

# St. Mary Preschool Family Handbook

2018-2019



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## **ST. MARY PRESCHOOL PHILOSOPHY**

*St. Mary Preschool is committed to creating a compassionate and nurturing learning environment where children interact with others in a Christian atmosphere of respect, concern and cooperation to create a community of learners. We believe the school and parents work collaboratively to provide learning opportunities that promote the child's desire to learn independently and with others, about God, about the world, about others and themselves. We believe that developing the whole child with meaningful activities and supportive direction creates life-long learners. We believe that the learning experiences and play activities should encourage and promote spiritual, intellectual, social and physical growth and development.*

## **PRESCHOOL GOALS**

Children will.....

- ❖ Become aware that he/she is a child of God and will grow in his love through prayer, song and creative activities.
- ❖ Develop a positive self-image and acknowledge his/her own self-worth.
- ❖ Develop basic social skills.
- ❖ Increase independence.
- ❖ Develop a trust in adults other than his/ her parents.
- ❖ Develop the enjoyment of group play, accepting the need to share and cooperate.
- ❖ Develop a respect for the rights of others and defend his/her own rights.
- ❖ Develop the desire to learn.
- ❖ Develop emergent content and literacy skills in preparation for Kindergarten.

## Preschool Morning Prayer



*Now, before I run to play,  
Let me not forget to pray,  
Help me, Lord, to love thee more  
Than I ever loved before,  
In my work and in my play  
Be with me Lord through the day.  
Amen.*

## 2018-2019 Staff

Preschool Teacher Four year-old

**Mrs. Christine Fenik**

Preschool Teacher Three year-old

**Mrs. Becky Herchler**

Preschool Enrichment Teacher

**Miss Stephanie Bores**

Preschool Aids

**Mrs. Peg Thomas  
Mr. Justin Hughes**

School Secretary:

**Mrs. Joan Lima**

Parish Pastor:

**Fr. Ron Brickner**

Principal/Director:

**Mrs. Barb Bialko**

## ST. MARY PRESCHOOL PROGRAM OPTIONS

	Monday	Tuesday	Wednesday	Thursday	Friday	Tuition
<b>3 Year-old A.M.</b>		A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30		<b>\$139.50</b> Monthly (10 month plan)
<b>3 Year-old P.M.</b>		P.M. Preschool Class 12:30-3:30	P.M. Preschool Class 12:30-3:30	P.M. Preschool Class 12:30-3:30		<b>\$139.50</b> Monthly (10 month plan)
<b>3 Year-old All Day preschool and enrichment</b>		Enrichment 8:30- 12:30	Enrichment 8:30 -12:30	Enrichment 8:30 12:30		<b>\$340</b> monthly (10 month plan)
		P.M. Preschool 12:30 – 3:30	P.M. Preschool 12:30 – 3:30	P.M. Preschool 12:30 – 3:30		
<b>4 Year-old A.M.</b>	A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30	A.M. Preschool Class 8:30- 11:30		<b>\$180</b> monthly (10 month plan)
<b>4 Year-old P.M.</b>	P.M. Preschool Class 12:30- 3:30	P.M. Preschool Class 12:30- 3:30	P.M. Preschool Class 12:30- 3:30	P.M. Preschool Class 12:30- 3:30		<b>\$180</b> monthly (10 month plan)
<b>4 Year-old All Day preschool and enrichment</b>	Enrichment 8:30- 12:30	Enrichment 8:30- 12:30	Enrichment 8:30- 12:30	Enrichment 8:30- 12:30		<b>\$440</b> monthly (10 month plan)
	P.M. Preschool 12:30 – 3:30	P.M. Preschool 12:30 – 3:30	P.M. Preschool 12:30 – 3:30	P.M. Preschool 12:30 – 3:30		

## **ADMISSIONS POLICY**

### Grades Preschool through 6

All children who qualify by reason of academic ability, moral character and personal conduct are eligible for admission to St. Mary School. **St. Mary Preschool parents that are parishioners will have acceptance priority into Kindergarten.**

If maximum class size is not reached, other children with the above qualifications, who are not parishioners will be admitted in the following order:

- a. Children of Catholic non-parishioners without a parish school
  - b. Children of Catholic non-parishioners with a parish school
  - c. Children of those who are not Catholic
- **Children enrolled in the 3 or 4 year program should be three years old for 3-year old program, four years old for 4 year old program by SEPTEMBER 31<sup>st</sup>.**
  - **All preschoolers must be potty trained prior to entering school.** Children must independently recognize when he or she needs to use the bathroom and be self-sufficient when using it.

## **STATEMENT OF NON-DISCRIMINATION**

No child will be refused admission to St. Mary Preschool because of race, sex, color, or ethnic origin.

## **STAFF TO CHILD RATIO**

St. Mary Preschool abides by the State Department of Education which mandates an adult child ratio of 1:12 for 3 year-olds and a 1:14 ratio for 4 year-olds. We reserve the right to reach the state maximum ratios.

## **TUITION POLICY**

St. Mary Preschool utilizes the FACTS management system. Payment for tuition may be paid in full in advance or by September 15<sup>th</sup> of that school year. If this option is chosen, the FACTS system is not required.

## **TUITION ASSISTANCE**

Tuition assistance is currently unavailable for preschool families. Families that register with more than one child, in the other grades do not need to pay an additional registration fee.

## REGISTRATION

The following requirements are needed to complete the registration process:

- ❖ Registration Form
- ❖ Immunization Records
- ❖ Copy of Birth Certificate
- ❖ Child's Social Security Number
- ❖ Copy of Baptismal Certificate
- ❖ Custody documents if applicable
- ❖ Registration fee of \$50
- ❖ FACTS Management forms
- ❖ Physical form to be completed within 30 days of the start of school

## ATTENDANCE POLICY

Parents are asked to notify the preschool between 8:00 a.m. and 8:45 a.m. or 12:00 p.m. or 12:45 p.m. each day their child will be absent from the preschool program. Please inform the school if your child's illness is of a contagious nature. (*See Health Procedures and Management of Communicable Diseases regarding child wellness questions*)

## TARDY POLICY

Students arriving after the scheduled drop off times will be marked tardy. Parents are asked to sign in the office when assisting the child to the classroom and inform the child's teacher that you have arrived and the child is in her care. Parents should sign out when leaving.

## WITHDRAWAL POLICY

A family wishing to withdraw a child from the preschool program must notify the director of the date of withdrawal. Records will be released to another school if requested and authorized by the parent. Payment of tuition and other fees must be complete at the time of withdrawal. Refunds will not be made on tuition or instructional fees already paid.

## SCHOOL CLOSINGS

St. Mary Preschool families will receive an **Instant Alert phone call** notifying them that the school is closed if weather becomes a factor threatening the safe arrival of students. St. Mary School also follows the decisions made by the Vermilion School District if the weather is a factor. The local TV will also televise the closing.

## SPECIAL DISMISSAL

In the event that a preschool child must leave before the end of the class session, the parent must present a note to the teacher stating the reason for the early dismissal. Please limit special dismissals to extraordinary circumstances only.

## **SCHOOL CALENDAR**

St. Mary Preschool follows both the St. Mary School and Vermilion School District Calendar for vacation days. St. Mary School and Preschool do not follow ALL Vermilion Public School NO SCHOOL Days. Please check the newsletter regarding changes in the schedule.

## **PRESCHOOL ATTIRE**

Preschool children wear play clothing that is appropriate for school wear, weather conditions and the relaxed play atmosphere of the preschool classroom. Preschool “play” clothing should be different from the everyday play clothes the child wears at home. This begins to teach the young student that school is a special place with special activities. For safety reasons, non-skid shoes are required at all times. **NO flip flops or “crocs”**. Please bring a pair of shoes when boots are worn. Parents are asked to send a change of clothing in their child’s book bag. Children will be encouraged to dress and undress themselves with minimal help from the staff.

## **DISCIPLINE POLICY**

St. Mary Preschool believes that all children are good and that God has gifted each child with uniqueness all their own. All children want to be good and therefore, want to know what is expected of them. Rules for preschool children are simple and in keeping with their developmental stage. Praise is given for appropriate behavior and making good choices.

When inappropriate behavior occurs, the preschool child will:

- ❖ Be reminded of the rules
- ❖ Be offered a compromise, if it is warranted
- ❖ Be invited to cooperate with the rules
- ❖ Be guided toward self-discipline
- ❖ Be helped to understand why the behavior must change
- ❖ Be given an opportunity to discuss the behavior privately with the teacher
- ❖ Be separated from the group- Personal Time Out

The child will receive a note home when a misbehavior occurs that is repeated or is harmful to another child or themselves and/or be notified through email or phone. Please view these notes as a way to maintain constant parent-teacher communication and to help the child to get back “on track”. If inappropriate behavior continues, the teacher or parent may request a conference to discuss strategies to move toward appropriate behavior. Only a Preschool Staff member or person in charge of the children will administer and be responsible for the discipline of the children.

**As stated in the Ohio Revised Code and included in the practices and policies of St. Mary Preschool, the following methods of discipline shall apply to all persons on the premises and shall be restricted as follows:**

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.*
- (2) No discipline shall be delegated to any other child.*
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.*
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.*
- (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.*
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.*
- (7) Techniques of discipline shall not humiliate, shame or frighten a child.*
- (8) Discipline shall not include withholding.*
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well ventilated space.*
- (10) The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.*

## **PARENT CONFERENCES**

Preschool conferences will be held two times a year. One conference will be held in the fall and one in the spring. Each child will be assessed and a progress report sent home or given at the conference.

## **PERSONAL BELONGINGS**

Please do not bring toys to class except when it is a special day. A note will be sent home informing families of the date it is scheduled or it will be in the newsletter. Any item that reflects or pertains to violence such as guns or weapons are not permitted. A favorite book is always welcome.

## **MEALS/ SNACKS**

Children are responsible for providing snacks for the class when it is their turn. A snack list will go home monthly. Allergy foods will be noted.

- Children attending all day preschool will have lunch and snack provided.



## **PRESCHOOL PARENT PARTICIPATION and COMMUNICATION**

With parents as the primary educators, St. Mary Preschool values and welcomes parent participation. Parents will have opportunities throughout the school year to assist in activities and field trips. Preschool families will receive the Parent Handbook, calendar, and newsletters. Families should check their child's folders frequently for communications from teachers as will the teachers. Valuable information can also be found on the Preschool webpage within the school website. A log of parent communication will be kept in the classroom at all times. Please email or call with any questions or concerns. You can expect a response within 24 hours on any weekday or by the following Monday on weekends.

Each year begins with a parent meeting at which time the parents will receive an orientation to the program and have the opportunity to have their questions answered by preschool staff.

## **FIELD TRIP/ TRANSPORTATION POLICY**

Permission slips are required for all preschool field trips. No child will be permitted to attend a field trip unless a permission slip is turned in. Each child will have identification attached to him/her with the school's name. Parents will be asked to volunteer for field trips to lower the adult/child ratio.

**\*Children must be in age-appropriate car seats for transportation.**

## **SAFETY PROCEDURES**

No child is ever left unsupervised. Simple preschool routines will be established during the first weeks of school for walking through the hall, going to the restroom and entering/ leaving the building. Monthly fire, tornado and lock-down drills are discussed and practiced. A crisis plan is in the classroom along with rapid dismissal instructions for fire and weather.

## **DAILY SCHEDULE**

Each day the schedule will include arrival, centers, circle time, guided activity, large muscle activities, religion restroom, snack, songs, story and departure. The schedule will vary for special events.

The gymnasium will be available for preschool use upon the teacher's discretion.

The daily preschool schedule is balanced with active and quiet engaging activities.

The Ritter librarian visits monthly and music class is held once a week.

## Preschool Schedule

### Morning Preschool 8:30-11:30

8:15 - 8:30	Arrival
8:30 - 9:00	Morning Meeting (Song, Movement, Calendar, Weather, Prayer, Story/ Whole Group Activity )
9:00 - 9:10	Restroom Break
9:10 - 9:40	Centers (Small Group with Focus on: Listening, Colors and Shapes, Writing, and other Literacy Activities)
9:40 - 9:55	Snack
9:55 - 10:05	Religion Activity
10:05 - 10:40	Directed Play
10:40-11:15	Whole Group Instruction (Math, Science, Social Studies, Music, Art.)
11:15-11:30	Dismissal in North entrance

**\* P.M. Program Schedule is the same as the morning with the exception of times scheduled.**

### Enrichment Program

The Enrichment Program is an extension of the preschool class's curricular objectives through a variety of activities. It is also an opportunity for students to explore their world socially through various types of play and creative projects. The program includes a lunch and a rest period.

### ARRIVAL AND DISMISSAL

#### **\*Note: Different drop-off procedures for a.m. and p.m. preschool classes**

During the first few weeks parents will escort their child into the classroom and may park on Exchange Street, or next to the parish garage. **A.M. CLASS (8:15-8:30): Parents should walk to the marked crossing area with their child and enter through the main or north entrance**(entrance closest to the railroad tracks). **P.M. CLASS (12:15-12:30): Students who are in the preschool P.M. class should be dropped off at the south entrance on Ohio Street. Drop offs on Ohio street must be in the west bound lane closest to the school. Beginning October 1,** preschoolers may be dropped off at the designated entrance for a.m. and p.m. classes. One of the preschool teachers will escort your child into the building. When dropping off child, do not leave child unattended unless a teacher is available to meet and escort them. Parents in BOTH CLASSES are asked to park and wait outside the south entrance on Ohio Street when picking up their child. **Children will only be released to those listed on the approved pick-up list.**

## **ADULT VOLUNTEERS**

We love for parents to volunteer. St. Mary School requires all volunteers to go through the VIRTUS Program before they volunteer. This involves an online child abuse class, background check and signing an Expectation Form. This is a Toledo Diocesan Policy for all schools.

## **PRESCHOOL CURRICULUM**

St. Mary Preschool curriculum is designed to meet the developmental needs of young children, promoting their spiritual, emotional, social, physical and cognitive growth.

St. Mary Preschool uses the Toledo Diocese Course of Study as the basis for our curriculum which is also aligned with Ohio's Early Childhood Standards. The curriculum integrates areas of learning in a "hands-on" approach to stimulate and encourage curiosity, discovery and explorative learning. Multisensory activities that support the total development of the child are planned in a sequential manner to follow a theme or particular unit.

### **Religion**

Religion readiness is an integral part of the Catholic Preschool Program. As preparation for future formal religious instruction, readiness involves the development of a positive self-image in relationship to a loving God. The preschooler's parents and the example of the parish community have already set the basis for a sense of God's love. The child's sense of God is further enhanced by the warm atmosphere of love and acceptance in the preschool class where he/she learns about God's wonderful world. Classroom prayer and paraliturgies, appropriate to the developmental level, prepares the preschoolers to participate in the celebrations of the Church. The instruction includes a resource book, "God Made Me" and "God Made the World" in which students use for religious curriculum activities.

### **Language**

Language is the development of communication skills that enable a child to share his world with others. Literacy Skills will be developed through small group, whole group and Literacy Centers. The Centers will focus on emergent Listening, Writing, Alphabet and Comprehension. Handwriting skills will be practiced with the 4 year- old Program in the Centers as well. Listening to and analyzing stories, poetry and finger play enhances the love of language.

### **Math Readiness**

Math readiness at the preschool level involves the development of such cognitive skills as colors, shapes, quantitative concepts such as size differences, basic counting skills, one-to-one correspondence, classifying, forming sets and recognizing numerals. These concepts are taught through the use of manipulatives and play experience. Math will be taught in Directed Play activities, whole group and small group.

### **Multicultural Awareness**

Positive social development includes awareness on the part of the child of the similarities and differences in family life styles and cultures. Stories and the sharing of holiday customs are several multicultural activities that enhance the child's awareness that people are alike in many ways but may have different ways of expressing themselves.

### **Personal/Social Development**

The preschooler needs to understand himself/herself in order to relate to other children and adults. Through basic social interaction (between two children, teacher and child and child and group), the young child establishes autonomy and learns skills to help relate to his/her world.

For the preschooler, areas of personal development include: knowing name and age, eventually learning address, phone number and birthday, caring for toileting needs and washing hands, separating from parent with relative ease, caring for belongings and respecting others.

Social development includes cooperative play, sharing, following directions, initiating conversation and play situations with peers, entering into group activities, developing a positive relationship with teachers and caring about others.

### **Music**

Music is a channel for creative expression for the preschool child. The young child develops a love and appreciation for singing, listening to music, using rhythm instruments, making instruments, dancing and other rhythmic activities. The 4 year old Program will participate in Music Instruction with the Music teacher once a week.

### **Motor Skills**

The preschool child learns with his/her body. Motor skills are a vital part of the young child's development and are crucial to the learning skills needed in the future.

*Gross Motor Skills:* Include large muscle activities such as walking, running, jumping, hopping and skipping. Arm-eye coordination is strengthened by throwing a large ball or beanbag, catching, aiming at a target. Rhythm and movement provide an outlet of creative expression and the joy of using the body in dance, games and organized play.

*Fine Motor Skills:* Include the development of dexterity and strength of small muscles, which enhances the development of a readiness for the reading process. Eye-hand coordination is developed through such activities as manipulating clay, stringing beads, hammering, pasting, crayoning, painting, pouring, lacing and using scissors. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness. The preschooler is encouraged to observe his/her natural hand dominance; however, hand dominance is not necessarily achieved as of yet.

### **Art**

Art at the preschool level should be a joyful creative experience full of self-expression. Creative activities will come from use of manipulatives that develop fine motor skills: clay, paint, paste, pencil, and crayons. Sand and water play are also excellent activities that encourage multisensory learning.

### **Play**

Play is a child's business. The value of free play indoors and outdoors cannot be overstated. Opportunities for play will be provided during the preschool day. Dramatic play areas will help to facilitate the child's imagination.

## HEALTH AND WELLNESS

### Health Procedures and Management of Communicable Diseases

The following precautions will be taken for children suspected of having a communicable disease:

- (1) The preschool or school staff will notify the parent or guardian of the child's condition immediately once signs or symptoms of illness have been observed.
- (2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:
  - Diarrhea (more than one abnormally loose stool within a 24 hour period);
  - Sever coughing, causing the child to become red or blue in the face or to make a whooping sound;
  - Difficult or rapid breathing;
  - Yellowish skin or eyes;
  - Conjunctivitis;
  - Temperature of 99 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
  - Untreated infected skin patch(es);
  - Unusually dark urine and/or grey or white stool;
  - Stiff neck;
  - Evidence of lice, scabies or other parasitic infestation.
- (3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian.

The child, while isolated at the program, shall be watched carefully for symptoms listed above as well as the following: *unusual spots or rashes, elevated temperature, vomiting sore throat or difficulty in swallowing*

### Prayers and the Preschool Child

As part of a child's spiritual development, we encourage parents to pray with their children: morning, evening (bedtime) and before meals are good times to establish a prayer routine. When parents pray with their children, children learn that prayer is important in developing their relationship with God. At St. Mary Preschool, we teach our children to pray in an age appropriate way. A simple way might be, "Dear God, Thank you for our food." Or "God, please bless (insert name(s)) tonight."

I encourage you to spend time with your child and pray in a way that is comfortable for you. Below are some traditional Catholic prayers that your child may learn after preschool throughout his/her school years. These are for your reference only.

## **Catholic Prayers**



### **Sign of the Cross**

In the name of the Father, the Son and the Holy Spirit Amen.

### **Before Meals**

Bless us oh Lord, for these your gifts, which we are about to receive, from your bounty, through Christ our Lord, Amen.

### **Guardian Angel**

Angel of God, my guardian dear, to whom God's love commits me here.  
Ever this day, be at my side, to light, to guard, to rule and guide. Amen

### **Hail Mary**

Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of death. Amen

### **Our Father**

Our Father, who art in heaven, hallowed be 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 have trespassed against us. And lead us not into temptation, but deliver us from evil. Amen.

### **NOTE TO PARENTS**

This Parent Handbook is for your use in aiding your child's education at St. Mary School. If you need to discuss something that was not covered in this book, or if there are any issues you have questions about, please refer them to your child's teacher or the administrator.

To demonstrate that you have read this handbook and understand the information presented in it, please sign, date and return to St. Mary School.

\*\*\*\*\*Please return the following page signed to the school.

PRESCHOOL HANDBOOK PARENT SIGNATURE

Parent Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Preschool class: 3      4 (circle one)

Parent/ Guardian  
signature \_\_\_\_\_ Date \_\_\_\_\_