternoon class. The morning class would meet from 8:00am until 11:00am and the afternoon class would meet from 11:45am until 2:45pm. This would be dependent on interest and numbers though.

Preschool will have the same closing as the regular school does for all holidays and vacations. Because of state requirements concerning class size and teacher ratio, missed days may not be made up on non-scheduled days.

Holy Ghost follows the Catholic Schools in the Archdiocese and Omaha Public schools for emergency closing procedures. If Omaha Public Schools and the Archdiocese Schools are dismissed early because of weather conditions, preschool will close at the same time.

## **PICK UP AND DELIVERY OF CHILDREN**

Children should not arrive more than fifteen minutes before class begins or be picked up more than fifteen minutes late. We suggest that you sign your child up for our Extended Care Program if you need to drop your child off early or pick them up late. For Safety's sake, children must always be left in the care of an adult, with the children being brought directly into the classroom. Parents are asked to pick up the children from the classroom after school. The teacher may have the children lined up at the front of school depending on the weather or timing.

## **TUITION**

Tuition is figured as an annual fee. It may be paid in full at registration, or it may be paid monthly. If you choose monthly, the installments would be due by the fifteenth of every month. The cost of our four year old program is **\$95.00** per month; the cost of the three year old program is **\$65.00** per month. This is the rate for preschool only. There is also a **\$50.00** per student registration and supply fee that will cover the textbooks and supplies that will be used with your child. Any missed days will not be made up. We will require payment of the registration fee at the time of sign up.

## **HEALTH INFORMATION**

Each child is required to have on hand a record of up to date immunizations, and the signature of the child's source of medical care. If a child's health care summary is not completed at the time of enrollment or within thirty days from enrollment, the child will be excluded from the preschool program. The preschool must have on file for each child the following information:

1. A signed permission for health care authorizing emergency numbers for reaching parents or guardians, and another authorized person.
2. A medical release allowing the administration of medication this must be written by your child's doctor.

No child who arrives at preschool noticeably ill, with a rash or fever will be admitted for the day. Should a child become ill during the day, the parent is notified immediately. The child is taken to the office and remains there under adult supervision until the parent or authorized person arrives to take the child home. In case of a medical emergency during a preschool session, the staff will administer first aid. The parent or authorized adult will be notified as quickly as possible. If

medical attention is required the staff will call 911 to transport the child to a local hospital. Every effort will be made to contact the child's own physician.

## **DRESS – ATTIRE**

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes.

## **DISCIPLINE**

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by the teacher and reminded of acceptable behavior.

Removal from the group for a period of time-out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parent is asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable manner.

## **CONFIDENTIALITY OF RECORDS**

Children's records are open only to the child's teacher, the principal, and authorized employees, or the child's legal parent or guardians.

## **WITHDRAWAL**

If a child needs to be withdrawn from All Day Pre-Kindergarten, two weeks notice is required so that the vacancy may be filled by another child. Should more notice be possible, it would be appreciated. Book fees and tuition are nonrefundable.

## **COMMUNICATIONS WITH PARENTS**

This booklet has been supplied in an effort to answer many of your questions. Please contact the school office at 731-5161 if you have more questions.

Please remember that this is your child's education, so feel free to come in and find out what is happening. You are always welcome!

# HOLY GHOST CHILD CARE CENTER

Thank you for your interest in our program here Holy Ghost Childcare. We take pride in our program and hope that it will fit the needs of you and your child.

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Childcare Registration Fee per family \$40.00

Full Time (4-5 days per week) \$115.00 / week

Part Time (2-3 days per week) \$65.00 / week

Before School only \$35.00 / week

Before and After School only \$65.00 / week

After School only \$45.00 / week

Drop in occasionally \$35.00 / day

(dependent upon space available that day)

Fall Activity Fee (class parties, events, etc.) \$35.00 / per child

Summer Activity Fee (weekly field trips) \$100.00 / per child

All accounts are billed weekly regardless of attendance. Each family is, then, given two weeks of vacation to use at any time during the year. If your child is enrolled full or part time at the childcare, the cost of your preschool is included. You pay your registration fees at both places and then your weekly childcare bill. That's it.

Holy Ghost Childcare is Open Monday through Friday from 6:30am to 6:00pm. We continue to operate during the summer, scheduled school breaks, and on scheduled days off. We are, however, closed on the following days: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, and Christmas Day. In the event that schools are closed for weather reasons, the childcare will also be closed. If you have any questions about our program or to register your child (ren), please contact us. You can reach the school at 731-5161 or the childcare at 731-7929.