



# Preschool Handbook 2020-2021



## Ludington Area Catholic School

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### **Mission Statement:**

Ludington Area Catholic School is dedicated to a Catholic-centered education which allows students to develop their relationship with God, enhance their unique talents, and strive for academic excellence in a safe environment.

## What Did You Do Today?



When children come home at the end of the day,  
The question they're asked as they scurry to play  
is, "Tell me what you did today?"  
And the answer they give makes you sigh with dismay.  
"Nothing, I did nothing today!"  
Perhaps nothing means that I played with blocks,  
Or counted to ten, or sorted some rocks.  
Maybe I painted a picture of red and blue  
Or heard a story of a mouse that flew.  
Maybe I watched the gerbils eat today,  
Or went outside on the swings to play.  
Maybe today was the very first time  
That my scissors followed a very straight line.  
Maybe I lead a song from beginning to end,  
Or played with a special brand new friend.  
When you're in preschool and your heart has wings,  
"Nothing" can mean so many things!!

(<https://sites.google.com/site/ourlittletangelspreschool/poems-about-the-value-of-play>)

## Benefits of Play:

**Play enables children to find out about themselves and the world. It allows them to: discover, experiment, create, concentrate, express ideas, develop speech, develop muscles, invent, learn new skills, learn how other people behave, role-play (pretend to be someone else), share possessions, use the imagination, co-operate with others, show off (children like to let others know what they can do), etc.**

**Play helps towards happiness. A child who is absorbed in play is likely to be a happy child, as play produces feelings of satisfaction and achievement.**

**Play helps prevent boredom. Preventing a child from being bored is very important, as boredom can quickly lead to bad temper, irritability and destructiveness.**

**Play can help reduce stress. The acting out of stressful situations can help them to seem more familiar and therefore less frightening.**

(<http://www.learningchild.com.au/ccd/play>)

### **Preschool Philosophy**

- As explained in the preceding page, “play” is very important in the Preschool classroom.
- Development of young children cannot be forced, it can only be fostered.
- Physical development varies with each child. Pressuring children to perform activities they are not ready for will not speed the process, but may cause long-term problems.
- Social interactions show and teach responsibility toward self and others.
- Children cannot learn about the real world by simply being told about it; they must experience it.

I hear and I forget; I see and I remember; I do and I understand

### **Preschool Discipline Guidelines**

1. Staff will use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.
2. Inappropriate behavior is immediately corrected with a positive approach. This usually takes care of any issue.
3. If the behavior continues after 2 times, a short time-out may be given (no more than 5 minutes).
4. Parents will be called within a day, if children receive a time-out. Likewise, parents will be contacted immediately, if there are areas of concern.
5. If necessary, a conference between the teacher and parents or the teacher, parents and principal will be scheduled to address behavioral concerns.

### **Classroom rules:**



**Looking eyes**



**Listening ears**

**Walking feet**



**Helping hands**



**Kind, quiet voices**

## **Arrival and Pick-up Procedures**

### **ARRIVAL**

- ☐ Morning sessions begin at 7:45 am. Please drive around to the back of the school by the playground (west door) to drop your child off for class. If your child needs additional assistance during drop off please park your vehicle along the right side of the sidewalk and escort your child to the door/classroom. By parking along the sidewalk this will ensure traffic will continue to flow along the playground side of the driveway. Children will be greeted by the teacher. Do not drop your child off early in front of the school or leave him/her unattended behind the school.
- ☐ Afternoon sessions begin at 12:00 pm. Please drop off at the front doors at 12:00 pm. A parent of another adult will need to bring the students to the doors.

### **DISMISSAL**

- ☐ Please be sure to pick your child up on time.
- ☐ **Students will be escorted outside by the teacher.**
- ☐ Morning sessions for 4 year old students dismiss at 11am with pickup at the west doors/playground area. Please park your vehicles along the right side of the driveway (along the sidewalk), to ensure traffic flow. Students will be escorted outside by the teachers.
- ☐ Afternoon sessions for 3 year old students dismiss at 2:50pm with pickup at the front (main door). Students will be escorted outside by the teachers.

### **DIAL-A-RIDE**

- ☐ If your child is taking Dial-A-Ride:
  - Please make sure money or tokens are in a sealed container.
  - Label the container with the child's name and the name and address of where your child will be dropped off.
  - Be sure to contact Dial-A-Ride of the day(s) your child will be using this service or the day(s) they will not be using this service.

### **ALTERNATE ARRANGEMENTS**

- ☐ If you will not be picking your child up, please call the office (231-843-3188) or send a note with your child indicating who will be picking your child up that day.
- ☐ We WILL NOT release your child to a person who is NOT LISTED on the emergency chart (on file in the office.) Please update this list as necessary throughout the year.

### **OTHER INFORMATION**

- ☐ Bring in a complete change of clothes for your child in a Ziploc bag, clearly labelled with your child's name.
- ☐ A backpack should be large enough to carry school projects and snow clothes.
- ☐ Check your child's backpack daily for notes from the teacher, the office, and school projects.

## **Prayers**

**These are some of the prayers we will use in the classroom:**

**The Sign of the Cross:** In the name of the Father, and of the Son and of the Holy Spirit. Amen

**The Lord's Prayer:** Our Father, who art in heaven, hallowed by thy name. Thy kingdom come, thy will be done, on earth, as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation but deliver us from evil. Amen

**Glory Be:** Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now and ever shall be, world without end. Amen

**Thank you:** Thank You Jesus for today, Help me to be good in every way. Amen

**Snack/Food Prayer:** Bless us, oh Lord, and these thy gifts, which we are about to receive, from Thy bounty, through Christ our Lord. Amen

***If your child has a difficult time separating from you or staying at school, here are some suggestions:***

1. **A Kiss to Keep:** I use the cute technique found in the book *The Kissing Hand*. I plant a kiss on my daughter's palm and it comforts her to know a part of mom is with her during the day. *Lori P., Carlisle, PA*
2. **Secret Picture:** Both of my children had to bring in a plastic box to put their crayons in, so I taped a laminated picture of our family signing "I Love You" into the bottom of it. Now they always have us with them, and can discreetly look at us for support whenever they need it. *Crystal S., Duncan, SC*
3. **Goodbye Game:** Every morning before school, I pull out 10 cards showing a picture of lips (indicating a kiss) and a mom hugging a child. Next to each picture there is a number, which tells my daughter how many kisses and hugs she will get from mommy. Every morning I shuffle the cards and have her choose one. We exchange kisses and hugs and she goes to school much happier. *Wanda S., Brooklyn, NY*  
(source: <http://www2.scholastic.com/browse/article.jsp?id=1368>)

**"DOs" and "DON'Ts"**

**DO:** Develop loving good-bye routines. For example, create a kiss-hug-nose-rub routine that you both enjoy.

**DON'T:** Bargain or bribe your child to behave. Your little one should be allowed her feelings.

**DO:** Send clear messages. Your child needs to know that you expect him to go to school no matter how much he fusses, cries, or stamps his/her feet.

**DON'T:** Take your school-aged child home at the beginning of the school day. If you do, you send the message that if your child cries enough he won't have to stay.

**DO:** Invite children from the class over, so your child can forge friendships that will make the transition easier.

**DON'T:** Get upset. By keeping an upbeat and positive attitude about your child's school, teacher and friends, you'll help your child feel safe and enjoy his time at school.

**DO:** Ask your spouse or another family member to take a turn dropping your child off.

**DON'T:** Discuss problems with the teacher in the morning. Save conversations and questions for the end of the day or a phone call after school.

**DO:** Involve the teacher. You need someone on the other end who will greet your child and ease the transition.

**DON'T:** Be surprised if you solve the problem and it reoccurs after holidays and sick days.

**DO:** Believe in your child's ability to make positive changes.

**Remember: Separation anxiety means that a strong and loving bond exists between you and your child.**

(source: <http://www.ivillage.com/>)

### **Accident/Sickness Procedures**

1. All child information forms have emergency numbers on them and must be updated throughout the year.
2. If a child becomes sick while at school s/he will be walked to the office where a parent or alternate person (from the emergency form) will be called to pick the child up.
3. Please do not send your child to school if s/he has a fever or any contagious illness.
4. If your child is harmed in an accident on school grounds, an accident form will be filled out. Parents will be notified each time a form is filled out.
5. Staff members have had appropriate Bloodborne Pathogens training. We will follow the Bloodborne Pathogens Exposure Control Plan developed by LAC, the Diocese of Grand Rapids, and OSHA standards.
6. See attached Covid-19 Addendum

### **Head-Lice Procedure**

If head-lice are suspected, the child will be walked to the health room, and a staff member will check to see if your child has head-lice. If your child appears to have head-lice you will be called to pick up your child. When a child is sent home with head-lice, he/she will not be able to return to school until all of the nits are gone. This may require a doctor's note. Your child will be re-checked upon returning to school.

### **SAFETY DRILLS**

**Fire, tornado, lockdown, and evacuation drills will be practiced throughout the school year. These drills will be documented and kept on file for review.**

In the event of an emergency, we ask that you do the following:

- Turn on your radio or television. We will keep the media informed of any emergency situation.
- Do not call the school. Telephone lines must be kept open to respond to the emergency. We will contact parents via email, text alert, media, and/or telephone with changes in the time/location of pick-up. Do not come to the school early to pick up your child unless instructed to do so.

### **SEVERE WEATHER**

In the event of severe weather, we advise parents not to pick up their children until the severe weather has passed.

### **FIRE DRILL PROCEDURE**

The teacher is first in line by the door and the children know how to walk quickly and quietly to that door when the fire drill bell rings. The teacher proceeds to open the door, does a head count,

and leads the children outside through the exterior door to the playground located to the west of the classroom. The parent helper is in the middle of the line holding the door and assisting the children in walking quietly and staying together. The aide is at the end of the line closing all doors and windows, turning lights out and making sure everyone is on their way. The teacher carries the class list/crisis manual for a final check outside. The class then waits quietly and in a straight line on the west side of the pavilion located on the playground. When the all clear signal is given, the teacher leads the children back into the school by way of the front door into the room.

### **TORNADO DRILL PROCEDURE**

The teacher will be the first person in leading the children out of the room. The children will proceed quickly and quietly to the boys' bathroom located in the gym. The parent helper is in the middle of the line assisting the children and keeping them directed. The aide will be the last one out of the room making sure to turn the lights out, close the door, and ensure all of the children have left the room. The teacher has a class list/crisis manual for a final check of the children. When the children reach the boy's bathroom they are to proceed to the far corner, kneel down against the wall, putting their head down between their legs and their arms over their heads. This is done for the duration of the drill and then they are led back into the room by the teacher.

### **EARLY DISMISSAL**

1. The school office will notify local media of early dismissal time.
2. The school office will make telephone calls, send emails, texts, or call parents (oldest and only) to inform them of the early dismissal. Teachers may be asked to call parents from other telephone lines or cell phones.
3. Student dismissal procedures and dismissal locations will be in the same area (north door for parent/guardian pick up and main doors for busses) except for the following:
  - a. Bus: No child will be able to get on Dial-A-Ride (or yellow bus if available) unless the school has permission from the parent/guardian. In the event the parent/guardian is unavailable, school personnel will contact the next available person listed on the emergency contact form.
  - b. Parent/Guardian pick up: Each teacher will walk his/her class out at dismissal with a copy of the class list & each child's emergency contact information. The teacher will "check out" each of his/her students as he/she is picked up by a parent/guardian or approved adult.
  - c. Children who do not have permission to ride a bus or do not have an approved person to pick them up will remain in the school building supervised by school personnel until the parent/guardian, or emergency contact person can be contacted.

### **EVACUATION TO ANOTHER LOCATION AND REUNIFICATION**

1. In the event of an evacuation, students will walk or take busses from Ludington Public School (depending on the situation) to the designated reunification point.
2. The school office will notify the media of the evacuation and reunification.

3. The school office will notify families by email, text alert, media, or telephone calls.
4. Instructions will be given for reunification and will be coordinated by school personnel and law enforcement.

### **Child Protection Law**

#### **Child Protection Law of Michigan:**

Michigan State Law requires all school administrators, counselors, and teachers to report suspected cases of child abuse and child neglect immediately to the Michigan Department of Human Services (DHS). It is the policy of Ludington Area Catholic School that all staff members must report any case of suspected child abuse and child neglect.

In addition to contacting the Department of Human Services by telephone, DHS 3200 form will be submitted within 72 hours of the initial telephone contact. This form can be located at: [https://www.michigan.gov/documents/FIA3200\\_11924\\_7.pdf](https://www.michigan.gov/documents/FIA3200_11924_7.pdf)

#### **Volunteers**

Staff members must supervise volunteers in contact with preschool student at all times. Volunteers should not be responsible for, or in a situation in which they are monitoring preschool students without a staff member present.

In accordance with Diocesan and Ludington Area Catholic School Policy, all volunteers must have the following:

- Attend a one-time VIRTUS – Protecting God’s Children session.
- Have a State of Michigan I-Chat background check.
- Have read and signed the Standards of Ministerial Behavior.

In accordance with State Licensing Rules, all volunteers who may be with children unsupervised must have the following:

- Complete a DHS Central Registry Check Authorization.
- Be aware of and enforce DHS licensing rules.
- Be aware of and practice emergency evacuation procedures. Procedures are posted by the classroom door and in the Crisis Manual.

Persons having been convicted of child abuse/neglect and/or a felony involving the harm or threatened harm to an individual will not be allowed to volunteer in LAC’s preschool.

#### **Parent Helpers**

1. Children thoroughly enjoy when an adult family member is present to assist in the classroom.
2. Parent or other adult family member is required to assist in the classroom on scheduled days. On these days, the volunteer also brings in snacks for the children. (Beverages are not needed, as milk is provided for the students).
3. Please help monitor the classroom.
4. Encourage the children to cooperate and try things on their own.
5. Help the children as needed.
6. You may be assigned to oversee a specific center or table activity.
7. You will be asked to come outside if we have recess, so please dress accordingly.
8. You may be asked to help with other things as needed.

### **Field Trip Procedures**

Since our school does not have bussing we need parents to drive. If not enough driver's sign up, the field trip will be rescheduled or cancelled.

- 1.** Permission slips must be signed for **each** field trip.
- 2.** Chaperones must pass a background check.
- 3.** Drivers must pass a background check.
- 4.** If you drive, your car must be registered in the office.
- 5.** All students require car seats.
- 6.** All students must have a lap belt AND a shoulder strap.
- 7.** If the field trip is local we may use Dial-A-Ride.

**Smoking is not permitted near children or in any vehicle where children are present.**

### **"Typical" Daily Preschool Schedule** (times and activities will vary)

7:45/12:00	Arrival/Table Toy Time
8:25/12:25	Clean Up
8:30/12:30	Circle Time
8:50/12:50	Small Group/Center Time
9:50/1:50	2 <sup>nd</sup> Circle Time (prepare for snack)
10:00/2:00	Bathroom/Wash Hands/ Snack
10:20/2:20	Books
10:30/2:30	Outside
10:50/2:45	Pack up for dismissal
11:00/2:50	Dismissal

**Spanish:**

Tuesdays and Thursdays 8:30- 8:50am – 4 year olds

### **3 Year Old Preschool: Minimal Objectives**

The following are a list of the objectives we work on with the children throughout the school year. It is a guideline to use and the children do not have to master all areas to be ready for 4 year preschool. It is a way for us to keep a check on their progress.

#### **Social Development**

- Cooperates with others.
- Thinks and makes choices independently.
- Shares classroom materials.
- Interacts with peers appropriately.
- Participates in group activities.
- Seeks help when needed.
- Relates well with teacher.
- Seeks out playmates.

#### **Emotional Development**

Takes care of own needs.

- Tries new things.
- Waits and takes turns.
- Displays self-assurance.
- Shows pride in work.
- Expresses feelings appropriately.
- Feels comfortable in school setting.
- Separates easily from parent or caregiver.
- Demonstrates appropriate attention span.
- Shows compassion for others.

#### **Work Habits**

- Follows classroom rules and routines.
- Follows directions.
- Works independently.
- Stays focused on/completes activity.
- Listens attentively in group situation.
- Helps at clean up time.

#### **Language development**

- Is understood by others.
- Shares ideas and experiences with others.
- Participates in rhymes, finger plays and songs.
- Names common objects and pictures.
- Listens to short stories.

#### **Cognitive Skills**

Recognizes entire first name.

- Knows some basic colors.
- Knows some basic shapes.
- Sorts a group of objects.
- Shows interest in letters and numbers.

#### **Fine Motor Skills**

- Demonstrates age appropriate fine motor skills such as: pasting, drawing, painting and small manipulatives.

#### **Large Motor Skills**

- Dresses self for outdoors.
- Claps with music.
- Demonstrates age appropriate large motor skills in areas such as: hopping, jumping, running, and balancing

#### **Religion**

- Religion book: **Discovering God's Child**
  - 4 Units of Instruction:
    - God Gives Us Friends
    - God's Gift of Ourselves
    - God's Gift of our World
    - Growing as God's Child
- Gratitude for God's gifts
- Participating in prayer

## **4 Year Old Preschool: Minimal Objectives**

The following are a list of the objectives we work on with the children throughout the school year. It is a guideline to use and the children do not have to master all areas to be ready for Kindergarten. It is a way for us to keep track of their progress.

### **Social Development**

- Cooperates with others.
- Thinks and makes choices independently.
- Shares classroom materials.
- Balances adult and peer interactions.
- Interacts with peers appropriately.
- Participates in group activities.
- Seeks help when needed.
- Relates well with teacher.
- Seeks out playmates.

### **Emotional Development**

- Takes care of own needs.
- Tries new things.
- Waits and takes turns.
- Displays self assurance.
- Shows pride in work.
- Expresses feelings appropriately.
- Feels comfortable in school setting.
- Separates easily from parent or caregiver.
- Demonstrates appropriate attention span.
- Shows compassion for others.

### **Work Habits**

- Follows classroom rules and routines.
- Follows directions.
- Works independently.
- Stays focused on/completes activity.
- Listens attentively in group situation.
- Helps at clean up time.

### **Language development**

- Is understood by others.
- Shares ideas and experiences with others.
- Represents ideas and thoughts using pictures and pre-writing skills.
- Participates in rhymes, fingerplays and songs.
- Names common objects and pictures.

### **Cognitive Skills**

- Recognizes entire first name.
- Knows basic colors.
- Knows basic shapes.
- Makes comparisons.
- Sorts and classifies a group of objects.
- Demonstrates one to one correspondence.
- Shows creativity in problem solving.
- Shows interest in letters and numbers.
- Recognizes numbers 1-5.

### **Fine Motor Skills**

- Demonstrates age appropriate fine motor skills such as: cutting, pasting, drawing, painting and small manipulatives.

### **Large Motor Skills**

- Demonstrates age appropriate large motor skill in areas such as: hopping galloping, throwing, climbing, jumping, running, catching and balancing.

### **Religion**

- Religion book: **Discovering God's World**
  - 4 Units of Instruction:
    - God's Gift of People
    - God's Gift of Our World
    - God's Gift of Ourselves
    - Growing as God's Family
- Gratitude for God's gifts
- Participating in prayer

2020/2021

I have read and understand the Ludington Area Catholic Preschool Handbook. As a parent/guardian, I will work with the teacher and administration to see that my child abides by the rules and regulations in this handbook.

Parent/Guardian Signature: \_\_\_\_\_