



MISSION STATEMENT

Mary Queen of the Holy Rosary School is a Catholic community united by a commitment to educate all of our students in religious, academic, artistic and social areas. In a safe environment, combined with high expectations, Mary Queen School strives to provide all students with the tools necessary to become successful, responsible, contributing, loving members of our church community and society.

ON EDUCATING THE YOUNG CHILD

We believe that:

- Children are unique individuals who develop at their own pace.
- Children have the opportunity to participate in age-appropriate activities designed to promote cognitive, communication, motor, social and self-help skills.
- There are optimal stages for certain types of learning, and play is the appropriate vehicle to promote development in young children.
- Optimal learning happens within the context of a secure, supportive, and challenging environment.

We believe in activity-based instruction

Children learn best from each other and from their environment. They need opportunities to:

- make choices
- participate in small and large group activities
- interact with age-appropriate materials that are selected to address certain skills
- enjoy music and art
- learn from dramatic play
- develop fine and gross motor skills

ENROLLMENT OPTIONS

Children 2 ½ to Five years of age

All children have the opportunity to attend either full day or half day. Full day is 7:30-3:00 and half day is 7:30-11:30. Parents may choose to enroll their child Monday thru Friday or a variety of other options. Please talk with the Preschool Director for further details about enrollment options.

CURRICULUM

Each teacher is responsible for designing the classroom environment and providing a hands on, developmental curriculum to support the social, emotional, intellectual and physical development of all children. MQHR Pre-K program includes appropriate learning activities and teaching techniques in accordance with each child's level of comprehension and maturation.

Daily schedules include activities to provide a balance of

- indoor/outdoor activities
- quiet/active activities
- individual/group activities
- large/small group activities
- child/teacher initiated activities
- structures/spontaneous activities

All of the Pre-K classrooms include centers or areas for activities such as art, block building, gross motor, dramatic play, language/literacy, manipulative materials, math/problem solving, multimedia, music and science/social studies.

Pre-K students participate in specials classes that include: PE, Music, Spanish, Library, Art and Computer.

Pre-K students use the Handwriting Without Tears Program for handwriting and math.
Pre-K students use Loyola Press' God Made Me & God Made the World Series for Religion.

Field Trips

Pre-K children will not attend field trips. We will bring in guest visitors throughout the school year.

PARENT INVOLVEMENT

Safe Environment

Per our diocesan and parish guidelines, all volunteers including parents must be in compliance with our Safe Environment Policy. Compliance includes completing the online CMG Connect training and a background check. Being in compliance with our Safe Environment Policy is required in order to participate in school events including class parties and field trips. Compliance will be verified prior to participating in school parties, sharing in PreK events, etc.

Open House

At the beginning of every school year, there is an Open House for families and their children. This is a time for families to meet teachers and ask questions.

Parent Communication

We are more than willing to speak with you; however, please know that first thing in the morning is difficult as we are trying to help children settle in as is after school during pick up. We need to give our attention to the children to ensure proper supervision. It is best if you email us or send a note. If you send a handwritten note to school please let your child know to deliver it to the teacher. If there is something that requires a lengthy conversation, we are more than happy to schedule a time to meet and talk with you one on one.

When sending money to school for Book Fairs or Book Orders, place it in an envelope labeled with the child's name, amount enclosed and its intended purpose. A monthly newsletter will be sent home each month highlighting upcoming information and past accomplishments.

Please visit our school website for updated news: www.maryqueenschool.org

Parents are encouraged to communicate with teachers via e-mail. Teachers can be reached at the following emails:

Michelle Cobb, Director- mcobb@mq.cdlex.org;

Kathy Norton, knorton@mq.cdlex.org;

Deidre O'Dwyer, dodwyer@mq.cdlex.org;

Mary Bodart, mbodart@mq.cdlex.org;

Tiffany Barr, tbar@mq.cdlex.org;

Monica Negron, mnegron@mq.cdlex.org.

Parent Conferences

In the Fall of each year there is a time scheduled for conferences; however, parents can request a conference at any time. These conferences may include, but are not limited to, discussion of your child's progress, observations of your child about how they best learn, and identification of your child's gifts and talents. Due to our commitment to your child, conferences with teachers need to be scheduled in advance. We will do our best to work with your schedule, however, it may need to be scheduled at the end of the school day.

Parent Evaluation

Each year we ask parents to fill out an evaluation of our school. This survey is an important source of information for us regarding your experiences with our school. We use the information provided to improve and monitor how effectively we are meeting our goals and mission.

Classroom Involvement

Here at Mary Queen School, there are many ways for you as parents to get involved and we love our parent volunteers. Children also love to see their moms and dads in their school community. We need helpers in the Art Lab, Library, Cafeteria, Health Room and so much more. All Parents are required to volunteer at least one shift at our Fall Festival, normally held in October and are encouraged to volunteer at other school-wide events like our Night of Angels and Book Fairs. Parents are asked to donate at least 15 hours each year to our school, many of these hours will be donated at the Fall Festival. At different times throughout the year we will also ask for various materials that are needed to complete projects and/or activities.

HOURS OF OPERATION

Classes begin at 8:00 AM. The doors located by the Music Room open at 7:30 am for Pre-K children. Children will go to their classrooms. Dismissal for half-day children will be at 11:30. Dismissal for all day children will be at 3:00.

Note: On occasion ½ day children may stay the entire day for an additional fee. This must be approved by the Director in advance.

ARRIVAL AND PICK-UP

Pre-K families must park in the designated area outside of the Music Room door and walk students to their classroom. All Pre-K students must be walked to their classroom by an adult and then signed in by a parent or guardian. Children will go directly to their classrooms. To help your child become independent and reduce separation anxiety, we ask that you say 'good-bye' to your child, remind them to put their belongings away in their cubby and wash their hands.

Children will not be dismissed to anyone other than their parents, unless the parent has indicated this on the Emergency Contact Form or in writing to the teachers. We will ask for a photo ID if we are unfamiliar with an adult picking up the child. Afternoon dismissal will take place by the sidewalk outside of the gym. Children will be walked to the cars by teachers.

Half Day Dismissal

Parent/guardian will pull up in drive at the front of the school for pick up. **All children** need to be signed out by the parent or guardian.

When the teacher comes out to release the child, the parent/guardian will load their child and seatbelt them prior to leaving the curb.

- Please put your vehicle in park when you get to your stopping spot in line, we can not take the chance of any rolling vehicles.
- Do not double park in the driveway, we must have the left side free for emergency traffic.
- If you are coming inside for any reason, please park in the nearest parking lot.
- Cars must leave in the order they are parked, unless motioned on by the teacher.

Full Day Dismissal

Please refer to the pick-up line map for details about afternoon pick up.

MEALS

We will have a snack time each morning that is provided by the school cafeteria. A snack schedule will be available to the parents each month. We provide peanut free snacks and lunches at our school. There is a separate \$100.00 snack fee that needs to be paid at the beginning of school. Our cafeteria is part of the National Cafeteria Lunch Program, as such, qualifying families can apply for Federal assistance for snack and lunch by applying at <https://www.cdlex.org/school-food-service>.

In an effort to promote positive communication, self-help skills and good nutrition our morning snack is served family style. This is also a way for the children to practice good table manners, often referred to by the teachers as their 'restaurant manners.'

All day students may purchase lunch and milk from the cafeteria or bring a lunch from home. (Please no nut products in lunch boxes). Each child will be assigned a lunch code that the teacher will keep on file to use when children buy their lunches. Payment for school lunches will be made according to Diocesan procedures.

If you choose to pack your child's lunch the following items **MUST** be included: milk, bread, protein, 2 vegetables or 1 vegetable and 1 fruit. If your child's lunch does not include all of the required components they will be served from the school's hot lunch line and charged to your child's account

NAP/QUIET TIME

A nap/quiet time is set aside each afternoon after lunch for the children to rest. We encourage the children to rest quietly. Any child who does not fall asleep after an appropriate length of time shall have the opportunity to engage in quiet activities.

Each child is assigned an individual mat for sleeping/resting. Families need to provide a small blanket and crib sheet for their child that will be kept in their rest bag for the week. At the end of the week the blanket and sheet will be sent home to be laundered. Staff will ensure that mats are clean, sanitized and ready for use the next week.

HEALTH POLICIES/REQUIRED DOCUMENTATION

Health policies are established to keep children and staff as healthy as possible throughout the school year. We cannot allow any child with signs of a casually transmitted communicable disease to attend Mary Queen School. If we notice that your child is showing a symptom of a contagious illness, we will care for your child in the health room until you are able to pick your child up. We will err on the side of caution in situations that are questionable. Please remember that our goal is to protect the health of all the children.

Families will be contacted to pick up their child for the following:

- more than one episode of diarrhea
- one episode of vomiting
- fever above 100° Fahrenheit
- red or pink conjunctiva (pink eye)
- unexplained rash
- severe sore throat
- chicken pox
- head lice or nits
- at the discretion of the principal or director based on circumstances.

Children who have been sent home with one or more of these symptoms must be symptom free for 24 hours before returning to school or receive documented approval from a physician. When children become sick at home, they should be symptom-free for 24 hours before returning to school. Please keep us up-to-date on any health changes in your child.

Please notify the school at **277-3030 ext. 100** if your child will be absent. Parents must provide a written note or doctor's excuse explaining the absence to the teacher when the student returns to school.

Administration of Prescription Medication

We must have daily written permission to administer prescription medication. Please complete a form and send the medication in the original bottle. Be sure to include the precise dosage amounts and times for the medication to be administered. Medication forms can be obtained from the front office or on the school website. Medication will not be administered that has an expired expiration date. Medication needs to be dropped off and picked up from the front office. Medications will not be transported in backpacks. Medications will be kept in the Health room in the locked cabinet.

Administration of Non-Prescription Medication

If you want your child to take over-the-counter medication while at school you must provide a written and signed authorization each day along with a doctors note. You must include amount to be given and time to be administered. The medication must be provided in the original bottle. Medication will not be given from a bottle with expired expiration dates and the dosage may not exceed what is recommended on the bottle. Medication needs to be dropped off and picked up from the front office. Medications will not be transported in backpacks. Medications will be kept in the Health room in the locked cabinet.

HANDWASHING PROCEDURES

Hand washing is required by all staff, volunteers and children. Hand washing reduces the risk of transmission of infectious diseases.

Children and adults wash their hands:

- Upon arrival for the day
- After using the toilet
- After handling bodily fluids (ie. Blowing or wiping a nose, coughing on a hand, etc.)
- Before meals and snacks, preparing or serving food
- After playing in water that is shared by two or more people
- After handling any animals or any materials such as dirt, sand or upon returning from playing outside.

Adults wash their hands:

- Before and after administering medication
- After assisting a child with toileting
- After handling garbage or cleaning.

Proper hand washing procedures are followed by adults and children:

- Using liquid soap and running water
- Rubbing hands vigorously for at least 10 seconds including the back of hands, wrists, between fingers, under and around any jewelry and under fingernails; rinsing well; drying hands with a paper towel and avoiding touching the faucet with just washed hands.

ELECTRONIC MEDIA POLICY

Classrooms follow these guidelines in the use of electronic media in the classroom. This includes TV, movies software, music, etc.

- Only developmentally appropriate, non-violent, and culturally sensitive material is used.
- Alternative activities are available for the children who do not wish to participate.
- Staff members are involved with children during the activity.
- Video choices are an extension of children's interest and experiences and/or lesson plans.
- No more than 30-45 minutes of TV or video play per day. Computer turns are limited to 10-20 minutes.
- Only G rated movies are shown.

CLASSROOM POLICES RELATED TO BEHAVIOR PROBLEMS

Our school's discipline policy is based on God's grace and love. We respect the dignity of each child because they are unique gifts from God and are children of God.

Children are reminded frequently of our class rules and expectations, but if they have difficulty remembering them then they will be reminded and redirected. If the behavior continues, there will be a possible time out for the number of minutes of their age, i.e., three year olds will sit for three minutes. Teachers will take time to discuss what they did wrong, what other choice they could have made, and that they are forgiven.

EXCESSIVE AGGRESSIVE BEHAVIOR POLICY

Mary Queen of the Holy Rosary Pre-K has the right to respond to the occurrence of excessive aggressive behavior in children enrolled in its program. Excessive aggressive behavior includes but is not limited to biting, hitting, kicking, spitting and cursing. MQHR's response will be in the best interest of all the children enrolled and may include dismissal from the program. MQHR's response will be at the discretion of the Principal.

THINGS TO BRING THE FIRST DAY

Clothes

Please have a complete change of clothes in your child's backpack in a Ziplock bag with your child's name labeled on the front. This includes socks, underwear, pants and shirt. We will use these extra clothes in case of accidents. Please be sure that any items brought from home are clearly labeled with your child's name.

Immunizations/Physicals

All children will need to have their immunization up-to-date or be excluded from school until such time as they are up-to-date. A copy needs to be on file at school. A school physical is also required and can be obtained from your child's doctor. Kindergarten children will need an eye exam to enter school.

Paperwork

Any unfinished paper work will also need to be turned in at this time. This includes information received during the Open House.

KEEP PHONE AND CONTACT NUMBER UP-TO-DATE

It is very important that you keep us up-to-date of any changes in regards to your address and contact number. If there are any changes during the school year please be sure that you let our school secretary know, so that information can be passed to the teachers and everything updated.

It is also important that we have current numbers for individuals authorized to pick up your child. We take our responsibility to keep your child safe very seriously, so please keep all needed phone numbers and names of emergency contact persons on file up-to-date.

SEVERE WEATHER, EARTHQUAKE AND FIRE

We conduct monthly fire drills during which children are evacuated in accordance with our fire exit plan. Those plans are posted in each of the classrooms and throughout the building. We also practice severe weather and earthquake drills four times a year.

BIRTHDAY CELEBRATIONS

Children enjoy celebrating their birthdays at school and we try to make the day special. Children may bring a small healthy snack to share with the class, however, the snack must be nut free and store bought. Examples would be fruits, vegetable and cheese. Please be sure to check with your child's teacher to ensure there are no other allergies in the room. If you would prefer, you may bring a goodie bag to be passed out instead of a snack. Children who celebrate summer birthdays will get to celebrate an 'un-birthday' or '1/2 birthday' sometime during the school year.

Please do not send party invitations to school to be handed out unless the entire class is being invited. It may cause hurt feelings if everyone is not invited.

TOYS FROM HOME

We discourage children from bringing toys from home however some children may need the sense of security a favorite possession may offer. When children need such items, we ask that they keep them in their backpack or cubby. On special occasions, your child will have the opportunity to bring in an item for Show and Tell.

DRESSING FOR SCHOOL

We believe you child learns best when they are free to explore their environment and be fully engaged with the materials to which they are exposed in the classroom. That means they will get messy. Please do not dress them in clothing you do not want to get dirty. Send them to school in comfortable clothing in which they will be able to explore and fully participate in all the activities available. The children will also be engaged in lots of physical activity and need to wear safe comfortable shoes with socks, gym shoes with socks are the best. Sandals, Crocs,

flip flops and dress shoes are not safe for play and should not be worn. Pre-K girls wearing dresses or skirts will want to wear shorts underneath to promote modesty. Please be sure that everything is labeled with the child's name.

Be sure that children are dressed appropriately for the weather as we will go outside daily as long as the temperature is above 32 degrees.

PREPARING YOUR CHILD FOR SCHOOL

1. Make sure your child comes to school equipped with good feelings about themselves, a good breakfast, and clean, comfortable clothing.
2. Take a sincere interest in the papers and creative work your child brings home. Make helpful, positive and encouraging remarks about them. Remember that for many things at this age it is the process and not the product. Also know that your child has worked very hard and wants you to share in what they have done.
3. Encourage and welcome spontaneous comments and observations on any subject. Listen objectively to your child.
4. Encourage the less verbal child to associate with one or two other children situations that give his or her reasons for talking.
5. The vocabulary of children changes rapidly; try to explore the meanings of the new words they are using. Classify them into groups such as animals, clothing, things we like, etc.
6. Encourage clear articulation.
7. Help your child distinguish between likeness and differences in word sounds... "what grows on chickens?...feathers or sweaters?"
8. Teach your child their full name, address, phone number and parents' names. This is important safety information that your child needs to begin practicing.
9. **READ! READ! READ!**

PRE-K WISH LIST

We can always use additional items in our classrooms. Below is a list of items we would love to have. If you would like to donate any of these things it would be greatly appreciated and greatly enjoyed by the children.

- food coloring
- playdough
- hole punchers
- measuring cups
- measuring spoons
- old plastic bowls/cups
- old ties
- male/female clothes to use for dress up
- eye droppers
- plastic shoe box containers
- clothespins
- packing peanuts
- glitter
- cotton balls
- pom poms
- package of socks
- package of girls/boys underwear
- beads
- sequins
- craftsticks
- children's gardening tools
- ribbons
- tennis balls
- * golf tees
- * yarn
- * bubbles
- * ping pong balls
- * I tunes cards for ipad apps
- * safety goggles
- * tools
- * butterfly nets
- * playground balls
- * sidewalk chalk
- * masking tape
- * bubble wrap
- * tissue paper
- * paper of any type
- * newspaper