

St. Patrick Parish Preschool Parent Handbook 2011-2012



St. Patrick Parish Preschool
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**St. Patrick School Master Calendar
Academic Year 2011-2012
School Calendar
2011/2012**

This calendar is designed to outline important dates for the upcoming school year. Dates for a variety of other school events will be updated on the calendar on our website throughout the year. The weekly Shamrock will also be a valuable resource for upcoming events that may not be included on this calendar.

August 22:	School Staff Retreat (Camp Blodgett)
August 23-25:	Staff Meetings and Training
August 27:	First Annual Golf Outing (Fundraiser)
August 29:	Back to School Kickoff for All Staff
September 6:	First Day of School, 9am All School Mass, Early Dismissal 11:30 (no afternoon busing)
September 7:	Back to School Picnic and Meet and Greet the Teachers (5:30-8pm)
September 24:	Diocesan Catechetical Conference
October 3-21:	NWEA MAP Testing Window
October 21:	No School (Teacher In-Service)
November 4:	First Quarter Ends
November 7:	Second Quarter Begins
November 23:	Early Dismissal 11:30 – Parent Teacher Conferences
Dec. 22-Jan. 2:	Christmas Vacation
January 3:	Classes Resume
January 3-20:	NWEA MAP Testing Window
January 27:	Second Quarter Ends
Jan. 29-Feb. 4:	Catholic Schools Week
January 30:	Third Quarter Begins
February 16:	Early Dismissal 11:30 – Parent Teacher Conferences
February 17:	No School (Mid-winter Break)
February 22:	Ash Wednesday (School in Session)
March 9:	No School (Teacher In-Service)
March 14:	Songfest (Tentative)
March 30:	End of Third Quarter
April 2-6:	Spring Break
April 5:	Holy Thursday
April 6:	Good Friday
April 9:	Classes Resume – Fourth Quarter Begins
Apr. 16-May 4:	NWEA MAP Testing Window
May 28:	Memorial Day (No School)
June 8:	Fourth Quarter Ends, All School Mass 9am, Early Dismissal 11:30 No Lowell Busing

MISSION STATEMENT

St. Patrick Parish Preschool, a Roman Catholic community rich in faith and family traditions, believes in preparing the whole child spiritually, intellectually, socially and culturally for his or her life journey: living a Christ-centered life through service to God and community.

PRESCHOOL HOURS

Arrival: 8:00 am
Dismissal 11:00 a.m.

Morning Drop off at School's back doors; End of class pick – at School's front entrance. Please notify preschool staff or school office personnel when your child is going to be absent due to sickness or other family activities.

CONTACT INFORMATION

Admin. Assis.	Sally or Cindy	691-8833 ext. 15	sps.secretary@gmail.com
Principal	Scott Czarnopys	691-8833 ext. 17	scottczarnopys@gmail.com
Preschool Tchr	Courtney Krebill	691-8833 ext. 37	sps.preschool@gmail.com

ADMISSION POLICY

St. Patrick Preschool is a combined 3 and 4 year old program. Children must reach the age of three by Sept. 1 and be toilet trained in order to enroll. Class size is limited to 12 students. Depending on class size, one or two teachers will staff the class.

2011-12 TUITION

Parishioner

3 day – 4 yr old program (M,W, F)
2 day – mixed 3 & 4 yr old program

Tuition Amount

\$121 per month
\$ 81 per month

Non Parishioner

3 day – 4 yr old program (M,W,F)
2 day- mixed 3 & 4 yr old program

Tuition Amount

\$134 per month
\$ 88 per month

TUITION CONTINUED

Tuition may be paid monthly, by semester or annually. Tuition is due the first week of each month, September through May. If you have any questions regarding payment, please contact the office manager in the Parish Office at 691-8541, ext. 10. A tuition drop off box is located in the Preschool for your convenience or you may drop off tuition envelopes to the School Office or the Business Office.

REGISTRATION

Prior to admittance of each child into the Preschool Program, the following must be on file:

1. Registration Form - submit ASAP
2. Registration Fee - non-refundable \$40.00 per family.
3. Child Information Card - please complete both sides.
4. Child's Health Examination Form (green sheet) - complete all the sections. This form must be signed by your child's physician and returned prior to the first day of school.
5. Immunization Record - may be recorded on *CHEF* - required information.
6. Child Placement Contract
7. Child Development Questionnaire

WITHDRAWAL PROCEDURE

To withdraw a child from St. Patrick's Parish Preschool, the parent must notify the Preschool Director. Please check with the Parish Office at the time of withdrawal to determine if any billing adjustments need to be made.

Please give the Director as much notice as possible.

St. Patrick Parish Preschool reserves the right to request placement of a child in another session if the child's needs or those of the other children are being compromised.

St. Patrick Parish Preschool reserves the right to remove any child from the program for non-payment of fees or for non-compliance to Health Department or Michigan Department of Human Services regulations.

CALENDAR SCHOOL YEAR

Preschool follows the St. Patrick School's Master Calendar, shown at the beginning of this handbook. Additional calendar dates will be added as the school year progresses. These updates will be communicated by newsletter and posted on the school website.

DAILY SCHEDULE

Free Play: Child initiated play

Group Time #1: Hello Song

Pledge of Allegiance

Job Chart

Calendar/Weather

Religion/Bible Story, Morning Prayer

Table Activity #1: Letter of the Week, or Religion Activity

Centers: Teacher and Child initiated activities

Examples of Activities: Art, Building, Puzzles

Physical Activity/Movement

Group Time#2: Theme of the Week

Story

Table Activity #2: Teacher directed activity

Examples: Game, Science/Discovery, Cooking

Snack, Prayer, Bathroom Break

Outdoors/Gym

Music

Closing: Recap of the day

Good Bye Song

*This is a tentative schedule; we are flexible; this schedule serves as a rough guideline for our day.

ARRIVAL AND DISMISSAL

We require that all preschool parents bring their child into the building and see that their child is under supervision before leaving the premises. Please park in the back lot facing the corn fields. Please do not arrive any earlier than 7:50 am unless previous arrangements have been made.

This contact with the teachers also provides a time for communicating any special needs a child might have for the day. It also gives your child the opportunity to share some part of preschool important to him or her. Please take a moment during morning drop off to let us know if you will pick up your child at the classroom or whether you want your child walked out to you.

When picking up your preschooler, please come directly to the room or drive up to the front of school building. The drive-up, curbside pick up option tends to be convenient for those who also have younger children with them in the car. **You must register your car**

make, model, and plates if you wish to have drive up pick up. This form will be provided with the first day packet. If someone else will be picking up your child, please designate them on the form as well, indicating your permission to release your child to a non-parent, This includes carpool drivers. If we are unfamiliar with the person, please inform them that we will ask to see some form of identification before releasing the child to their care.

DRESSING FOR PRESCHOOL

Please dress your child in clothing that is both comfortable and allows for self-dressing. The children will have projects that may get messy, so please do not dress your child in anything you wouldn't want to get stained. Please label all articles of clothing, including boots, hats, mittens, etc. It is a good idea to have a change of clothes in their backpacks in case they have an accident or get wet during water play.

In the winter, children should bring a pair of shoes or slippers to wear when they take off their boots. Children will be going outside regularly as weather permits, so please dress them accordingly. Closed shoes are highly recommended since your child will be on the playground which is covered in woodchips and if weather is bad, will possibly be playing in the gym.

A school bag or backpack to carry home artwork and correspondence is needed for each child. Each child will be given a communication folder for communication to go home each day.

SNACKS

PLEASE MAKE THE STAFF AWARE OF ANY FOOD ALLERGIES YOUR CHILD HAS

Morning snack is at about 10:00 a.m. Each student is responsible for bringing their own nutritious snack each day, such as fruit, granola bars, cheese and crackers, raisins, etc. There will be an emergency snack kept at school for those who forget their snacks. Each child is invited to bring in a labeled sippy cup or water bottle to keep in class. This will be used for water breaks during the day if your child requests a drink of water. It will be sent home weekly for washing. There is a refrigerator to store items that need to be chilled.

We love to celebrate birthdays or any special occasions. If you would like to, you may send a special treat to school. We will celebrate half birthdays for students with summer birthdays. So, for example, if your child has a birthday on July 10, we can celebrate on January 10. As far as special occasions go, a new baby at home, or any big "first" is worth celebrating. Let the staff know.

CLASSROOM CURRICULUM

St. Patrick Preschool offers a curriculum that is based on the needs and interests of the students. Each week a new theme is introduced, which offers a variety of opportunities to help each student learn in a play-based environment. There are various learning experiences that are offered each week that are both child-initiated and teacher-initiated. Each child is accepted and respected, knowing no two children are alike. We hope to introduce school in a positive light, making each learning experience as positive as we can.

Our hope is to help each child develop at their own pace, while offering them a variety of experiences to help foster his/her growth. We will offer a caring environment, hoping each child feels respected, loved, and safe. We will also help install strong Christian values, and will introduce Catholic teachings to help each child develop a love for God in his/her life. We hope that each child will leave St. Patrick Preschool with a feeling of self worth and a love for God both in and out of the classroom setting.

The areas in which we offer experiences and activities are stated below. Each week we offer several chances for each student to have a chance to grow in these areas.

Spiritual

Our religion curriculum offers an introduction to age appropriate themes that help introduce a Christian way of life and some of our Catholic teachings. We teach simple prayers, read Bible stories, and teach about God, Jesus, Mary, and the saints. We also teach lessons such as the Creation, Noah's Ark, and the birth of Jesus at an age appropriate level.

Cognitive

The goal of our curriculum is to offer a variety of activities that are both fun and useful in making the transition to Kindergarten easier. Some of the skills taught are letter and number recognition, colors, shapes, patterning, and basic phonics skills. Not every skill will be mastered at the end of preschool, but we hope to each child take some of these things with them as they start Kindergarten.



Social

Social skills are important to the development of any child. While in preschool we try to teach each child to be more independent, how to share, to take turns, and to respect adults and other children alike. We encourage interactions with other children and adults, and offer many opportunities for each child to engage in social situations. These include but are not limited to visiting other classrooms, going outdoors while other classes are on the playground, playing in the Dramatic Play area, and giving each child a chance to share things out loud.

Physical

We offer a variety of activities which build both small and large motor skills. We work on writing, cutting, drawing, and painting, as well as take time out each day to dance, exercise, and play games that foster large motor skills as well.

Emotional

We continually stress throughout the year how God made us each special and unique. We often find ways to share our unique abilities and talents, as well as display them. We also try to label our feelings and emotions in a positive, non-violent way.

Music

We explore music through listening to CDs and tapes, sing and learn old and new songs and finger plays. We also explore music by trying out instruments throughout the year.

Science

We are able to explore the world God gave us through observation and exploration. We learn about the world around us by learning about plants, animals, bugs and insects, the seasons, weather, and the many other blessings God has given us. We also do some simple science experiments which help us observe and experience first hand science principals that we are trying to learn.

Art

Each day we experiment with art using a variety of materials. We draw, paint, color, glue, use other materials to help introduce artistic experiences. We are more concerned with the process each child uses while doing art work than we are with the finished product. Each child is praised for the effort put forth, not for what is created.



Cooking

On occasion, the class may do a cooking project. While cooking the child learns how to follow directions, manipulate tools needed for cooking, how to take turns with others, and skills such as measuring. Some things students may make throughout the year are dirt cups, colored pudding, green eggs and ham, spider cookies, and snow ice cream.

Language and Communication Skills

Throughout the year we do activities that help develop language and communication. Some activities that help foster these skills may include show and tell, reading and writing stories, using puppets, learning letters of the alphabet, drawing, and writing practice.

New to the 2011/2012 School Year

Spanish instruction will be offered every Monday by our Spanish teacher, Senor Albert. Students will learn basic words and will sing songs together as they are introduced to the Spanish language.

School Supply List

Bag or Backpack with Extra Clothes, Socks and Underwear
Daily Snack And Drink
Water Bottle—please label
Clorox Wipes
Paint Shirt/Apron
Glue Sticks
Napkins
Small Paper Plates
Band Aids
Kleenex

Please send the school supply list items on the first day of school.

PRESCHOOL RULES AND CONSEQUENCES

As a Catholic preschool our goal is to help students grow in self-discipline as they choose to follow Christ Jesus in their own life journeys. Respect for others and the promotion of behaviors that support the inherent dignity of all people remains a core value in our school. The staff at St. Patrick Parish Preschool is committed to creating a Christian environment where peace, charity, justice and mercy may flourish. The following procedure may go as follows:

Step 1. Positive verbal reminder of the rules.

Step 2. The teacher will attempt to use appropriate methods of redirection, diversion or substitution depending on the situation.

Redirection occurs when a child needs a break from the current activity and can refocus energies in a positive experience.

Diversion occurs when we intercede in a situation by providing alternative ways to continue.

Substitution encourages a child to move to another activity that will provide the same response to their needs.

We use these techniques according to the child's age and developmental level, and responsiveness

Step 3. Removing child(ren) from situation and discuss inappropriate behavior.

Step 4. If behavior continues, communication with parent either by sending a note home or phone call.

All consequences will be positive and consistent. Your child will hear things such as "Remember to raise your hand", or "I'm looking for someone who is waiting patiently", rather than "Don't interrupt."

PERSONAL ITEMS AT SCHOOL

Although I do not prohibit personal items in the classroom, I highly discourage them due to the possibility of items being lost or broken. There will be times I may request items for "show and tell". In those situations please make sure your child's name is put on the item or please put it in a labeled Ziploc bag to ensure the item is returned to the proper child.

NEWSLETTERS

We know that ongoing communication between home and school is very important to the growth and success of every child. A weekly newsletter will be sent home on Monday that will tell what we did the previous week, what we will do during the current week, and any other dates and information that you may need to be aware of. Please take the time to review this with your child so they may share information with you about their experiences in preschool.

Please take care to keep me informed about significant events in your child's life (i.e. new baby, death in the family, illness, etc.) If we are aware of your child's excitement or anxiety, we will be better able to meet your child's needs here at school.

PARENTAL VISITS AND VOLUNTEERS

Parents can feel free to visit their children's preschool room at any time. You do not need an appointment, you are always welcome. Please give us time to get into a routine before you visit. It would be a good idea to call in advance to be sure we are in the room when you are planning to visit. Little brothers and sisters can come too!

Volunteers are always welcome and needed. If you have a talent, hobby or trade you would like to share with the class, please contact preschool staff. Examples of parental sharing might include: cooking, music, collections, your job or a pet. Or maybe you would just like to read a book. Please plan in advance when you will be volunteering to avoid any mix-ups in scheduling. I will keep a sign up sheet in the Preschool room letting you know of upcoming events.



HEALTH AND SAFETY

Each parent must fill out a Child Information Card. This will allow us to take immediate action during a medical emergency. In case of an emergency, the staff will make every effort to reach the parents or the alternate listed on the Child Information Card. Parents are asked to notify the school immediately when there is a change of address or phone number.

Each child must have a completed Health Appraisal Form on file. Vaccinations must be up to date. Students enrolling for the first time in any school in Michigan must, according to law, submit a statement signed by a physician indicating they have been immunized from measles, diphtheria, polio, Hepatitis B, and the Chicken Pox.

ILLNESS POLICY

Parents need to call the preschool when their child is absent due to illness. It is in the best interest of your child to keep them home when his/she is ill. PLEASE KEEP YOUR CHILD HOME AT THE FIRST SIGNS OF ANY OF THE FOLLOWING SYMPTOMS:

- constant and severe cough, sore throat, swollen glands, or earache
- fever of 101 degrees (taken orally)
- heavy nasal discharge that is not clear
- swollen or inflamed eyes
- nausea or diarrhea
- skin rash, head lice, or other parasites
- extreme fatigue and does not feel well enough to participate in regular activities

If your child experiences any of these symptoms while at school, you will be notified and asked to take your child home. Please make sure your child has been fever free without the use of medication for 24 hours before returning to school.

DISPENSING MEDICINES AT SCHOOL

If prescription drugs are prescribed for your child to take during the school day, please bring 1) the medicine in the original container with the proper pharmacy labeling and 2) the doctor's directions for dispensing the medicine. A permission form will be available for you to sign to give the staff permission to dispense as directed. The staff will not administer over the counter medication (OTC). Parents may come and administer OTC medicine if absolutely necessary. Students may not take or possess their own medications.

If your child incurs a minor injury, such as a skinned knee or slight cut the teacher will let you know. In the event of an emergency or accident requiring more than first aid attention, you will be contacted according to the instructions on your enrollment form.

PRESCHOOL CLOSINGS AND INCLEMENT WEATHER

St. Patrick Preschool will be **closed** whenever Lowell Area Schools closes or put on a two hour delay due to weather conditions that make bus travel unsafe. We suggest you tune in to WZZM TV Channel 13, WOOD Channel 8, WOTV Channel 4, Fox Channel 5, WWMT Channel 3, or WOOD AM radio 1300 for school closing information. St. Patrick, Parnell should be listed if school will be closed.

St. Patrick Preschool is very concerned for the safety of all our students and realizes the importance of preplanning to ensure the protection of students and staff when the potential for violent weather exists. We follow the same procedures the Lowell Area Schools follow as stated below:

- * If students are in school when a tornado watch is issued, they will remain in the school until the regular dismissal time.

- * If students are in school when a tornado warning or thunderstorm warning is issued, they will be escorted to a predefined area of safety and remain there until the warning is lifted.

- * It is St. Patrick's policy not to dismiss students to parents during a tornado warning or thunderstorm warning, even if it means holding students beyond the normal dismissal time.

- * St. Patrick Preschool will not begin school during a tornado watch or warning.

- * All after-school activities will be canceled during a tornado watch or warning.

Parents must assume the responsibility for making certain their children understand where they are to go when school is canceled for any emergency. This information may be written on the Child Information Card.