

## THE PRE-K PROGRAM

Children are engaged in a number of readiness and developmental activities recommended for students preparing to enter an academic kindergarten program. These include, but are not necessarily limited to:

- Large and small motor activities
- Socialization skills
- Physical dexterity skills
- Value awareness

Parents are encouraged to observe and discuss the program with the director.

## PERSONNEL

Fr. Andy Ligot	Pastor
Mrs. Priscilla Murphy	Principal
Mrs. Eileen Madej	Director

## DAILY SCHEDULE

St. Lawrence Pre-K program consists of a Monday, Wednesday, Friday session or Tuesday, Thursday session, or Monday through Friday session. All sessions begin at 8:00am and conclude at 11:15am. The Pre-K follows St. Lawrence Elementary School yearly calendar. Each family will receive a yearly calendar at the beginning of the school year, and a detailed schedule of daily activities may be obtained from the director.

## STAFF/STUDENT RATIO

The maximum class size is thirty-six students. Two aides assist the director in carrying out the school program. Students are placed in groups of one teacher to twelve children. This ratio provides the individual attention necessary for this age group.

## ATTENDANCE ABSENCE AND TARDINESS

A written excuse, giving good and sufficient reason, is required when a child is absent or tardy. The note must be given to the director when the student returns to school. Children with serious or contagious illnesses will not be permitted to return to school without a physician's statement of wellness. Parents are encouraged to keep children home if there is any question of their being ill.

## CHECK IN & OUT PROCEDURES

Students must be signed in each morning and signed out as they leave. The director must be notified, in writing, of any persons, other than parents, who are allowed to sign the child in or out of the program.

## NUTRITIONAL PROGRAM

Parents must provide a daily snack for their child.

Students may celebrate their birthday during the class sessions. Parents must inform the director in advance if a special treat will be brought for a class celebration. Invitations to private parties may not be distributed at school unless all class members receive one.

## DISCIPLINE

Discipline is an important aspect of moral guidance and not simply a form of punishment. All disciplinary guidance is directed toward helping children develop self-control and self-esteem. Children are expected to be respectful and considerate of teachers and classmates.

## UNIFORMS

Pre-K students are required to wear a uniform. During fall and spring the uniform is solid-colored red or navy shorts of the parents' choice and the St. Lawrence T-shirt. The winter uniform is the St. Lawrence sweatshirt with the St. Lawrence T-shirt. Both garments are purchased through the Merry Mart in Santa Clara.

## **NON-DISCRIMINATION POLICY**

St. Lawrence Pre-K Elementary and Middle Schools and St. Lawrence Academy do not unlawfully discriminate on the basis of race, religion, color, nationality and/or ethnic origin, age, sex or disability, in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

## **FACILITIES**

St. Lawrence Pre-K, Elementary & Middle Schools are located off Lawrence Expressway between El Camino Real and Cabrillo Avenue in Santa Clara. This facility has a play system, kitchenette, library and computer lab, which are used to enrich the program.

## **FINANCIAL INFORMATION FEES AND TUITION**

Application and Registration fees: All families are required to pay a \$35.00 application fee (with application) and \$150.00 registration fee (when accepted) for each Pre-K child. These fees cover diocesan fee, insurance, and equipment expenses.

All new families are required either to pay in full or to sign up to have their bank accounts automatically debited by the school for ten months (July through April).

Before and after school care:  
7:00am – 8:00am and  
11:15am – 6:00pm  
\$4.00 per hour

## **St. Lawrence Pre-Kindergarten Elementary and Middle Schools**

1977 St. Lawrence Drive  
Santa Clara, CA 95051  
Pre-K 408-869-8620  
Office 408-296-2260  
Fax 408-296-1068  
[www.saintlawrence.org](http://www.saintlawrence.org)

## **ST. LAWRENCE Pre-Kindergarten**

**CA License #430710588**

## **PHILOSOPHY**

St. Lawrence Pre-Kindergarten works to support the family in its primary responsibility to educate the child. The Pre-K program has been developed to meet the educational needs and concerns of our local community. This program is designed to develop a positive and disciplined learning attitude necessary for school success in young children.

## **ADMISSION**

All students must be 3 1/2 of age by December 1 of the current school year. If the director has a question regarding the readiness of a student, that student will be tested for admission.

