



—✦— CATHOLIC SCHOOL —✦—

It's more than a school...It's a way of life!

Handbook for

Preschool

2023-2024

J.M.J.





Greetings from Holy Name Catholic Preschool

409 South 22nd Street, Escanaba, MI 49829
906-786-7550, fax 906-786-7582
office@holynamecrusaders.com

Thank you for choosing Holy Name Catholic Preschool! We aim to ensure that your children's first years of school are as nurturing and enriching as possible.

The Main School Handbook

This Preschool Handbook supplements Holy Name's main Handbook for Students and Parents, which is provided to all families upon enrolling and available on our website at <https://www.holynamecrusaders.com/students-parents/>. Please consult the main handbook for information not covered in this handbook, including code of conduct, tuition policy, emergency drills, cell phone policy, Holy Name Catholic School Council, Home and School, and the like.

Preschool Program Philosophy

At Holy Name Catholic Preschool, we believe children learn best through meaningful play. Our play-based, child-centered program reflects the integration of physical, cognitive, social-emotional, and lingual areas for the total development of the child. Meaningful play encourages curiosity, discovery, and problem-solving, which, in turn, results in deeper individualized development and learning.

Holy Name Catholic Preschool creates a school family within the classroom. Our school family is rooted with deep respect for one another. We work together through every aspect to create a positive and inviting environment. The preschool staff is committed to teaching children self-control in a time of conflict. Self-control includes the ability to reach out and empathize with others. At Holy Name Catholic Preschool, children exercise ways to accept and celebrate differences, directly communicate feelings, resolve conflicts in constructive ways, and enjoy becoming a contributing member of the school family.

We welcome you and your child to the Holy Name Catholic School family, where... "It's more than a school...it's a way of life."

State Licensure

Holy Name Catholic Preschools is licensed as a child care center by the Michigan Department of Licensing and Regulatory Affairs (LARA), Child Care Licensing Bureau. We therefore follow all state rules and regulations regarding staffing qualifications and professional development, child-to-staff ratios, volunteering requirements, health and safety plans, emergency drills, incident reporting, and the like. A state inspection of our facility is conducted annually or at license renewal time. Parents can view the state childcare rules and regulations at www.michigan.gov/michildcare. The school's licensing notebook is available to view in the front office.

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This version supersedes earlier and/or undated versions.

Admission & Age Requirement

To be eligible to enroll in Holy Name Catholic Preschool, all preschool students must be three years of age and potty trained, per state licensing requirements. Students will be admitted to Holy Name according to the following criteria:

1. Catholics with brothers and/or sisters currently enrolled at Holy Name
2. New Catholic families
3. Non-Catholic families with older brothers and/or sisters currently enrolled at Holy Name
4. New non-Catholic families

An appeals process will be made available to families who are refused admission to Holy Name. (Diocesan Policy #5111.1)

Required Forms

Upon admission, parents of preschool students are required to provide:

- Child Information Record (BCAL-3731)
- Copy of Birth Certificate
- Child Placement Contract
- Health and Emergency Medical Treatment Release
- Health Appraisal
- All About Me Form
- Bathroom Assistance Form
- Videotape/Photography Permission
- Acceptable Use Policy
- Permission to Dispense Medication (If child requires medication)
- Current Immunization Record
- Notification of Licensing Notebook and Packet Documentation
- Written Information Packet Parent Acknowledgement
- Sunscreen Permission Form (If family requests sunscreen application)
- Holy Name's registration form and tuition contract through FACTS Management. The fee schedule is available on FACTS

All forms MUST be submitted by the first day of school.

****All required paperwork must be turned in before or on the first day of school or else student will not be able to attend.****

Withdrawal or Termination

Parents may withdraw their child from Holy Name Catholic Preschool by notifying the Principal.

Holy Name may terminate care of a child for any of the following reasons:

- Failure to submit all required forms (birth certificate, immunization record, health appraisal, etc. as required by law);
- Immunizations are not up-to-date or waiver is not on file;
- Unresolved behavior problems, or if a child harms another child or staff member (see Preschool Biting and Discipline Policies below).

Tuition will be refunded on a pro-rated basis depending on time of withdrawal.

Curriculum

Holy Name Catholic Preschool implements the HighScope Curriculum, which is a widely used, research-backed curriculum grounded in purposeful play. It provides a rich academic foundation while promoting good decision-making, cooperation, creativity, and problem-solving. For more information, see <https://highscope.org/our-practice/preschool-curriculum/>.

Children will develop and learn in the following objective areas:

Religious

- Sign of the cross
- Meal prayer
- Bible stories
- Chapel
- Reverence
- Values

Social & Emotional

- Regulates own emotions and behavior
- Establishes and sustains in positive relationships
- Participates cooperatively and constructively

Language

- Listens to and understands increasingly complex language
- Uses language to express thoughts and needs
- Uses appropriate conversational and other communication skills

Cognitive

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present

Literacy

- Demonstrates phonological awareness
- Demonstrates knowledge of alphabet
- Demonstrates knowledge of print and its uses
- Comprehends and responds to books and other texts
- Demonstrates emergent writing skills

Mathematics

- Uses number concepts and operations
- Explores and describes spatial relationships
- Compares and measures
- Demonstrates knowledge of patterns

Calendar & Typical Daily Routine

The school calendar is circulated to all parents and will be posted on-line, along with the daily lunch menu. School typically begins in late August and runs through early June, with breaks for Thanksgiving, Christmas, Spring Break/Easter, and federal holidays.

Preschool begins at **8:30 AM** (classroom doors open at 8:20 AM) and runs until **3:20 PM**. On half-days, preschool ends at 12:30 PM. In the event of inclement weather or other school closings or delays, parents/guardians will be notified by text, email, and/or phone call.

Parents/guardians are required to sign in their preschool children at morning drop off and sign them out at pick-up every day. If parents need to drop off earlier than 8:20 AM, or pick up later than 3:20 PM, they must enroll their children in Before Care and/or After Care. Please contact the front office if you need to enroll in these programs: 906-786-7550 x 10, or office@holynamecrusaders.com. If an adult other than the parent/guardian is picking up a child, the parent/guardian needs to authorize that individual to do so in writing.

Each day will follow a regular routine of small- and large-group activities of meaningful play, in which children work on socialization and problem-solving, rest/reflect, and assist with clean-up. The children enrolled in Preschool 3 will have a daily afternoon nap, and Preschool 4 will have a daily afternoon rest time.

All children should bring in a water bottle daily. For children not eating hot lunch a given day, please bring in a lunch box with a healthy meal. Snacks will be provided in the afternoon. The classroom teacher will notify parents when the snack cabinet is running low, or ask for snacks on a designated day via a Snack Calendar. We ask that snacks be healthy and nutritious, and that cookies/cakes/sweets be reserved for birthdays or other special occasions. Please notify the teachers of any allergies!

All children should have an extra set of clothing (including socks and underwear) stored in their locker, in case of toileting accidents or spilled drinks. Please bring in a new set of clothing for the locker in the event your child needs to use these stored clothes. In addition, children should have a clean pair of gym shoes in their locker and, in winter months, snow pants, snow boots, hat, and gloves. Please make sure your child dresses appropriately for the weather because outdoor recess is only rarely moved indoors.

Illness or Infection

Regular school attendance is important; but, if a student is sick, he/she should stay home to recover. A sick child cannot learn well and may infect others. Parents/guardians should call or email the school office (906-786-7550) by 9:00 AM. of the day of absence and give the reason. If a student becomes sick at school, the parent/guardian or emergency contact will be called to come pick him/her up. The student needs to stay home until he/she is fully recovered.

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We ask all parents to follow simple precautionary rules for the benefit of all our children. If you think your child has been exposed to a contagious disease, please keep your child home; call the doctor, then the school. Children should be kept home if there is any doubt.

Please use the following chart to guide these decisions.

Symptom	Description	Keep child home until . . .
Fever	Temperature of 100° or higher (101° when taken orally)	Temperature reads below 100° and normal behavior for 24 hours
Runny Nose	Thick yellow or green discharge	Discharge clears
Sore Throat	Especially with fever and swollen glands	Doctor determines no strep infection exists and throat is healed
Cough	Severe enough to cause child to get red in the face or make high-pitched whooping	Either coughing subsides or no other symptoms exist (fever, sore throat, etc.)
Diarrhea	Runny, watery or bloody stools	System returns to normal for one day
Vomiting		Child is eating normally without causing stomach upset for one day
Rash	Especially with fever	Doctor determines the cause and gives written recommended return time
Eye discharge, Pink eye	Thick mucus or pus draining from the eye	Child must be seen by a doctor and treated for pink eye for 24 hours or when redness, draining, and itching are gone
Ear ache	Child pulls at ear and complains of pain; Ear canal may be red or leak fluid	Doctor examines the ears and prescribes medication if needed
Pale, flushed, or yellow skin		Color returns to normal
Head lice	Parasite or its eggs (nits) are present (usually on scalp); intense itching	Child and family members have been treated and home cleaned; no new nits are found

Holy Name Catholic School will follow the recommended guidelines from the Michigan Department of Health & Human Services regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. Such decisions will take into account Christian concern and compassion, community health and well-being, and individual confidentiality.

Minor Injuries

For minor injuries, the designated staff assesses the condition of the child and administers immediate first aid. If the child needs to go home, a parent is called; otherwise, first aid will be administered and the child will return to class. Parents will be notified of the incident and of the first aid administered (e.g., ice pack, bandage, etc).

Major Hospital Emergency

For emergency situations, the child is transported using car or ambulance as appropriate. An adult accompanies the injured child and takes along accident/injury documents. Parents are notified promptly. An accident report form is completed by the appropriate personnel and submitted to the school office, and LARA will be notified, within 24 hours.

Other Incident Reporting

The school will promptly notify the parents, and LARA within 24 hours, of: any incident in which a child is lost or left unsupervised, any allegation of inappropriate contact, a fire on premises that requires the use of a fire suppressant or results in loss of life or property, or an evacuation of the premises for any reason.

Medication

The teacher and office need to be notified of any condition requiring medications. A permission form for medication must be filled out and signed by the parent/legal guardian and physician, as applicable. **All medications must be brought to school by the parent/guardian in their original containers with labeling intact.** This policy applies to both prescription and over-the-counter medications. All student medications are kept in the school safe and are dispensed by designated school personnel. Medication permission forms are available in the office.

Transportation Policy

Preschool students are not eligible to take the public-school bus to or from school. They must be dropped off and picked up by a parent/guardian or other authorized individual, who signs the child in and out. For any field trip that involves driving, preschool students must be driven by their own parent/guardian who must stay for the duration of the field trip.

Communication

We encourage open communication. Should life changes occur in the home – such as moving, death, birth, etc. – please let us know. These changes may significantly affect children, so knowing about them will help us understand changes in their behavior/attitude and provide them support.

Should parents have any questions or concerns, please voice them! You may contact the teacher by phone, note, text, or email (teacher will give parents her email address at the beginning of the school year). Or you may contact the front office at any time.

Preschool Biting Policy

Biting is not tolerated at Holy Name; at the preschool level, however, it is not entirely unexpected. There are many reasons that a child may bite. Our goal is to help children understand that biting is not acceptable, while also helping the children who are bitten by giving them care, support, and advice on handling themselves in a scary or threatening situation.

Our primary concern is the safety of our students and staff. If a child bites, we will intervene as follows:

- The staff will calmly but firmly say, “No, we don’t bite people.”
- The bitten child will be comforted and cared for. The wound will be cleansed with soap and water.
- Staff will remove the child who bit from the situation and explain, “You cannot bite your friends because it hurts them. We do not hurt our friends.” The child will be given a different activity from the activity that the class is engaged in, to keep the child who bit

separate from the child who was bitten for a period of time that the teacher considers appropriate.

- The parents/guardians of both children will be notified by phone call.
- Staff will closely monitor the child who bit to help deter future biting and to teach appropriate behavior.

Second Bite: If the same child bites again within the school year, the teacher and the Dean of Students will meet with the parents/guardians to devise a behavior improvement plan. This plan may include resources to assist the child (e.g., strategies to redirect/correct the child, books to read with the child at home, etc.). The teacher will also describe the consequences (below) if the biting persists in school.

Third Bite: If the same child bites a third time within the school year, the student will be suspended for three (3) school days beginning the first school day after the bite.

Fourth Bite: If the same child bites a fourth time within the school year, the student will be unenrolled from the program. The student may not be ready to be in a preschool setting at this time. The student may be allowed to re-enroll in 6 months or at the beginning of the following school year, whichever the Principal and teacher consider most appropriate given the circumstances.

Biting in older grades will be handled under the Discipline Policy described in the Student and Parent Handbook.

Preschool Discipline Policy

Rough housing is not tolerated at Holy Name; at the preschool level, however, it is not entirely unexpected. There are many reasons that a preschool child may hit, grab, push, or shove. Our goal is to help children understand that this behavior is not acceptable, while also helping any affected children by giving them care, support, and advice on handling themselves in a scary or threatening situation.

If a child presents behavioral concerns, the teacher will discuss the matter with the parents and involve the Student Support Coordinator, Dean of Students, and Principal, as needed. The response will typically follow the same progressive response described above in the Preschool Biting Policy, including:

- a behavioral improvement plan for the second serious incident (e.g., if skin is broken or marks are left, or if there is possible head injury);
- a three (3)-day suspension for the third such serious incident.

In the event the behavior is so alarming as to cause or threaten serious harm to others, or if a serious incident recurs more than three times, the student will be unenrolled. The student may be allowed to re-enroll in 6 months or at the beginning of the following school year, whichever the Principal and teacher consider most appropriate given the circumstances.

Preschool Staff Requirements

Our staff must meet **all** of the following requirements:

1. All staff must prioritize the well-being and safety of the children. They shall be of responsible character and suitable to meet the needs of children.
2. A staff member shall not be present in a childcare center if he or she has been convicted of either of the following: (a) child abuse or child neglect; (b) a felony involving harm or threatened harm to an individual within the ten years immediately preceding the date of hire.
3. All staff must have completed a comprehensive fingerprint-based background check through Michigan's LARA Childcare System. This background check must be renewed every 5 years. This background check includes a public sex offender registry (PSOR) clearance.
4. All staff must complete the VIRTUS "Safe Environment" Training (including monthly bulletins) and complete a background check through the Diocese of Marquette.
5. All staff must hold current certificates in infant, child, and adult CPR and first aid and have completed blood borne pathogen training.
6. All staff must have completed a TB test and turned results into the office.
7. All staff must sign a statement that they are aware that abuse and neglect of children is against the law and that they must report all suspected abuse and neglect to Michigan Department of Health and Human Services (MDHHS), per state law and Holy Name policy.
8. All staff sign a statement showing they have reviewed the Employee Handbook.
9. Lead caregivers must have the LARA-required educational qualifications. All preschool staff must complete the required preschool training and continuing education through MiRegistry:

Preschool Continuing Education through MiRegistry <https://www.miregistry.org/>. Please connect to HOLY NAME CATHOLIC PRESCHOOL and create an account.

Complete the two 4-hour *Health and Safety Training For Licensed Child Care Providers* **within 90 days of being hired**. If you have completed these two 4-hour courses with a previous employer you will need take the 2 hour *Michigan Ongoing Health and Safety Training Refresher* for the current year.

Complete 16 hours of preschool continuing education **every calendar year** on the MiRegistry website. Topics include child development and learning; health, safety, and nutrition; observation, documentation, and assessment; and others.

Volunteers

All volunteers must also abide by the Holy Name Volunteer Policy; see ATTACHMENT A. Please note that there are special requirements for preschool volunteers, per state licensing regulations and Holy Name policy. No preschool volunteer may have unsupervised access to children. In addition to (1) complying with VIRTUS training and background check requirements preschool volunteers must also (2) receive a public sex offender registry (PSOR) clearance before having any contact with a child in our preschool, and (3) sign a statement that they are

aware that abuse and neglect is against the law, that they have been informed of Holy Name policies on child abuse and neglect, and they know that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services. No individual registered on the PSOR may have any contact with children in our preschool.

ATTACHMENT A

Volunteers: We Couldn't Do It Without YOU! **Holy Name Catholic School Volunteer Policy**

When children enter Holy Name Catholic School, teachers and parents/guardians must become partners in facilitating children's learning. One of the most important ways we can become partners is by working together at school events, school trips, and school activities. This helps children realize that there is a strong bond between home, community, and school. Those who volunteer in the school not only help the students and teachers, but they also help themselves by coming to understand better their loved one's education. Through volunteering, we are able to give and to receive so much more in return.

School volunteers serve under the direction of school staff to meet the needs of students. This Volunteer Policy describes the school's expectations for all volunteers who work with Holy Name students. Please read this policy fully. **All volunteers must complete a VIRTUS (Protecting God's Children) training and background check through the Diocese of Marquette before their first day of service, which includes driving or chaperoning for field trips.** See the end of this document for more information on VIRTUS.

Preschool volunteers must meet extra requirements, in addition to completing VIRTUS training and a Diocesan background check. See "Preschool Volunteers," below.

Ways to Get Involved:

We couldn't do all that we do without the help of our volunteers! There are many opportunities for you to become involved. Please contact the school office, classroom teacher, or principal to learn how to get involved. Where it's more than a school... It's a way of life!

All families are invited to volunteer. Families who receive tuition assistance are encouraged to volunteer a minimum of ten hours per schoolyear.

Confidentiality:

Confidentiality is of the utmost importance when associating with teachers and students. Guidelines to live by are:

What you see and hear at the school is private. When you volunteer in the classroom, you have access to information that is not to be shared. Any student you observe in the classroom or in the school must not be discussed with other parents, faculty, or staff – not even with that student's parents. You must always refer any question regarding a student at Holy Name to the student's teacher or to the principal.

Volunteers During Field Trips & School Hours:

When you are volunteering at Holy Name, you are demonstrating your support for education. Please understand that, in academic settings, it is important give your full attention to the task at hand.

Drivers or chaperones on field trips agree to abide by Diocesan Policy (Policy # 6153) on student travel as it pertains to safety and private vehicles used as transportation. Each driver on a field trip will need to complete the VIRTUS program and vehicle insurance carrier form.

If you are on a field trip, we assume you are either driving or chaperoning. We expect your full attention to be on the children you are supervising.

Dress Code:

The school's philosophy is to present modest dress with all students, staff, and volunteers.

Volunteer Conduct Expectations:

Remember that we all – teachers, staff, and volunteers – are role models for the children around us. "Little eyes" are watching, listening, and learning appropriate behavior from our actions. Therefore:

- Cussing, inappropriate language, and inappropriate discussions are not allowed on campus or on field trips.
- Conduct or speech that violates commonly accepted standards of the school will not be tolerated.

Please conduct all private conversations outside of the classroom. Teachers need the full attention of their students to direct instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways are distracting as well.

Tobacco-Free, Drug-Free, and Weapon-Free:

Holy Name Catholic School is a tobacco-free and drug-free zone. Smoking and possession of tobacco or drug products are prohibited on all school grounds, inside school buildings, in school parking lots, on school playing fields, in school buses or vehicles, and at off-campus school-sponsored events. You may not bring any tobacco or drug products in your purse, pockets, or bags. You may not smoke on field trips, not even in your own car. "Tobacco products" include cigarettes, cigarette papers, cigars, smoking tobacco, and non-smoking tobacco. Vaping is also prohibited on all school grounds/property and at all school-sponsored events and activities.

Holy Name Catholic School is a weapon-free zone. This prohibition applies to all on- and off-campus events and activities. By law, concealed weapons and weapons in vehicles are not allowed at school events. Police officers are exempt from this law.

Cell Phones:

Cell phones are to be turned off or on vibrate during school hours.

Discipline:

Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. It is the teacher's responsibility to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to help, but not to replace, the teacher.

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On field trips, when the teacher is unavailable, a volunteer may appropriately address safety or behavior issues when he/she is the adult supervising a group of children. When this occurs, the volunteer must inform the teacher as soon as possible. However, it is the teacher's responsibility, not the volunteer's, to implement any consequences for the student(s) involved.

If, on any occasion, a volunteer encounters a situation that he/she is uncertain how to handle or feels should be brought to someone's attention, the volunteer should inform the teacher or the principal as soon as possible.

Preschool Volunteers:

Preschool volunteers are subject to special requirements, per state licensing rules and Holy Name policy. No preschool volunteer may have unsupervised access to children. In addition to (1) complying with VIRTUS training and background check requirements, preschool volunteers must also (2) receive a public sex offender registry (PSOR) clearance before having any contact with a child in our preschool, and (3) sign a statement that they are aware that abuse and neglect is against the law, that they have been informed of Holy Name policies on child abuse and neglect, and they know that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services. No individual registered on the PSOR may have any contact with children in our school. Any preschool volunteer who has contact with children at least four hours per week for more than two consecutive weeks must submit proof of a negative communicable tuberculosis (TB) test within one year before volunteering.

VIRTUS Requirements:

All employees and volunteers in the Diocese of Marquette must complete the VIRTUS Adult Awareness Training Session and Diocesan Background Check. These steps must be completed before the first day of service for all employees and volunteers who have immediate access to minors, including field-trip drivers and chaperones.

VIRTUS SAFE ENVIRONMENT Background and Training Instructions for New Employee and Volunteer Applicants

- Go to **VIRTUS.ORG**
- On the left side of the screen select **FIRST TIME REGISTRANT** •
Select **Begin the Registration Process**.
- In the drop-down box, select **Diocese of Marquette**.
- Fill in a new **User ID & Password**. Write this down, you will need it again. •
Fill in all fields with your legal name, address, and other requested information.
- Select the parish or school where you volunteer or work.
- Complete the remaining questions on the following pages.

- When finished with the registration process, you will be on a page with a link to the background check website. This is a secure website and must be followed to become an active employee or volunteer in the Diocese of Marquette.
- The appropriate training module will be assigned to your account as soon as the next regular business day.
- Completion of the VIRTUS Adult Awareness Training Session is required by all adult employees and volunteers in the Diocese of Marquette prior to becoming an active employee or volunteer.

Questions can be directed to:

Martha Tomasi

Diocesan Safe Environment Coordinator

(906) 227-9155

mtomasi@dioceseofmarquette.org