

SAINT MARY CATHOLIC PRESCHOOL HANDBOOK

STATEMENT OF PURPOSE

Saint Mary Catholic Preschool is a curriculum-based, developmental program for 3- and 4-year-old children to help them grow socially, emotionally, physically and spiritually.

ATTENDANCE

Preschool attendance is important for your child. Please call the school office if your child is absent due to illness or for any other reason. If your child has an appointment scheduled, please call the school office and let us know when to expect your child.

Preschool students must be signed in with the exact time of arrival and signed out, with exact time, at the end of the school day. A daily sign in/out sheet will be available in the classroom.

CORRESPONDENCE

A newsletter will be sent home with your child or emailed to parents each week. The newsletter will contain information on the week to come, upcoming dates, and/or general school information.

DAILY SCHEDULE

8:20-8:30 AM	Arrival
8:30-9:05 AM	Free Play
9:05-9:40 AM	Opening Circle
9:40-10:40 AM	Centers – Fine Motor Skills
10:40-11:00 AM	Snack
11:00-11:45 AM	Closing Circle, Gross Motor Skills, Story
11:45 AM-12:15 PM	Dismissal or Recess
12:15-1:00 PM	Bathroom/Hand Washing/Lunch
1:00-2:00 PM	Rest Time
2:00-3:00 PM	Playtime
3:00-3:25 PM	Theme Enrichment
3:25 PM	Dismissal

DISCIPLINE

All members of the Saint Mary School community have the right to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and a positive learning environment.

Our discipline policy centers around helping the child maintain self control and preserve his or her dignity. We accomplish this by setting realistic and developmentally appropriate expectations. We uphold classroom rules consistently, plan ahead in an effort to avoid problems, encourage children to talk to each other and work problems out, redirect and/or suggest other possibilities when a problem arises, and we stay in close contact with parents, communicating the good and the bad. When necessary, time outs are used as an opportunity for a child to calm down and regain control.

Our program reserves the right to terminate services to children who present a danger to other children or adults or after ALL other avenues have been explored by teacher and parent. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect, unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.

DRESS CODE POLICY

The preschool is a part of Saint Mary School and follows the school uniform dress code. Preschoolers must wear socks and a closed back shoe. This follows state regulations.

EMERGENCY CLOSINGS

Snow, bad weather, and other emergencies will be announced on local stations, such WWMT-TV & WOOD-TV in Kalamazoo. If Paw Paw Public Schools are closed due to inclement weather, then Saint Mary School will be closed. If a "2-hour delay" is issued, **morning** preschool will be canceled for the day. Full day preschool will still be in session, delayed by two hours.

Saint Mary School follows the public school policy on dismissal regarding severe weather or other disasters where the building may be deemed unsafe for children. When weather emergencies arise while school is in session, and time does not permit for a safe dismissal, students will be sheltered at school. In the event of a public emergency, please do not call the school, but listen to the radio or television stations mentioned above for school information.

ENROLLMENT POLICY

Saint Mary Catholic Preschool admits children of any race, nationality, or ethnic origin.

The following forms **MUST** be submitted before a child may attend the program:

Application form
Child Information Record
Health Appraisal

Parental Agreements
Birth Certificate
Immunization Record

All preschool students must be completely toilet trained.

FIELD TRIPS

In the event of a field trip during the school year, a parent or other guardian is required to drive and accompany each student, due to the fact that the children must be transported in car seats. Notification of these trips will be given in advance for parental planning purposes.

HEALTH CARE PLAN

The preschool's complete Health Care Plan is available in the Preschool Licensing Binder. Copies are also available. Listed below are the topics listed in the plan:

- Hand washing policies and procedures
- Handling of Bodily Fluids policies and procedures
- Cleaning and Sanitizing policies and procedures
- Controlling Infection - Universal Precautions
- Illness and Criteria for Keeping your Child Home
- Health Resources

ILLNESS AND CRITERIA FOR KEEPING YOUR CHILD HOME

If a child, volunteer or staff member has any of the following symptoms or ailments, he or she must remain at home for the health and safety of the rest of the preschool, until symptom-free without the aid of medication for 24 hours.

- Diarrhea or vomiting
- Oral temperature above 100 degrees
- Consistent cough or runny nose
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis
- Undiagnosed rash
- Chicken Pox, Mumps, or Measles
- Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect an administrator to do a final check upon return.

For communicable diseases, a child, volunteer or staff member must be on prescription medication for 24 hours before returning to preschool.

Parents are asked to notify the school (657-3750) if a child will not be attending preschool for any reason. If a child is not attending preschool due to illness, parents are asked to be specific in reporting the illness, for record keeping purposes. (If an illness becomes common throughout the school, parents will be alerted. Therefore, specific symptoms or diagnoses are appreciated.)

ILLNESS OR ACCIDENT DURING THE SCHOOL DAY

If your child becomes ill at school, you will be notified by phone and will be expected to pick him/her up as soon as possible. Medications cannot be administered

unless a doctor fills out the proper form. In the event of an emergency, first aid will be administered and the school will attempt to notify the parent by phone immediately. If a minor accident occurs at school, then parents will be notified at pick-up time.

The school must be notified if a child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other serious symptoms so that proper procedures might be followed with the least possible trauma to the child.

If a staff member or volunteer has a serious illness or accident during the school day, then his or her family member will be notified by phone immediately.

MEDICATION POLICY

The medication policy will be in accordance with the policy of Saint Mary School as outlined by the Diocese of Kalamazoo.

We will only keep on site and dispense medications for chronic and serious medical conditions such as asthma, diabetes, hyperactivity and life-threatening allergic reactions. All prescription and non-prescription medications that students bring to school must be in the original container, and be accompanied by an **“Authorization for Administration of Medications by School Personnel”** form which has been signed by your child’s physician.

If your child only needs medicine occasionally-such as cough drops, pain relievers, and topical ointments-we ask that you bring the medicine to school and give it to your child personally. **Under no circumstances may a child bring medications to school (including cough drops) and self-medicate.** Such medications will be taken away and stored immediately and parents will be notified. In the event that a child exhibits symptoms that could be relieved by over-the-counter medications, parents will be notified.

Whenever possible, for short-term prescription drugs such as antibiotics, we ask that your doctor dose the medication so your child can take it before or after the school day.

NUTRITION AND FOOD SERVICE PROGRAM

A parent provided, healthy snack is offered every morning. A drink of some sort is recommended as well. Full day students are offered a parent provided lunch at approximately 12:15 PM. Please let the preschool teacher know if your child has any special dietary needs or limitations.

SCHEDULE OF OPERATION

3 Year Old Preschool:

Tuesday/Thursday

8:30 am – 11:45 am HALF DAY

8:30 am – 3:25 pm FULL DAY

4 Year Old Preschool:

Monday/Wednesday/Friday

8:30 am – 11:45 am HALF DAY

8:30 am – 3:25 pm FULL DAY

Preschool students may be brought to the classroom starting at 8:20 AM.
Half-day preschool students will be dismissed from their classroom at 11:45 AM.
Full-day preschool students will be dismissed from the classroom at 3:25 PM.

All Preschool Students:

A parent or "authorized" adult must pick up preschool students. Preschool students will not be dismissed to older siblings. Children will only be dismissed to an adult who is listed on the Child Information Record and on the student transportation form. If you will not be picking up your child, please send in a note stating the name of the adult who will be picking them up. Please verify, ahead of time, that the adult you have designated is listed on your child's forms.

SCHOOL CALENDAR

A school calendar was sent to each family in August, it is available on the school website www.saintmarypawpaw.org, and one is included at the end of this handbook. Be aware that it is subject to change throughout the school year. Refer to the weekly parent letter or school website for additions or changes.

STAFFING AND TRAINING

Saint Mary School adheres to the rules and regulations of the state of Michigan when staffing the preschool program. Saint Mary School has criminal history background screenings and child protection registry checks done on all teachers and staff.

Preschool staff receive yearly training in blood-borne pathogens and CPR and training in first aid every two years. Other training includes, but is not limited to, child abuse and neglect, emergency evacuation procedures, health care services plan, diocesan wide in-service trainings, and the Saint Mary policy regarding the release of children, administration of medications, supervision, and communication with parents. In addition, each member of the preschool staff is required to complete 16 hours of early childhood training annually in a curricular area, such as literacy, math, or science, and teachers are required by the Diocese of Kalamazoo to participate in at least five hours of catechetical training each school year.

TERMINATION OF PRESCHOOL CONTRACT OR EARLY WITHDRAWAL

As stated under **DISCIPLINE**, our program reserves the right to terminate services to children who present a danger to other children or adults or after ALL other avenues have been explored by teacher and parent. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect,

unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.

If a child is prematurely withdrawn from the preschool program due to a change of address or illness, and IF tuition was paid in full at the beginning of the school year, a refund may be requested for the balance of the school year.

Parents always have the right to request that records, such as cumulative files, be transferred to the child's new school. Please contact the school secretary if you wish to have your child's records transferred.

THEOLOGY PROGRAM

The preschool religion program is called ***Catechesis of the Good Shepherd***. **CGS** is a hands-on, Christ centered, biblical and liturgical approach to the religious formation of young children. An environment called an atrium is provided in which "specific biblical and liturgical themes suitable to the children's developmental needs are presented". The children are encouraged to explore and learn through hands on materials that reinforce the information presented.

TUITION

Saint Mary School depends on tuition to run its educational programs. Tuition is due monthly, unless otherwise specified in the written contract and approved by the principal and Pastor. Tuition is to be paid in full on or before May 15th of each school year.

A registration fee is collected each year before the new school year begins. Tuition payment plans are available.

A Tuition payment agreement form will be signed at the beginning of each school year. Payments can be made in full before or paid in ten equal monthly payments from August through May. Payment is due on the 15th of each month. If payment is not received by the 15th of the month, a late fee will be added to the tuition balance.

No tuition discount will be given for students who miss an extended number of classes due to family vacations.

Preschool Tuition:

Half-Day Preschool Program:	8:30 AM - 11:45 AM
Full-Day Preschool Program:	8:30 AM - 3:25 PM
Before and After School Care—Additional Charge:	7:00 AM - 8:10 AM & 3:25 PM - 6:00 PM

Half-Day 3/4 Year-Old Program (Tuesday/Thursday):	\$1,550 (\$155 per month August-May)
Full-Day 3/4 Year-Old Program (Tuesday/Thursday):	\$3,000 (\$300 per month August-May)
Half-Day 4/5 Year-Old Program (Monday/Wednesday/Friday):	\$1,900 (\$190 per month August-May)
Full-Day 4/5 Year-Old Program (Monday/Wednesday/Friday):	\$3,600 (\$360 per month August-May)
Full-Day 5-Day Program (M/T/W/TH/F) APPROVAL REQUIRED	\$5,250 (\$525 per month August-May)

Family Discount: 20% off preschool, if two or more children are enrolled in Kindergarten-5th
20% off for 2nd child in preschool program.

VOLUNTEER REQUIREMENTS

All school volunteers, school employees and clergymen who have regular contact with children must attend a Diocesan Awareness Session for the **Protecting God's Children Program (Virtus)** adopted by the United States Conference of Catholic Bishops to help correct the problem of child sexual abuse within the faith community. This training will be necessary for all parents who wish to volunteer at school, including helping with holiday parties and driving or supervising children on school sponsored field trips.

The charter for the Protection of Children and Young People also requires a criminal background check for all school volunteers.

We ask that all preschool families volunteer at least 10 hours per school year at one of our fundraising events. A volunteer form is sent home at the start of each school year.

Saint Mary School Calendar 2018-2019

AUGUST	22	Back-to-School Open House – 5-7 PM
	23	First Day of School – Full Day – K-5 th Grade
	23	Open House – 3/4 Preschool – 8:30 AM – 11:30 AM
	24	Open House – 4/5 Preschool – 8:30 AM – 11:30 AM
	27	First Day of School – 4/5 Preschool
	28	First Day of School – 3/4 Preschool
	31	NO SCHOOL – Labor Day Weekend
SEPTEMBER	3	NO SCHOOL – Labor Day
	7-9	WINE AND HARVEST FESTIVAL
	28	1/2 DAY OF SCHOOL – Teacher Professional Development
OCTOBER	12	1/2 DAY OF SCHOOL – Conferences 12:30-2; 3-6 PM (K-5 & 4/5 PS)
	26	NO SCHOOL - Diocesan Catechetical Conference for Teachers
	26	End of 1 st Marking Period
NOVEMBER	3	BOUNTIFUL HARVEST DINNER AND AUCTION
	21, 22,23	NO SCHOOL – Thanksgiving Break
DECEMBER	14	1/2 DAY OF SCHOOL – Teacher Professional Development
	21	Christmas Break begins at 3:25
JANUARY	7	School Resumes
	18	1/2 DAY OF SCHOOL – ALL STUDENTS
	18	End of 2 nd Marking Period
FEBRUARY	14	K-5 ONLY - 1/2 DAY OF SCHOOL – Conferences 12:30-2; 3-6 PM
	15, 18	NO SCHOOL – Midwinter Break (may be used as make-up for snow days)
MARCH	18	4/5 PRESCHOOL ONLY – 1/2 DAY OF SCHOOL – Conferences 12-2; 3-6
	22	End of 3 rd Marking Period
	29	NO SCHOOL – Spring Break Begins
APRIL	1-5	NO SCHOOL – Spring Break
	19	NO SCHOOL – Good Friday
	25	3/4 PRESCHOOL ONLY – 1/2 DAY OF SCHOOL – Conferences 12-2; 3-6
MAY	27	NO SCHOOL – Memorial Day
JUNE	7	1/2 DAY OF SCHOOL – Last Day

K-5 half-day dismissal is at 12:15 PM, with the exception of June 7. Dismissal on June 7 will be at 11:45 AM. Preschool half-day dismissal is always at 11:45 AM.