

2020-2021

**St. Mary's Visitation
Preschool
Handbook**



**Early Childhood Program
Serving Three and Four Year Olds**



**Welcome to
Preschool!**

Dear Parents,

Welcome to St. Mary's Visitation's Preschool program!

We believe that each child is a unique gift shared with us by God and parents. Each has special talents, needs and feelings. It is our goal to nurture your child as an extension of your family and a member of God's family. We will strive to do our best to make each child and family comfortable and secure within our system. We look forward to being a part of your child's early education. Our staff will be willing to answer any questions and help in any way you feel necessary. Any educational experience will benefit the child most when there is a cooperative effort shared by parents and school.

Please feel free to contact the school office at 616-681-9701 any time you have questions or concerns.

Thank you,

Beth Schlosser, Principal

PROGRAM HIGHLIGHTS

We provide a caring, secure atmosphere where students develop spiritually, socially, emotionally, and physically in a cooperative and positive Christian environment. Main components include:

- Introduction to religious teachings of the church and bible stories
- Letter and number recognition
- Reading readiness skills (i.e. letter sounds, writing, rhyming, and stories)
- Math readiness skills (i.e. counting, patterning, problem solving)
- Proper social interaction skills
- Daily gross motor exercises (in gym or on playground), free play, and sensory integrated centers
- Positive discipline
- Field trips
- Parent involvement and volunteer opportunities available and appreciated

DAILY SCHEDULE

7:25 - 7:40	Arrival - Bathroom, Lunch Count, Folders Out, Book Look
7:40 - 8:00	Morning Mtg (calendar, weather, phonics)
8:00 - 8:40	Centers (Language Arts, Math, Science/Sensory, Writing/Fine Motor)
8:40 - 9:00	Story Time & Student Share
9:00 - 9:20	Snack
9:20 - 9:45	Gym or Outside Play
9:45 - 10:00	Circle Time (Religion or Music)
10:00 - 10:30	Free Choice
10:30 - 10:40	Dismissal for AM Class (Student Choice Read Aloud)
10:40 - 11:15	Learning Centers (Math and Language Arts)
11:15 - 11:30	Bathroom/Get Ready for Lunch & Recess
11:30 - 11:50	Recess
12:00 - 12:25	Lunch
12:30 - 12:45	Bathroom & Book Look
12:45 - 1:45	Rest Time
1:50 - 2:10	Table Activities—Puzzles & Finish Up Time
2:10 - 2:30	Snack
2:30 - 3:00	Table Activities, Finish up Time, Recess, Pack Folders
3:05	Departure



Mixed 3-4 years will be together each day until 10:30. The 4 year olds will stay all day and follow the rest of the day's schedule.

CALENDAR

Our calendar generally coincides with that of Hopkins Public Schools. This holds true for weather delays and cancellations, which are announced on WOOD, WGRD and WOTV (Channel 8). Notices will also be delivered to every family via the Honeywell Alert System.

When school is delayed for two hours, there will be no A.M. preschool.

ARRIVAL AND DEPARTURE

If students are dropped off by means other than a bus, please escort your child to the East Entrance and sign them in. You may use the main entrance after 7:25 am for drop off. Please then sign them out at the classroom when picking up. Students will not be allowed to leave with anyone other than parents unless prior arrangements are made. For students that attend full day session, the students will be dismissed out the doors at the East entrance at the end of the school day. A teacher will be with your child until you pick up or they board their bus.

Please promptly pick up your child at end of each session—10:30 or 3:05.

After-school childcare will be available from 3:05pm-5:30pm Monday through Friday.

TUITION POLICY

Tuition is expected to be paid as follows:

- \$100 registration fee (non-refundable). This fee will be deducted from your tuition.
- Ten monthly payments from August to May.
- The first semester must be paid in full for entry into the second semester.

Should there not be enough students to fill a preschool session, the session will be cancelled and fees refunded.

Non-payment of tuition can result in separation from the school. In case of unforeseen hardship, please contact the school office as

quickly as possible to make arrangements. We are very willing to assist you if you encounter financial difficulties. Preschool tuition may be considered child care and used as a tax deduction. Check with your tax consultant for verification.

ADMISSION AND WITHDRAWAL

Admission will be based on the following criteria:

- Preference will be given first to children who have siblings currently enrolled at St. Mary's Visitation School.
- Preference will be given to children whose families belong to St. Mary's Visitation Parish.
- Others will be accepted as capacity allows. Preschool class size may not exceed 16 students at a time.
- Admittance of students with special needs will be discussed on an individual basis.

Serious discipline problems or health issues could result in a child being withdrawn from our program. Non-payment of fees may also result in withdrawal. Parents should notify the school when they move or withdraw their child for any reason.

In certain cases, parents may be asked to withdraw their child at the request of the school. Parents will be notified if a child shows signs of immaturity such as inability or refusal to sit still for center activities or inability or refusal to follow directions. All students are required to be toilet trained. After a conference with parents, the school reserves the right to ask for a withdrawal.

HEALTH

Parents are required to provide health information regarding their child, including immunization and physicians' health examination report (forms provided). The following immunizations are required:

- Diphtheria, Tetanus, Pertussis (DPT)*
- Pneumococcal Conjugate (PCV13)*
- Polio (OPV)*

H. Influenzae

Measles, Mumps, Rubella (MMR)

Hepatitis B

HIB

Varicella (Immunity is acceptable if the parent or physician reports that the child has had chickenpox.)

Please contact the teacher if your child has contracted a contagious disease, so that all families of the children can be notified.



If your child is not well enough to participate in the entire school program, including outdoor play, we ask that you keep him/her home for the day. Please keep your children at home if they have any of the following symptoms: fever, vomiting, diarrhea, conjunctivitis (pink eye), or signs of other communicable disease such as a rash. These symptoms should be gone for 24 hours before your child returns to pre-school.

Kindly notify the school at 616-681-9701 if your child is going to miss a class.

If your child becomes sick during the day at school, they will be separated from the group and will wait in the office. We will make every effort to contact either parent using the numbers we have on file as soon as the symptoms appear. If we are unable to contact a parent, the authorized contact person on the emergency form will be contacted.

If a staff member or volunteer become sick during the day, they will be removed from the classroom and if needed a qualified person will take over the class.

FIRST AID

In accordance with state regulations, we are only allowed to administer ice packs and band aids. In the event that further first aid is required, every effort will be made to contact the parents. In

case of failure to contact the parent, the authorized contact person on your emergency form will seek the emergency care needed, parents being liable for any expense incurred. The teacher will always be CPR and First Aid certified.

MEDICATION

In accordance with state regulations, the following rules must be followed:

- Children are not permitted to carry any medicine and administer it at their convenience, nor are they allowed to carry medicine themselves from home to the school office.
- Any medicine to be given by school personnel must be kept in the school office and only authorized school personnel can administer such medicine. Medicine (and this includes aspirin, Tylenol, and cough drops) can only be given when there is written authorization from the parents or guardian and doctor in charge stating time and dosage.

Please notify the school if your child suffers from any health problems such as epilepsy, asthma, diabetes, allergies, etc., so proper procedures might be followed with the least possible trauma for the child and others.

FIRE, TORNADO, AND LOCKDOWN SAFETY

These drills are held periodically throughout the year so students and staff become familiar with procedures in case of a real emergency. St. Mary's Visitation School conducts six fire drills, two tornado drills, and two lockdown drills per year to prepare the students in case of an emergency. In case of a tornado watch, all students will continue normal indoor activities. In the event of a tornado warning, students and staff will seek appropriate shelter in the school building. Fire equipment is inspected in accordance with state law requirements.

PESTICIDES

As part of St. Mary's Visitation School's pest management program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application made to the school

grounds or buildings. At least two days advance notice of pesticide application will be provided to parents via email or newsletter. The advance notice will contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

CLOTHING

Preschoolers are involved in activities that require jumping, running, climbing, etc. In class, students will be painting, using markers and glue, working with play dough, and other "messy" materials.

- Please select clothing that is both comfortable and appropriate for these activities.
- Label all clothes, jackets, bags, snow pants, boots, etc. with your child's name. This makes it much easier to identify your child's belongings.
- Children also need a pair of inside shoes to leave at school with their name on the inside.
- Socks must be worn at all times. Sandals or shoes without socks are not permitted.
- Each child is required to bring a spare set of clothing to school in case of an accident or spills.

SNACKS - LUNCH

Each child is responsible for their own healthy snacks, one in the morning and another in the afternoon. All items must be prepared in advance. This includes pre-cut fruits and vegetables. Please inform the school if your child has a food allergy. Lunch is available through the Hopkins Public School system. Bringing a lunch from home is also a choice.

Holiday parties will be arranged by the room parents, who will assign each family something to bring. If your child wishes to bring a treat for a birthday or other special event, please contact the teacher in advance.

TOYS

Please do not send toys with your child unless arrangements have been made with the teacher (Show and Tell, birthday gift etc.) Kindly do not send toy guns, whistles or other nuisance items. The school cannot be responsible for broken or lost items.

PARENT PARTICIPATION

Parents are encouraged to visit St. Mary's Visitation School at anytime. Parents are encouraged to actively participate in their child's class. You are always welcome. Un-enrolled children are not allowed to spend time in the classroom. Volunteers may be asked to read to the children, help with centers, or assist with projects and crafts. It is helpful to let the teacher know in advance of your visit to arrange appropriate scheduling.

All volunteers in the St. Mary's Visitation Preschool program are required to attend a "Protecting God's Children" session and submit to a criminal background check. Licensing regulation 5104a (3) requires all preschool volunteers to submit a central registry clearance request. St. Mary's Visitation Preschool maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective actions plans. This notebook will be available to parents for review during regular business hours.

Please note, only volunteers who have gone through the "Protecting God's Children" program (also known as Virtus) can volunteer in the classroom or be chaperones on field trips. This program was designed to promote awareness of sexual abuse and how to identify and prevent it. It ensures compliance with the Safe Environment requirements of the *Charter for the Protecting of Children and Young People* as approved by the U.S. Conference of Catholic Bishops. We hold one training session per year—that training session will be held in the fall (most likely September) in our Community Center. The one-time training is essential if you want to be involved in your child's preschool year in any fashion. We can't emphasize this enough. To get the most out of the year, please plan to attend!

MANAGEMENT/DISCIPLINE PLAN

Although it is our plan and hope that discipline and self-esteem of children can be achieved by setting, explaining, and modeling rules and by structuring and pacing our routine to prevent problems, it is still necessary to establish consequences for inappropriate behavior. Positive methods of discipline will be used which encourage self-control, self-direction, self-esteem, and cooperation.

- Teacher talks to student about the problem and positive ways to solve it.
- Student may receive a time out and sit apart from the group for a while.
- Child will return to the group when emotionally and physically ready to participate with the group again.

EMERGENCY PLAN

Parents will be notified via a telephone call if an emergency should occur including injury or illness. If a parent can not be reached an alternative emergency contact will be notified via telephone as provided by the students parent.

LICENSING HANDBOOK

The licensing handbook is available at all times. It is located in the sign in log at the entrance of the classroom.

REPORTS TO PARENTS

At the end of each quarter the teacher will do an assessment on various skills. You will receive a copy of the assessment. At the end of the first and third quarter, conferences will be held. Whenever there are any concerns about your child, you may request a meeting with the teacher.

We hope your child will enjoy his/her first school experience!

If you have any questions regarding our preschool program, please don't hesitate to talk to the teacher or administrator.



Mission Statement for St. Mary's Visitation School

Responding the teaching mission of the Catholic Church and embracing our Catholic identity, St. Mary's Visitation School strives to inspire, encourage, and challenge each student in its care spiritually, emotionally, physically, and intellectually within a Christ-centered environment.