



—CATHOLIC SCHOOL—

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

Handbook for Preschool

2019 – 2020

J. M. J





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Catholic Schools in the Diocese of Marquette are:

Communities of Faith

- In communion with the Bishop and Pastors
- In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- In Christian collaboration among the staff, teachers and parish
- In respectful personal relationships between teachers and students

Committed to the integral formation of the student

- Through educational practice founded upon an understanding of children as persons created in the image of God
- By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- To deliver challenging learning experiences to develop learning, thinking and life skills that lead to success at the next level
- To continually assess student learning and adjust teaching to meet learning goals and student needs
- To provide and coordinate learning support services to meet the unique learning needs of all students
- To offer a progressive technology infrastructure designed to support teaching and learning goals

Committed to excellence in all co-curricular and extracurricular areas of programming

- To imbue in students a culture of charity through community service programs
- To establish co-curricular programs that enhance the core curriculum
- To provide team sports and other extra/co curricular programs as a means to a well rounded formation of students

Greetings from Holy Name Catholic Preschool!

Program Philosophy

At Holy Name Catholic preschool, early childhood education is redefined. We believe children learn best through meaningful play. Our play based, child centered program reflects the integration of physical, cognitive, social-emotional, language, and self-help areas for the total development of the child. Meaningful play encourages curiosity, discovery, and problem solving; which in turn, results in deeper, meaningful, 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 is the ability to reach out and empathize with others. At Holy Name 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.

Licensure

Michigan law requires the Holy Name Catholic Preschool to be licensed by the State of Michigan, Department of Human Services. This prerequisite ensures that we meet the state health, fire, safety and academic requirements, provide an adequate supervisory staff for the number of children enrolled, and enlist staff that meets the educational requirements for the care and guidance of young children. A state inspection of our facility is conducted annually or at license renewal time.

Our staff must meet all of the following:

1. All staff 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. A staff member shall provide the childcare center with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before having contact with a child in care.
4. All staff must hold current certificates in infant, child, and adult CPR and first aid and have completed blood borne pathogen training.
5. All caregivers must also complete twenty-four clock hours of additional training such as workshops or classes in early childhood or childhood development.
6. The program director shall also meet the guidelines as stated in the Licensing Rules for Child Care Centers on display at all times in the classroom.

Administration

The Holy Name Catholic School Council, under the Bishop of the Catholic Diocese of Marquette and the superintendent, governs the preschool. The Council consists of the parish priests, several parents, and community members; it meets each third Wednesday of the month at 6:30 pm. Parents and teacher's assistants report to the teacher. Teachers report to the principal.

Admission

Children must be at least three years old and able to use the bathroom independently. Admission will be according to the following criteria:

- Catholic family currently enrolled
- New Catholic family
- Non-Catholic family currently enrolled
- New non-Catholic family

Upon admission, parents are required to provide:

- an original birth certificate
- immunization record
- health appraisal
- Holy Name's registration form and tuition contract

The State of Michigan requires that all forms must be submitted by the first day of school except the health appraisal, which may be scheduled and submitted within 30 days. Otherwise student may not be able to participate in the daily program until all paperwork requirements are satisfied.

*All paperwork must be turned in on the first day or student will not be able to attend.

Age Requirement

The enrollment policy and licensure states that a child must be three years of age and potty trained upon entering our preschool.

Withdrawal

Parents may withdraw their child from Holy Name by giving the teacher a one-week written termination notice.

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
- Reserve the right to dismiss child if he/she harms another child

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

Preschool

Holy Name Catholic preschool offers various options for preschool; we do not believe in a cookie cutter approach to education. Each child is different; it is our goal to offer a program that meets the needs of each child and family. With each option, parents, together with the teacher, will select focus areas or goals for the child. Anecdotal notes and documentation will be collected in a portfolio to highlight the child's growth and development.

Parent transportation is required for all preschool options. Children must be kindergarten age (five years old by September 1, 2019) in order to ride the public-school bus.

Half-Day Options

With the half-day option, children will attend school in the morning only: 7:30 am-10:30 am. The daily schedule is at the end of this handbook. The half-day option is as follows:

Tuesday, Wednesday and Thursday

Full Day Options

Children will attend preschool all day: 7:30 am – 2:30 pm. This school day program will prepare students for developmental kindergarten. Students will have lunch in the multi and a quiet/rest time in the afternoon. The daily schedule is at the end of this handbook.

Five day option:

The child will attend all week, Monday through Friday, similar to kindergarten through 8th grade.

Physical education, music, and library are included in the five day option.

Daily Schedule

Arrival (At Lockers) 7:30	Lunch 10:30 - 11:00
Convocation 7:50-8:00	Bathroom 11:00-11:10
Bathroom 8:00-8:10	Prayer in Chapel 11:10-11:20
School Family Meeting (Morning Routines, Prayer, Job Review, Zoo Phonics) 8:10-8:25	Rest/Quiet Time 11:30-12:45
Table Time (Daily Project & Play Plans) 8:25-8:45	Bathroom & Prepare for Snack 12:45-1:00
Free Choice/Center Play 8:45-9:40	Snack 1:00-1:20
School Family Meeting (Music & Movement & Read Aloud) 9:45-10:00	Prepare for Outside/Pack Up Backpacks 1:20-1:35
Outdoor Play 10:00-10:30	Outside 1:35-2:05
Half Day Pickups 10:30	Parent Pick-Up 2:10

Catechesis of the Good Shepherd

“Montessori – based program: a simple, synthesized, profound involvement with the Gospel and with the liturgical life of the church.” Weekly small group religion class in the atrium.

Tuition Commitment, Registration and Other Fees

Tuition is prorated if a student registers after school begins or leaves before the end of the school year. The registration fee is due with the registration form and is non-refundable. A non-refundable book/materials fee is due at the time of registration. If parents choose to not participate in the Scrip program, there is a \$200.00 nonrefundable Scrip fee. Details of the Scrip program are in the main school handbook.

The School Year

The preschool calendar follows the regular Holy Name Catholic School calendar. Be aware that Holy Name follows the Escanaba Area Public School decision when emergency weather conditions force cancellation of classes. When Escanaba Schools cancel, Holy Name cancels. Cancellations are broadcasted on local radio and television stations, the school's facebook page and the family remind101 text messaging service.

If school start time is delayed two hours or more, half day preschool will be cancelled for that day.

Lunch Period Procedures

Hot lunch is currently \$2.75 per day for students including milk. Extra milk is \$.25 per carton. Breakfast is \$1.80 per day for students. Applications for the federal free and reduced lunch program are available in the office. Breakfast is served to students from 7:00 a.m. – 9:00 a.m. in the multi-purpose room. Preschool does not get breakfast. If a preschool student wants breakfast they must be supervised by parent in the multipurpose room. Payment for school lunch and breakfast may be given to the teacher or the office; the payment needs to be in an envelope and clearly marked with the student's first and last names with the included amount.

A hot lunch calendar is emailed to families at the end of the month. Holy Name receives federal funds toward our lunch program. Because of our receiving these funds, food from restaurants cannot be brought into the school and served during lunchtime to students. Also, if children choose not to eat our school hot lunch, they may bring lunch from home, however, those lunches will not be warmed in the microwave. The only exception is if we have been provided with documented dietary reasons for not eating our lunches or for religious beliefs.

Preschool lunch is 10:30 am to 11:15 pm and meal prayers are said prior to eating in the multi. Gum chewing is not allowed in school or on the playground unless a special exception has been made by the teacher or principal.

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

Playground

We currently have a slide area and many outside toys reserved for only preschool students which meet current standards of licensure.

Communication

If parents have any questions or concerns contact the teacher by phone, note, text, or email (teacher will give parents her email address at the beginning of the school year). Responses will be handled promptly. A class facebook page is also set up to keep parents informed on daily activities.

A newsletter is sent home monthly. Calendars listing activities and notes will be sent home regularly so parents may ask questions and converse with children about school. This simple communication helps children develop speaking and language skills.

All students have conferences in the fall. The option is available for 4 year olds in the spring.

At any time, parents may request to have a conference. We have individual conferences for the four year olds in Spring to discuss placement for the following year. Developmental Indicators for the Assessment of Learning (D.I.A.L.) is scheduled each spring. This assessment, for students entering kindergarten, helps create a baseline for the student at that time to monitor future growth.

All forms, especially the child information card, must be kept current. This card includes information such as address, phone, parent employment, emergency contacts, and insurance information.

If someone other than a parent is picking up children after school, we need to be notified. If that person is NOT on the information card, the child will not be released to the person. This card may be updated throughout the year. If someone we do not know arrives, they will be asked for identification.

Should life situations occur in the home such as moving, death, birth, etc. we like to know. These changes significantly affect children and we want to try to understand changes in their behavior and attitude. School is an important part of children's lives. We want to ensure that we have open communication to make their experience positive.

Confidentiality

We are committed to maintaining the privacy of the children and their families. The staff is prohibited from discussing or disclosing personal information.

Classroom Catholic Expectations

Holy Name Catholic School believes in education for the whole child. This philosophy compels us to teach students about kindness, tolerance, making good decisions, and self-control. Students are expected to show Christian consideration and concern for others in the school family including teachers, staff, visitors, and fellow students. Courtesy and respect are goals set to help all students in the school family.

Food Allergy Policy

A record of children and their allergies is posted in an obvious location in the room. This list is checked at snack time so that we can determine if the snack is appropriate or if we need to offer an alternative.

Health Care Policy

A health appraisal form for each student needs to be completed and returned within 30 days of the first day of school. This form includes health history, immunization record, and health clearance by a physician, which needs to be signed by a parent and the physician.

Hand washing - Hand washing is encouraged frequently with warm water and soap in order to prevent or reduce the spread of communicable diseases. Children and staff are required to wash hands after using the restroom and prior to snack. They also wash hands after activities that require the use of glue and other substances. After sneezing, blowing or picking nose, children will be asked to wash hands.

Medications - Prescription medication will only be administered from the original container with a doctor's order and signed parental permission. The medicine is kept in the office vault.

Children needing medications such as cough syrup, Tylenol, etc. should take it before or after class time. If children must receive a dosage during class time, state law requires that parents provide the medication in its original container with full written instructions as to times and amounts of dosage (not to exceed manufacturer's recommended dosage unless underwritten directions from a doctor's order), and signed written permission. The container is kept in the office vault.

Health-related Resources - If parents are in need of agencies for information about licensing regulations, nutrition, family counseling, disabilities, or early childhood associations, a list may be furnished upon request.

Handling Bodily Fluids - Holy Name provides yearly education to teachers and staff on the safe handling of blood, vomit, urine, other bodily fluids and fecal material. An ample supply of materials and equipment are provided in each classroom. All materials and equipment used for cleaning are to be disposed of in a container and immediately removed from the classroom. These procedures are mandated to minimize the risks to students and staff, and to alleviate concerns.

Cleaning and Sanitizing Equipment, Toys, and other Surfaces - Tables are cleaned and sanitized after activities, prior to and after snack. Counters and equipment are cleaned on a daily basis. Toys are cleaned and sanitized weekly.

Handling Infection – Regular attendance is important during the school year. However, if children are sick the day or night before school, they should not attend school. Children must remain home until they **are fever free and symptom free (without medicine) for 24 hours.**

If a child becomes ill at school, the teacher will contact a parent or emergency contact to pick-up the child from school.

At anytime during the school year, if a child is exposed to a communicable disease, the teacher needs to be notified.

The following chart, adapted from American Academy of Pediatrics recommendations, may help parents decide if children are well enough to attend school. Teachers will be watchful and notify parents if any symptoms of illness occur during school. Any children who become ill will be made comfortable away from others with supervision until parent or designated person arrives to take them home. If children are well enough to come to school, they will be expected to go outside for recess with the other children.

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

Injuries - For injuries that require more than simple first aid, i.e. band aide, ice pack, etc, parents will be notified. Further treatment for the child will be at the parent’s discretion. If the child is absent the office needs to be notified by 9:00 am.

Snack Policy

Parents are asked to provide a snack for the class once or twice a month. A monthly snack calendar will be sent home prior to your snack day. Send enough food and water along with cups, napkins, plates, utensils, etc. for all the children in the class.

We ask that snacks be simple and nutritious. Please save cupcakes and cookies for special celebrations like birthdays and holidays. Birthdays will be celebrated on the day itself or as close to it as possible. Please be aware, there may be children with peanut allergies.

Sexual Harassment Policy

Under State and Federal Law, sexual harassment is an unlawful employment practice. In compliance with the law, it is the policy of the Diocese of Marquette not to tolerate and condone any sexual harassment of and by its employees, volunteers and students. The diocesan policy is as follows:

A. It is the policy of the Diocese of Marquette that all parishes, schools and institutions maintain a working and learning environment that is free from sexual harassment.

B. It is a violation of this policy for anyone who is involved with a parish, school or institution to harass an employee, staff member, volunteer or student through conduct or communications of a sexual nature as defined in Section II. The policy definitions and procedures can be found in entirety on the internet at diceseofmarquette.org.

Reporting Child Abuse and/or Neglect

The staff is required by law to immediately report any known or suspected abuse to the Michigan Department of Human Services or law enforcement agency.

Screening for Parents and Volunteers

Parents are always welcome to visit the classroom. Parents will be informed of the Child Protection and Children's Services laws and responsibilities and asked to sign a screen statement indicating their awareness and understanding. This screening requirement also pertains to any volunteers who visit the preschool. **Be aware that a parent or volunteer will never be left alone with children.** The Diocese of Marquette also requires all volunteers to attend VIRTUS training which is about protecting God's children. This is offered twice in the fall at Holy Name or online at virtusonline.org.

Emergency Policies

Emergency supplies such as first aid, ER instructions, and signs are provided in all classrooms. Supplies are brought off site as well. A direct communication link to the office is available. Directives/procedures have been established and documented for all emergencies. Emergencies are practiced throughout the year.

Minor Emergency Procedures - 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, a note is sent home to parents describing the event and the first aid administered.

Major Hospital Emergency - Child is transported using car or ambulance as appropriate. Adult accompanies injured child and takes along accident/injury documents. Parents are notified. The school office is notified. An accident report form is completed by appropriate personnel and submitted to the school office within twenty-four hours.

Evacuation Procedures for Fire - Fire drills are practiced five times during the year.. Evacuation is signaled by a fire alarm/siren. Children line up by the south door of the classroom. Teacher grabs the emergency bag. Aide shuts windows, turns off the lights and closes the door. Teacher leads the children outside to safety. Once everyone has reached the assembly point, attendance is taken and clearance is communicated to the principal using the walkie-talkie. Once safe, principal indicates when the premises are secured.

Tornado Emergency - Tornado drills are twice a year. Procedures are similar to the evacuation. However, teacher leads the children into the hallway away from windows. Everyone is asked to crouch down by the lockers and put their heads to the floor. Once everyone is in place, attendance is taken and clearance of everyone's safety is given to the principal.

Lockdown Emergency – Three times per year, Holy Name School holds an emergency response plan drill to familiarize students with the proper procedures in case of a bomb threat harmful person in the building, or other out-of-the-ordinary event. Personnel are alerted through our P.A. system and are to proceed with the proper emergency plan until given the all clear.

Conclusion

The Holy Name preschool program will empower and delight children: spiritually, emotionally, socially, and academically. Our play based program is designed to fuel the curiosity of children while building their confidence in learning.

We look forward to growing and learning with you and your child.

