

Welcome to Preschool at St. Therese Catholic School

Dear Families of Preschool Students,

Welcome to St. Therese Catholic School! Your child is a part of a unique learning environment here at St Therese School. We believe that each child is a unique gift shared with us by God and their parents. Each has special talents, needs, and feelings. It is our goal to nurture your child as an extension of your family as a member of God's family. We will strive to do our best to make each child and family comfortable and secure. We look forward to being a part of your child's education.

Mission Statement of St. Therese Catholic School

Little Flower Preschool and St. Therese Catholic School will strive to provide a quality education for every child every day and a safe, Christian environment that is rich in Catholic heritage and traditions.

Enrollment Information

Students wishing to enter the preschool program must have reached their 3rd birthday and must be able to toilet independently prior to entering school.

If you would like us to hold a spot for your child who will turn 3 during the school year, you will want to enroll as soon as possible and will need to pay full tuition.

The following preschool schedule will be offered:

Parents may choose how many days they would like to send their child. 2, 3, 4, or 5 days a week are available to accommodate family schedules.

- ½ day program runs 8:30am -11:45am
- Afternoon Enrichment program runs 11:45am -3:30pm.

Enrichment

Students will have the option of ordering hot lunch or bringing a cold lunch. A rest time will be scheduled each day, your child may bring a small pillow and blanket. Afternoon Enrichment will be billed monthly at a cost of \$15 per afternoon.

(Provided is an outline schedule of your preschooler's day.)

School Closings or Delays

School closings and delays will be announced on local TV and radio stations. The Instant Alert Notification System places phone calls to your chosen phone. If Wayland Union Schools are closed, St. Therese School is also closed and there will be no preschool or enrichment. In the event of a 2-hour delay, preschool/enrichment will start at the same time as the rest of the school.

Arrival and Departure Procedures.

Because we need to screen all students for COVID-19 symptoms as they arrive each day, we need your help to make this a smooth process.

Morning Drop Off: In the morning only, once you are in the drop-off line of cars, rather than staying in line, please pull into the back parking lot area just behind the school. This will allow you to avoid walking between cars in the drop-off line. Please park next to the school and escort your child into the classroom. The doors on the west side of the building near the office will be unlocked for parents to enter between 8:15 am and 8:45 am. If you are arriving after 8:45 am, please ring the bell to have the doors unlocked.

11:45 Pick Up: Please park in the main parking area and walk through the cones to the back door. At 11:30 am, the doors will be unlocked for parent pick for students who are only attending in the morning. The doors will be locked at 11:50 am.

After School Pick Up: Because our elementary students will be leaving through the west doors, please park in the main parking area and walk through the cones to the back door. The doors will be unlocked at 3:15 pm.

For the safety of all our students, you will need to sign your child in and out at the classroom each day. Children will not be allowed to leave the building or grounds with anyone that is not on the child's information card. Due to State regulations, preschool children are not permitted to ride public school busses.

Licensing

Preschool is licensed by the State of Michigan. Parents may view the licensing report which is available in the school office.

Preschool Discipline Plan

In addition to this discipline plan, please consult the school discipline policy in the Family Handbook. The discipline policy described in the Family Handbook applies to all students enrolled at St. Therese.

Discipline shall always be handled in a positive manner so as to encourage a positive self-esteem, control of self and cooperation with others. Behavior management in the classroom is based on redirecting behavior. The students will receive much verbal reinforcement for positively contributing to our classroom learning environment.

- Proactively teaching courtesy and good manners will be a high priority.
- Teachers talk to students about the problem and positive ways to solve it.
- Teachers may redirect a student from an activity or area to a more appropriate task or play.
- If redirected, a student may return to the group/area when he/she is emotionally and physically ready to participate with the group again.
- Physical contact will only be used when reasonably necessary based on a child's development to prevent a child from harming him/herself, or prevent a child from harming other people.

Health

Parents are required to provide health information concerning their child, including an immunization report and physicians' health examination report. Please be certain the school is aware of any health concerns they may require special care or consideration. A physician's documentation may be requested.

Please contact the school if your child is exhibiting symptoms or has been diagnosed with a contagious illness. St. Therese Catholic School works collaboratively with the Allegan County Health Department. All reporting is confidential and notification of the spread of a contagious illness is done under the guidance of the Allegan County Health Department.

If at any time you feel your child is not well enough to participate in the entire day's activities, including time spent outside, please keep them home. If a child becomes ill at school, we will call the parents first and if we cannot reach parents, we will call alternate emergency contacts in your child's file. Sick children will be removed from the group. They will be able to rest quietly in the school office until they are picked up to go home.

If your child has any of the following symptoms, please keep them home: fever, vomiting, diarrhea, pink eye, or signs of other communicable diseases such as a rash. Students shall be free of symptoms/symptom free for 24 hours without the aid of medication before returning to school.

Medication

In accordance with state regulations:

- Children are not allowed to carry any medications, including over the counter medications such as aspirin or administer any medication on their own.
- All medications must be kept in the school office. It may be dispensed only by authorized school personnel. Inhalers may be self-administered with a doctor's note.
- Written authorizations from parents and administering physicians must be on file with medication. All medication distributed at school must be handled according to federal regulations. The school is not allowed to make exceptions.
- All medication, prescription and nonprescription, must come to school in its original container and indicate the child's name, dosage, time to be given, and duration of treatment.
- Parents are asked to pick up any medication left at school at the end of the school year. Any medication still at school as of June 15, will be discarded in accordance with safety guidelines.

First Aid

Minor first aid will be administered in school. If major or emergency care is needed, the school shall make every possible attempt to contact the parents or, if they are unavailable, the contact person on the student's emergency forms. If neither of these can be reached, the school administration will seek the care needed. Parents are responsible for any expenses incurred.

Parent Participation

Parents are encouraged to actively participate by volunteering in your child's class. All volunteers must check in at the school office. Please make arrangements with the teacher so she knows to expect you!

Expectations for Volunteers:

- Volunteers must have a current CBC on file and be Virtus trained.
- Volunteers must sign in and out.

- All volunteers must complete a symptom screener and comply with all Allegan County Health Department guidelines for COVID-19 prevention.

Children who are not registered at St. Therese Catholic School should remain home during volunteer time.

Holiday and Birthdays

Your child's birthday will be acknowledged at school as close to their actual birth date as we can. For children with birthdays in July and August, we will celebrate at the beginning of the school year. For students with birthdays in June, we will celebrate at the end of the school year. Students may bring a birthday treat to share with the class. Treats must be individually wrapped and store bought with the list of ingredients visible.

Holidays will be celebrated with the elementary school. Parents will be notified of specific plans before the big day. All students may attend on party days, even if that is not their regularly scheduled day, and are invited to stay the full day.

Show and Tell/ Toys from Home

Please do not send toys with your child unless arrangements have been made with the teacher (show and tell, birthday gift, etc) The school cannot be responsible for broken or lost items. We kindly ask that you do not allow your child to bring toy guns, whistles or other nuisance items or items which may be used as a weapon.

Mass Schedule

An important part of who we are as a Catholic School is worshipping together and our youngest friends are such an important part of our family! We attend Mass as a school family on Thursdays at 9:30 am. Recognizing the need to learn and practice the behaviors for active participation in the Mass, our preschool friends will begin attending Mass in October. From October through December, preschool will attend Mass every other week and for special Holy Days. Starting in January, preschool will attend Mass weekly.

Because our licensing considers attendance at Church as a walking field trip, parents will need to complete a permission slip found in the Web Form section of your Family Portal.

Daily Morning Snack

A nutritious snack such as animal crackers, graham crackers, or goldfish will be provided for each child each day of school. The cost of snacks will be \$15 per semester (August

through December) and (January through June). If your child has a food allergy please inform the teacher.

Clothing

It will be helpful if you send your child to school in clean comfortable play clothes. Mark all clothing items including goods and book bags with your family name. Make sure your child is dressed to be outside, weather permitting, every day. For safe play, please avoid flip-flops, open-toe shoes, and croc style clogs.

Keep a change of clothes, including socks, inside your child's backpack, remember that preschool can be messy.

Communication

Each student will receive a folder with his/her name printed on the cover, the teacher will use it to communicate with you what is happening in the preschool classroom. Your child's papers and newsletters will be sent home in this folder, please check it weekly. Information will also be posted on the Preschool Page of our school website.

For daily communication reminders and questions the best way to communicate with the teacher will be through their school email. Miss Lisa's email is lemele@sttcatholicschool.org.

Reports to Parents

The teacher will hold Fall and Spring Conferences to plan with parents for their child's strengths and weaknesses. Formal report cards will be sent home at the end of the semester. At the end of the first and third quarters, you will receive an update from the teacher. Please feel free to contact the teacher/school at any time if you have questions or concerns. We are in this together!

Preschool Educational Goals

We work to help each child develop:

- Positive social-emotional skills
- Knowledge and skills in order to complete a task
- Appropriate behavior to meet their needs
- The ability to attend to an individual task for 10-15 minutes without interruption
- Write name with first letter uppercase and the rest of name lowercase
- Use the correct tripod or 3 point pencil grasp

- Write top to bottom on the lines and left to right when writing shapes
- Produce correct letter sounds (sound/symbol relationship)
- Identify and be able to discuss the main idea from a shared book
- Identify up to 3-5 events from a story and sequence; beginning, middle, and ending
- Identify rhyming words and create rhymes by substituting beginning sounds to create new words
- Begin to produce/identify initial and ending sounds of words
- Follow 2-3 step directions
- Print Concepts-read from left to right, top to bottom on a page, books have front, back, spine and author.
- Use one to one correspondence when counting
- Identify numerals 0-10
- Match number of objects with the numeral 0-10
- Complete and create simple patterns
- Identify and describe basic shapes
- Compare size of objects and organize smallest to largest
- Verbally count 20 objects accurately and know the last number states how many in all