



Dear St. Luke Catholic Preschool Families,

Welcome to the 2022-2023 school year at St. Luke Catholic Preschool! We thank you for trusting our staff to work with you in providing a rich foundation of faith, social and cognitive development during your child's early years. Early childhood play-based education has consistently been recognized as extremely important in the growth of a child. The comforting environment you provide for your child at home and ongoing communication with us will ensure that your child continues to grow into his or her own child of God.

Enclosed you will find the following documents: 2022-2023 Family Handbook, Family Handbook receipt (last page), Meet the Staff, St. Luke Preschool Calendar, Immunization Form, Supply List, Preschool Information Handouts, Child Information Sheet, Infant Feeding Plan (if applicable), Safe Transportation of Food Agreement, Unlicensed Ministries Notice and Enrollment Information Sheet. **ALL FORMS MUST BE COMPLETED AND SUBMITTED BEFORE YOUR CHILD'S FIRST DAY OF SCHOOL.** Completed forms may be dropped off at St. Luke Catholic Church Parish Office or mailed directly to St. Luke Catholic Preschool, Attn: Jamie Ruff, Preschool Director, 7575 Holliday Drive East, Indianapolis, IN 46260.

*\*Please review the Enrollment Information Sheet.*

*FACTS billing will begin in mid-August specific to your registered days.*

**Please let me know before July 15 if your Enrollment Information Sheet is NOT correct.**

Lastly, I would like to make you aware of a few changes being put into place beginning this year.

1. First Day of Preschool is Wednesday, August 24, 2022.
2. Preschool hours: 8:30am-2:45pm with drop-off beginning at 8:15am.
3. When needing to report: Absence, Late Drop-Off, Early Pick-Up, Different Person Picking-Up: Please email: [Preschool@stluke.school](mailto:Preschool@stluke.school) or call the Preschool (317) 974-9937.
4. A one-time supply and snack fee of \$100/per child (infants - 2's), \$150/per child (3's + 4's) will be added to your FACTS tuition. Rather than asking families to bring school supplies at the beginning of the year and monthly snacks each month, the preschool will provide supplies and snacks.
5. Please mark your calendars for Sunday, **August 21st!** We will be hosting a Popsicle Open House at the Preschool. Feel free to stop by anytime between 10:00am - 11:30am to visit your child's classroom, meet the teachers and drop off your child's supplies/forms before the first day of school.

I'm overjoyed for the opportunity to be the new Director at St. Luke Catholic Preschool! Feel free to contact me with any questions. Soak up these beautiful summer days and I look forward to getting to know you and your precious children!

Serving Him,

Jamie Ruff, Director  
[jruff@stluke.school](mailto:jruff@stluke.school)



ST. LUKE CATHOLIC  
PRESCHOOL

## WHAT TO BRING FOR INFANTS/TODDLERS/2'S CLASS

**Tote Bag** St. Luke Catholic Preschool will provide bags for ALL children. Formerly enrolled students will continue to use their bag they were provided with last year. No backpacks, only tote bags, as the totebags can be easily laundered.

**Clothing** Infants/Toddlers/2's Class do not have a uniform. Appropriate shoes should be worn for playing. Children work hard and play hard, so in anticipation of this, we request 2-3 changes of clothing for each child. Please make sure pants, shirts, socks and underwear are clearly labeled with your child's name and placed in a Ziploc bag. As children grow and the seasons change, the clothing will need to be swapped out.

**Bottles/Nursing** All bottles (formula and breast milk) must be made at home prior to coming to school. Extra breast milk (labeled and dated) may be stored in our infant freezer. All bottles must be labeled with the child's NAME and DATE. We use bottle warmers to warm your baby's milk.

**Water Bottles/Sippy Cups** Water bottles/sippy cups must be labeled with your child's NAME and DATE and have a lid cover. Please no juice boxes.

**Lunch** Children will bring their lunch and drink each day clearly labeled and dated in a lunch box. Lunch should be prepared ready for the child to eat independently on their own (if age appropriate). For example, fruit or vegetables should be cut at home. We encourage parents to send a healthy lunch that includes fresh fruit and vegetables easy to independently eat.

**\*REMINDER: NUT FREE\***

**Diapers** Ample diapers must be on hand for each child. A sleeve of diapers (bulk) is encouraged.

**Toilet Training** Not every child is ready to be toilet trained at the same age. When readiness signs for toilet training are observed, staff will work with parents and children. Readiness signs involve the child's ability to tell the teacher about a soiled diaper, to show signs of discomfort while in a soiled diaper, and/or to express an interest in using the toilet. Children will never be punished or humiliated due to toileting accidents. Accidents and inconsistencies will occur at both home and school. If a student happens to have an accident, we will give you the soiled clothes that day. Please ensure he/she has a new set of back up clothes the following day. 3's/4's Preschool children MUST be potty trained.

**Naps and Rest Time** Infants will adhere to the child's normal everyday nap schedule. After lunch, all older children (age 1 and up) will enjoy a nap/rest time. Children are not required to sleep; however, they are asked to rest quietly to allow other children to rest.



## WHAT TO BRING FOR 3'S/4'S PRESCHOOL

**Tote Bag** St. Luke Catholic Preschool will be providing bags for ALL children. Formerly enrolled students will continue to use their bag they were provided with last year. No backpacks, only tote bags, as tote bags can be easily laundered.

### ***Clothing***

**Preschool boys** – Bottoms: Navy blue pants and shorts. Pull on shorts/pants make it easier for your child's independent development and are encouraged. Tops: White, navy or red shirts/sweatshirt/sweater.

**Preschool girls** – Bottoms: Navy blue pants, leggings, dress, jumper, and shorts. Pull on shorts/ pants make it easier for your child's independent development. Tops: white, navy or red shirts/sweatshirts/sweater.

**Shoes** Sturdy shoes are especially important for children who are playing. Sandals, flip-flops, Crocs, etc can be dangerous on outdoor play equipment. Large motor skills are important to daily play and appropriate shoes should be worn.

**Water Bottles** Water bottles must be labeled with your child's **NAME and DATE** and have a lid cover. Please no juice boxes.

**Lunch** Children will bring their lunch and drink each day clearly labeled and dated in a lunch box. If needed, fruit or vegetables should always be cut at home. We encourage parents to send a healthy lunch that includes fresh fruit and vegetables easy to independently eat. Cold packs (if needed) are suggested as lunches will not be refrigerated.

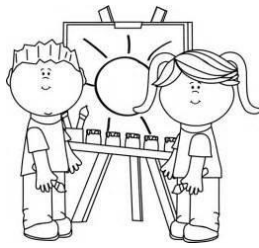
**\*REMINDER: NUT FREE\***

**Outdoor Play** Please dress your child for outdoor play. If you would like your child to wear sunscreen, please apply it to your child before school. Get those snowsuits and boots ready for the winter!

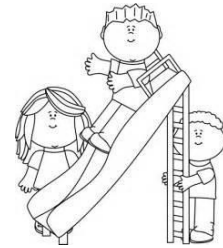
**Toilet Training** All 3's/4's Preschool children **MUST** be completely toilet trained to attend. All children must be able to care for their personal needs. Accidents happen, but we are not equipped to handle pull-ups or diapers.

**Naps and Rest Time** After lunch, all children will enjoy a nap/rest time. Children are not required to sleep; however, they are asked to rest quietly to allow other children to rest.

**Parent-School Communication** Good communication is vital to the success of the student. Please read the Preschool newsletter and check your child's folder regularly. Please use a written note or email if you wish to contact the teachers about your child's progress.



 ST. LUKE CATHOLIC  
PRESCHOOL



## DAILY PRESCHOOL ACTIVITIES

**CIRCLE TIME** Circle time is a group gathering during which we share our ideas, plans and observations. Circle activities are designed to stimulate thinking, enrich social skills, and expand attention spans.

**GROSS MOTOR** These activities give the children the opportunity to use their muscles -- as well as their imaginations -- as they engage in fun, healthy exercises, such as running, jumping, and climbing.

**FINE MOTOR** Small motor skills help improve small--muscle development and hand--eye coordination. Some common items found in the fine--motor/manipulative area include puzzles, beads and laces, pegboards, crayons, and scissors.

**ART** Art promotes children to creatively express their thoughts and feelings. They help reinforce fine--motor skills and concept development in areas such as colors, shapes, and size relationships.

**DRAMATIC PLAY** Dramatic play helps children express themselves, practice life skills, improve social skills, increase self--esteem, build vocabulary, and solve problems. And, dramatic play is just plain fun!

**MUSIC** Music promotes children's listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

**SCIENCE** Science offers children many hands--on opportunities for observation, exploration, investigation, making predictions, and experimentation.

**SAND AND WATER** Manipulation of sand and water allows children to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.

**BLOCK PLAY** These activities give children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.

**STORY TIME** Story time is designed to help children develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills, and also expand their knowledge base.



ST. LUKE CATHOLIC  
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## TIPS TO HELP THE DAY RUN SMOOTHLY

1. Please try your best to arrive and pick up your child on time. Children do not like to miss out on fun activities planned in the morning! If you are running late when picking up your child, please inform a teacher. See “Financial Policies” on page 3 of Handbook for late pick - up fees.
2. Please let us know about any changes in your household – moving, new baby, new pet, death, extended trips, etc. These events affect your child’s life, too.
3. Inform us if there is a change of address, phone number and/or email address.
4. Put children’s names on clothes, coats, and water bottles.
5. Dress for play and the weather. Your child will be more inclined to participate when he/she is comfortable. We will go outside as long as the weather is safe for the children. If your child wears boots to school, please send regular shoes for him/her to change into once in the classroom.
6. Please keep your child at home if he/she has experienced vomiting or diarrhea within the last 48 hours.
7. Read the monthly newsletter – it is our main communication with you.
8. Sometimes we ask for ‘unusual’ items – egg cartons, toilet paper rolls, etc. You may not recognize them when they return home. Try to take artwork home with you on the day it is created. Children are most excited and proud of it the day it is made.
9. Call the Director with any questions or concerns.
10. The more we work together, the better your child’s experience will be.