

St. Mary Preschool Parent Handbook



2009-2010

248.545.2140

628 S. Lafayette, Royal Oak, 48067

st-mary.org

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Welcome!

Welcome to St. Mary Preschool! We are so happy to have you and your child participate in our program. This handbook has been prepared to answer some of the questions you may have concerning the Preschool's philosophies, policies and routines. Please feel free to ask about any other matters which may concern you. We consider you to be your child's primary teacher and the most important influence in his/her life. Our goal is to work in partnership with you in fostering the growth and development of your child. We look forward to having you as part of the St. Mary family, and providing experiences that will grow into treasured memories for you and your child.

Mission Statement

St. Mary Preschool provides a safe, loving, "first-school" experience for all of our students, where the growth and development of the whole child is nurtured and supported; where each child is seen as unique and loved by God. We strive to lay a strong foundation that readies our preschoolers for future learning.

Philosophy Statement

At St. Mary Preschool, we accomplish our vision by balancing a developmentally-appropriate, hands-on academic curriculum, with the time and adult support needed for socialization and learning through exploration and play. Our program nurtures the spiritual, social, emotional, creative, physical and cognitive development of each student. Our teachers are highly qualified for this task, holding Bachelor's degrees in Education, specializations in Early Childhood, and Michigan teaching certificates. Parents are seen as a vital part of our program, and parent involvement is sought, encouraged and welcomed. Because every child is unique, we offer a variety of class options which allow for the creation of the ideal early childhood experience for each child.

We Believe In...

finger-paint	playdough	scissors and glue	listening to really good books	
dressing up	singing	trying new things	playing outside	laughing
nursery rhymes	hugs	solving our problems	good friends	
bible stories	please and thank you	"I did it all by myself!"	praying	

kindness finding bugs block towers learning by doing

Class Options

Class	Age Requirement	Days	Hours
Tots (Older 2's/young 3's)	2 by 3/1/09	Tues/Thurs	8:00-10:00AM or 9:00-11:00 AM
Juniors (3's) 2 day programs	3 by 9/1/09 (or by 12/1 w/signed parent waiver)	Tues/Thurs OR Mon/Wed (AM only)	8-11:00 AM or 12:15-3:15 PM
Juniors (3's) 3 day program	3 by 9/1/09 (or by 12/1 w/signed parent waiver)	Mon/Wed/Fri	8-11:00 AM
Multi-Age (Older 3's and 4's)		Mon/Wed/Fri	8-11:00 AM
Seniors (4's) 3 day program	4 by 12/1/09	Mon/Wed/Fri	8-11:00 AM or 12:15-3:15 PM
Seniors (4's) 5-day program	4 by 12/1/09	Tues/Thurs Added on to any M/W/F class	12:15-3:15 PM

We maintain the following staff to child ratios in our programs:

Class	State Requirements	St. Mary Ratio	Maximum Class Size
Tots	1:8	1:5	10
Juniors	1:10	1:7	14
Multi-Age	1:10	1:8	16
Seniors	1:12	1:9	18

Admission Policy

- Children must be the appropriate age for each class to be admitted. Beginning Fall 2007, state licensing requires that children in the Junior (3 year-old program) must be 3 by September 1st. Children who turn 3 by December 1st may enroll in the Junior program with a signed parental waiver.

-All families must complete and return all registration materials and pay the registration fee for applications to be considered complete.

-St. Mary Preschool admits students of any race, national and ethnic origin.

Health and Safety

A completed **Health Appraisal** form, signed and dated by your physician, must be handed in by the first day of class. We require a new Health Appraisal every year. All immunizations should be up to date.

Illness:

If you suspect your child is becoming ill, please keep him/her at home. We observe the following guidelines as indicative of illness:

- temperature of 100 F or higher
- sore throat with fever or swollen glands
- a cough which is bad enough to make a child red/blue in the face
- vomiting or diarrhea
- mucus or pus draining from eye
- unidentified rash (should be medically evaluated before returning to school)

Children must be symptom-free for 24 hours before the child may return to school. (No fever, no vomiting, no diarrhea, no eye discharge, etc. for 24 hours)

All communicable diseases must be reported to the school, including, but not limited to: strep throat, pink eye, chicken pox, RSV, “hand, foot and mouth”, or lice. Please report any cases, even if your child has been diagnosed and treated on days when he/she does not attend.

If a child begins to show signs of illness while at school, we will call the parents and then the emergency contacts. A parent or emergency contact must pick up the child within 1 hour of notification.

First Aid:

Bumps, bruises and minor cuts will be treated by a teacher. In case of an emergency requiring immediate attention, the procedure is as follows:

1. Contact parent(s) immediately.
2. Contact emergency persons as listed on the child's information card
3. Take child to closest emergency center if above persons cannot be reached.

4. In the event of a serious accident or emergency, 911 will be called.

Severe Allergy or Medical Condition:

We ask that the parents of any child with a severe allergy or other medical condition create a written **Medical Protocol** for their child.

The Medical Protocol should list the signs/symptoms of a medical emergency in your child, the procedures to be followed by school staff, and a call list, with names and phone numbers listed in priority order.

Medical Protocols should be given to the director or teacher by the first day of school. We prefer that the Medical Protocols be posted in a prominent place in the classroom, so that staff can respond immediately in case of a medical emergency. If, due to issues of confidentiality, you do not want your child's Medical Protocol posted, please inform the director and/or teacher.

Epipens, as required, should be placed in a Ziploc bag labeled with your child's name and containing a copy of the Medical Protocol. We recommend that a photograph of your child also be included in the bag, to enable staff to act as quickly as possible. Epipens should be given to your child's teacher and will be stored in the classroom for the year. Please do not leave Epipens in backpacks.

Universal Precautions:

Staff shall use universal precautions when handling potential exposure to infectious fluids.

Director and teachers are re-certified annually in Adult and Child CPR and First Aid. All St. Mary School staff members participate annually in Blood borne Pathogen Training.

Sanitizing Procedures:

The following steps will be followed for cleaning and sanitizing surfaces and equipment:

- wash the surface with warm water and detergent
- rinse the surface with clean water
- submerge, wipe or spray the surface or the article with a water/bleach solution
- allow the article or surface to air dry

Hand washing Procedures:

Children and Staff will wash hands after using the bathroom, before eating or preparing food, and after exposure to potentially infectious materials, using the following procedure:

- wet hands and apply soap
- lather hands thoroughly for at least 10 seconds
- rinse hands under running water
- dry hands with clean, single-service towels

Emergency Drills

Fire, Tornado and Intruder drills will take place periodically throughout the year to help ensure the safety of the children in the event of a real emergency.

School Closure

Emergency closing of the school will be announced on WWJ AM950, WJR AM760, WDIV channel 4 and WXYZ channel 7 only. Please do not call the school.

Friend/Relative Release

A written note must be sent to school if someone other than the usual pick-up adult is coming for your child. We will ask to see picture identification before releasing your child.

Protecting God's Children Workshops

"Protecting God's Children" is a program to increase our awareness of the habits and behaviors of child predators, the warning signs of abuse, and ways to ensure that we, as adults working with children, do not put ourselves in questionable situations. **Workshop participation is required** by the Archdiocese of Detroit **for all paid staff and any volunteer who works with children** on a one-time or regular basis. This includes parents who enter the building to drop children off. This is a one-time commitment; there is no need to renew on a yearly basis. Workshop dates and locations can be found online at www.aodonline.org. Each

participant must register for the class at www.virtus.org in order to receive credit for attendance.

Staff and Volunteer Screening

All **staff members** of St. Mary Preschool are screened using the Identix fingerprint scan, ICHAT criminal history background check, and a Child Protective Services registry clearance.

All **volunteers** at St. Mary Preschool, including parents, must be screened using the ICHAT criminal history background check.

No volunteers, including parents, are allowed unsupervised contact with any child other than their own child.

Child Abuse/Neglect

As early childhood educators, the staff members of St. Mary Preschool are mandated by law to report suspicions of child abuse or neglect wherever it occurs—in families, our program or the community. Our goal is to **prevent** child abuse and neglect by supporting and strengthening families. Please see our staff if you are experiencing frustration or difficulty due to issues such as a child's challenging behavior or possible problems at home. We will directly assist you whenever possible, or direct you to community resources which can help with your family's particular needs.

Our goal in all of our policies is to ensure that the welfare and safety of the children in our care is our highest priority.

Guidance (Discipline)

Attendance at our preschool is a privilege not a right. Parents must cooperate in ensuring that their children behave in a manner appropriate to the preschool setting. Our class rules are simple: We take care of ourselves, We take care of each other, We take care of our school.

The steps for correcting behavior include redirection, being in closer proximity to the teacher, verbal reminders, discussions with other students and/or teachers, or 3 or 4 minute time outs. Students are supported by the teachers in using basic steps of conflict resolution to solve problems that may occur. Teachers use principles of Love & Logic, such as enforceable statements, giving choices and natural consequences when applicable. Good behavior is positively reinforced.

If problem behavior persists and the child poses a threat to other child or behaves in a manner that is consistently and overtly disruptive, the director will notify the parents and hold a conference to discuss the problem and possible

solutions. If behavior does not improve, the child may be removed from the program.

Snack

General Policy:

The children have a snack in class each day. Each **family will be assigned a day** to bring snack for the entire class and teachers. We feel that this encourages the children to try new foods and adds to the sense of community in the classroom. Please carefully read the snack calendars that are sent home. We suggest that you immediately write your snack day on your home calendar. As a last-minute reminder, we will be highlighting your child's name on the daily sign-in sheet when it is your snack day.

Healthy snacks are required. Proper nutrition is an important ongoing learning experience all year. To keep the foods varied, we offer the following list of suggestions. Other foods are fine as long as they are healthy. Bringing appropriate items in two of the five categories will provide a more balanced snack.

HOMEMADE SNACKS OF ANY KIND, REPACKAGED SNACKS, SNACKS WHICH CONTAIN OR MAY CONTAIN NUTS OR HAVE BEEN PROCESSED IN A FACILITY WHICH ALSO PROCESSES NUTS ARE NOT ALLOWED IN ANY CLASSROOM.

Fruits	Vegetables	Spreads*	Grains*	Protein*
apples	carrots	cream cheese	ritz	ham cubes
pears	celery	yogurt	grahams	turkey cubes
bananas	cucumbers	ranch	saltines	cheese sticks
oranges	zucchini		pretzels	sliced cheese
grapes	broccoli		goldfish	hummus
berries	tomatoes		breadsticks	yogurt
melon	red peppers		rice cakes	yogurt drinks
kiwi	snap peas		dry cereal	
raisins			granola bars	
fruit cups			cereal bars	
apple sauce			bagels	
			pita bread	

*please see the next page regarding food allergies

Please **wash** all fruits and vegetables, and **cut** them up, if needed. We ask that you include any **utensils** or napkins required to serve and eat the snack.

Please send a **drink for your own child** every day. Sippy cups, straw cups or spill-proof sport bottles are preferred, but juice boxes or pouches are fine. This allows you to control the beverage your child will have.

Missed Snack Day:

In the event that you forget to bring snack on your assigned day, we will serve a non-perishable reserve snack from our snack cupboard. A note will be sent home with your child indicating that snack was forgotten. We are asking that you help to replenish our snack cupboard by sending in a non-perishable snack that we can keep on hand. Please remember to send enough to feed a whole class, and please do so by the next class day.

Birthday Snacks:

We would like to maintain our standards of healthy eating even on birthday celebration days. We ask that cupcakes **not** be sent as a birthday treat. They tend to be extremely messy and only partially eaten by our preschoolers! Some alternative treats that have been well-liked by the preschoolers in the past include: Rice Krispy treats, popsicles, ice cream cups, bars or sandwiches, cookies, Jello, pudding cups or fresh fruit with whipped cream, or apples with caramel dip.

Food Allergies:

HOMEMADE SNACKS OF ANY KIND, REPACKAGED SNACKS, SNACKS WHICH CONTAIN OR MAY CONTAIN NUTS OR HAVE BEEN PROCESSED IN A FACILITY WHICH ALSO PROCESSES NUTS ARE NOT ALLOWED IN ANY CLASSROOM.

We deal with food allergies on a class-by-class basis. If a student in your child's class has allergies to foods other than nuts, a note will be sent home explaining those allergies and listing "safe" snack suggestions. Please, please, please **be diligent in checking labels** to ensure that your snack is safe. Different brands vary in their processing; one kind of pretzel/cracker may be safe, another may not. A list of nut-free snacks can be found as a separate resource on our website and in the hall outside the preschool. **Always** check the label.

If you send in a snack that contains an item to which a child has allergies, we will serve the class a "safe" snack from the snack cupboard. We will return snack to you at the end of the day with a note of explanation. The note will ask that you help to replenish our snack cupboard by sending in a non-perishable "safe" snack.

The food allergy restrictions supersede all previously mentioned snack suggestions.

Again, our goal in all of our policies is to ensure that the welfare and safety of the children in our care is our highest priority.

General Policies

Entering school building:

The inner doors of the school are kept locked after 8:15 AM. To enter the building, please push the "school" button, and office staff will answer. Please identify yourself and your purpose (i.e., "dropping off/picking up for preschool") When the small green light on the unit is lit, the door on the right is unlocked. Open the door while the green light is lit, and enter the building.

This is actually a door-phone system, not an intercom. Office staff are answering a phone to speak with you. There is **no need to shout** into the receiver; in fact, raising your voice can actually be very uncomfortable for our office staff.

Please realize that office personnel have many responsibilities during the day. They are the people handling sick children, taking calls from parents and teachers, and providing the band-aids and ice packs for bumps and scrapes, in addition to the actual office administration. **Please be patient** if it takes a moment for the door-phone to be answered.

The door-phone is to be used by adults only. Please do not allow your children to push or respond to the door-phone.

Late pick-up policy:

It is very important to be punctual for dismissal times. The teachers must prepare the rooms for the next class, have staff meetings and/or lunch in a short amount of time. Our preschoolers can become very anxious if they are not picked up on time. Please make every effort to be on time and please call if you will be late.

1. At 10 minutes past dismissal time, the child will be taken to the preschool room where work/home /mobile phone numbers for both parents will be called.
2. At 15 minutes past dismissal time, the child will be taken to the school office, where they will be supervised by school office personnel.
3. At 30 minutes past dismissal time, the emergency numbers will be called.

Beginning at 15 minutes past dismissal time, a \$1 per minute late fee will be assessed until the child is picked up. You should be prepared to pay the fee in cash when arriving for your child.

We reserve the right to adjust this policy on a case-by-case basis if it is felt that the dismissal times are being abused.

School Calendar:

We follow the St. Mary Elementary School calendar as it pertains to days off and holidays. The calendar is available from the school office or at the school website: www.st-mary.org.

Half Day Dismissals:

When St. Mary School has a scheduled half day, the preschool classes will meet in the morning only, dismissing at our regular time. Please make sure that all cars are moved away from the front parking spots by 11:30 on those days.

So that the same class is not always missing school on half days, we alternate the morning and afternoon classes throughout the year. The scheduled half days for the 2009-2010 school year are:

DATE	AM class	PM class
Friday, November 20	attends	no school
Wednesday, November 25	no school	attends in the AM (8-11 AM)
Friday, January 29, 2010	attends	no school
Wednesday, March 31, 2010	no school	attends in the AM (8-11 AM)
Friday, April 16, 2010	attends	no school

Parent/Teacher Conferences:

The Preschool holds parent/teacher conferences twice a year, in January and late May. These are not meant to cause stress! They are simply a chance for us to look over your child's progress reports and discuss his/her growth and development. Because of the number of parents each teacher must meet with, there is no school for the preschool the week of January 18-22.

Toys from home:

Only security objects, like blankets or small stuffed animals should be brought to school from home. As children adjust to school, they will be encouraged to leave their security objects in their mailboxes. They can go to their objects for

reassurance during the day as needed. All items should be labeled with your child's name. Please keep any other toys from home, at home.

Technology use in Preschool:

There is a large and ever-growing body of research that supports the idea that preschool children do not benefit from the use of computers. Due to the part-time schedule of our programs, we feel that our preschoolers should spend their school day interacting with people and the environment as they create, explore and learn. For this reason, there are no computers for student use in the preschool rooms.

On occasion, we will show the students short "video stories" that are directly tied to our area of study. They are typically 3-5 minutes long, and they feature the actual illustrations from books we have read in class. These offer the children a "story come to life" and extend their knowledge of the books we have read. Some examples of our "video stories" are Chicka Chicka Boom Boom, The Snowy Day, and The Very Hungry Caterpillar. The video stories are written into our lesson plans; they are never used to fill time on a "rough day".

Birthday party invitations:

We ask that you only bring birthday party invitations to school if the entire class is being invited. Invitations should be given to the teachers, not placed in mailboxes or given to the children. Most of our preschoolers have not yet begun to differentiate their friends by gender, they are very observant and they discuss these events. Please make every effort to ensure that one or two children are not excluded.

School Fundraising:

Throughout the school year, St. Mary School participates in several fundraising activities. We typically send this information home to our preschool families; however, your participation in the fundraising is always optional.

Clothing:

The preschoolers are not required to wear the school uniform. Many of our activities are messy, so please dress your child in **washable, comfortable and easily-managed clothing**. (i.e. pants/skirts with elastic waists and Velcro shoes) Please no flip flops, open-toed shoes or sandals or Crocs.

Please send a **complete change of clothes** to school each day in your child's backpack. Be sure to include extra Pull-Ups or underwear as well as shirt, pants and socks.

Children should always come to school **prepared for outdoor play**, regardless of the season.

Scholastic Book Club:

Scholastic Book Club Orders will be sent home monthly. We have looked at several book clubs and found that the quality and service from Scholastic exceed all the others. This is a wonderful way to purchase inexpensive, quality children's books for your home library or as gifts. Your purchases earn points for our preschool which help us obtain books, audio and video materials and other resources for our school. There are 2 easy ways to order:

1. Paper orders – simply fill out the order form on the back of the booklet and return the order form with a check made out to “Scholastic Book Clubs” by the due date.

2. Online orders –

- a. Go to www.scholastic.com/parentordering
- b. Enter the following information when needed:
Class User Name: SaintMaryPreschool
Password: SaintMaryPreschool
- c. Browse the online catalogue
- d. Place your order using your credit card (safe and secure!)

All orders will be delivered to our classroom and sent home with your child in about 10 days. Making book club purchases is completely optional.

Parent Involvement:

Parent involvement is a crucial part of our preschool program. There are several ways to help out. The major ways to get involved are by signing up as a classroom volunteer, a Motor Moms and Dads volunteer or a ‘photo coordinator’.

To volunteer to assist in the classroom, you simply choose a day that is convenient for you and sign your name on the Volunteer Calendar for your child's class posted outside of each of our classrooms. You are welcome to stay for your child's whole day, or to come for our learning center time. Once you have committed to a day, please make every attempt to keep that commitment. Activities are planned with the additional adult in mind. We encourage parents of our Tots and Juniors to wait until the children have adequately adjusted to school before volunteering, typically in October.

We like to schedule our Motor Moms and Dads on a more regular basis; however scheduling depends on the number of parents from each room who are interested and able to help in this way. For example, you may be the “first Thursday of the month” volunteer for your child's room. You only need to be at the school during “learning center time”, about 1 hour. Please let us know if you are interested in helping with this program.

Please talk to the teacher before bringing siblings on your volunteer days.

If you are unable to help in the classroom, we are always looking for people to prepare/download materials at home or coordinate/process photos. Please let us know if you can help.

Motor Moms and Dads:

We are very excited to offer the Motor Moms and Dads Program at our preschool. This is a program which builds strong minds by building strong bodies. Children will be performing a series of activities every week, like walking backwards and forwards on a balance beam, jumping on a mini trampoline, and throwing bean bags at a target while standing on a balance board. There is compelling research which shows that these movement and sensory experiences drive proper brain development in preschool-age children. Our goal is to have each class “working out” at least once a week based on the availability of parent volunteers. We believe that the inclusion of Motor Moms and Dads in our preschool program better helps us meet the needs of the “whole child” as we lay a strong foundation for future learning.

Handwriting without Tears:

At St. Mary Preschool we incorporate the use of the award-winning “Handwriting without Tears” PreK curriculum to develop pre-writing and alphabet skills in a fun, multisensory and developmentally appropriate way. Please see the resource pages on Handwriting without Tears found at the back of this handbook for more information.

Trust and Separation:

Trust is very important for successful separation from parents. We have tried to earn your trust in our genuine desire to do what is best for your child and to ease separation issues in several ways.

For our Tots and Junior preschoolers, we require a parent to stay with each child on his/her first day of school. In addition, for our Junior classes, the first few days of class are shorter than normal to allow children to become accustomed to our routines.

The moment of the parent leaving the room may still be difficult for some children at any age. It is best to keep your goodbyes short and positive. Please do not sneak out without saying goodbye to your child. We will comfort the children and get them busy in the classroom, reassuring them of your return. Most children will be happily playing within 5-10 minutes of the parent leaving the room. Please trust that we will let you know if your child is experiencing separation issues that require a different arrangement, such as a parent staying in the classroom. Our goal is a happy transition to this wonderful new place. The following page offers additional tips for a successful separation, and there are many excellent books available about starting school.

Responding to Open-ended Art Projects

The majority of art projects done in our preschool can be characterized as “developmental art”. The students work with a variety of art media in ways that enhance specific areas of development such as hand-eye coordination, visual discrimination, motor development, inventing and imagining. We seldom provide patterns. The emphasis is on the art process, not the product.

It is sometimes difficult to know how to respond to the artwork that is produced by this exploration and experimentation. Specific comments about your child’s work can be very meaningful to him/her. The following are some suggestions to use in place of “What is it?” or “That’s a pretty picture.”

- “Tell me about your interesting picture.”
- “I can see you worked hard to cover the whole paper.”
- “I notice that you left some of the white paper showing.”
- “The yellow and red are right next to each other.”
- “Those dots make it look like your brush was dancing on the paper.”
- “The colors you used are the same as the colors in our kitchen.”

Preschool Prayers and Songs:

Many parents have asked for the words to our daily prayers and the all important "Have Patience" song! Words to other songs and fingerplays will be sent home in the weekly newsletters, as they are introduced to the children.

Hello Prayer:

With my eyes I see.
With my ears I hear.
With my arms I hug.
With my heart I love.

God, bless everyone I see
today.
God, bless everyone I hear
today.
God bless everyone I hug
today.
God, bless everyone I love
today.
This is what I pray today.
Amen.

Goodbye Prayer:

It's time to stop my play,
It's time to end my day.
Now I have my prayers to say:

Thank you, God, for watching
over me.
Thank you, God, for taking
care of me.
Thank you, God, for always
loving me.
Amen.

Snack Prayer:

Thank You for the world so
sweet.
Thank You for the food we
eat.
Thank You for the birds that
sing.
Thank You, God for
everything!

Have Patience Song:

Have patience, have patience,
Don't be in such a hurry.
When you are impatient,
You only start to worry.
Remember, remember,
That God is patient too.
Just think of all the times
When others have to wait for
you!

Preschool Teacher Contact Information:

Gaby Bala	248.545.6509
Heather Hancasky	586.344.9047
Sarah Dylenski	313.769.5606

gbala@st-mary.org
heatherhancasky@hotmail.com
sdylenski@st-mary.org

Tots Class: Planned Daily Routines

8:00/9:00 Arrival

Please have your child use the bathroom before entering the classroom (Room 104 at 8:00/Room 103 at 9:00.) Please walk your child into the classroom. Children should hang up coats; take drink out of their bag and place in cubby. Sign your child in on the sign-in sheet. The child who is bringing snack for the day will have their name highlighted. Children can pick a center to join.

8:00-8:50/9:00 – 9:50 Learning Center Fun

Children choose from among these centers:

- Block center
- Dramatic play
- Art table
- Sensory table
- Sand table
- Activity table
- Book corner

The teacher may also work with small groups of children on specific skills/activities at various centers, as well as having “floor time” with the children.

8:50-9:00/9:50 – 10:00 Clean Up Time

Children assist the teachers in putting materials away.

9:00-9:10/10:00 – 10:10 Bathroom Break

Toileting and hand washing

9:10-9:25/10:10 – 10: 25 Snack Time

Children and teachers share a healthy snack and conversation. Everyone assists in cleaning up.

9:25-9:30/10:25 – 10:30 Story Time

Teacher reads a story to the whole class.

9:30-9:50/10:30 – 10:50 Gross Motor Activities

Children play outdoors in fenced-in play yard, weather permitting. If outdoor play is not possible, children will use the indoor play equipment or participate in other movement activities.

9:50-9:55/10:50 – 10:55 Religion

Teacher leads children in Bible story, songs and/or fingerplays.

9:55-10:00/10:55 – 11:00 Goodbye Meeting

Goodbye prayer and goodbye song

10:00/11:00 Dismissal

Please wait in the hallway outside your child's classroom. Teachers will open the door and release children one at a time.



Tots Diapering Policy

Children in the Tots class may wear Pull-Ups to school. Please do not send your child in a diaper, as diapers make it difficult for the children to practice their toileting skills while at school.

All children in the Tots class should use the school bathroom with a parent before entering the classroom. Pull-Ups will be changed as needed by the teacher, using the changing table found in the girls' restroom or by changing in a stall. We will provide the diaper wipes. Parents must supply extra Pull-Ups to be kept in their cubby along with a complete change of clothes as described in the section titled "Clothing".

Juniors (3's): Planned Daily Activities

Arrival for morning session:

Please **arrive at 8:00 AM**. If you arrive before 8:00, we ask that you wait with your child near the bench located outside of the office. This is the policy for all St. Mary students, preschool through eighth grade.

At this arrival time, the elementary school children are arriving in a caravan at the Lafayette doors of the school. Please park in the lot south of the school building, between the school and the church. **Do not park in the main lot east of the school and attempt to cross the line of cars in the caravan.**

We encourage you to have your child use the school restroom before entering the preschool rooms.

All preschoolers should wash their hands in the bathroom before entering the preschool rooms.

At 8:00, the classroom doors will be opened. Please walk your child in to the room. They will find their **mailbox**, hang up their belongings and put their **drink** in their mailbox. Please sign your child in on the **sign-in** sheet and help him/her to answer our "Question of the Day". You can help your child join in at one the table activities. Then you leave!

Arrival for afternoon session:

Please **arrive at 12:15 PM**. If you arrive before 12:15, we ask that you wait with your child near the bench located outside of the office.

At this time of day, you may park right outside the school doors or in the south lot.

We encourage you to have your child use the school restroom before entering the preschool rooms.

All preschoolers should wash their hands in the bathroom before entering the preschool rooms.

At 12:15, the classroom doors will be opened. Please walk your child in to the room. They will find their **mailbox**, hang up their belongings and put their **drink** in their mailbox. Please sign your child in on the **sign-in** sheet and help him/her to answer our "Question of the Day". You can help your child join in at one the table activities. Then you leave!



8:00 AM-8:15 / 12:15-12:30 PM Settling In Time

Children arrive. They choose from a variety of independent activities, enabling the teacher to welcome students, briefly meet with parents, and handle any drop-off concerns. The assistant teacher will support children and teacher.

8:15-8:25 / 12:30-12:40 Clean Up Time

Children assist teachers in putting materials away and then meet on their carpet squares.

8:25-8:40 / 12:40-12:55 Circle Time

Teacher leads whole class in:

- Hello song and prayer
- Calendar activities (counting, days of week, weather)
- Movement song / fingerplay/ story / theme-related activity

The teacher explains the learning center choices and each child shares their plan for how/where they would like to start center time.

8:40-9:40 / 12:55-1:55 Learning Center Time

Children choose from among these centers:

- Block center
 - Dramatic play
 - Sand table
 - Sensory/"touching" table
 - Art center
 - Teacher table
 - Activity table
 - Writing center
 - Book corner
 - Listening center
- **children will also be working with our Motor Moms and Dads volunteers during this time on their scheduled day.

9:40-9:50 / 1:55-2:05 Clean Up Time

Children assist teachers in putting materials away.

9:50-10:00 / 2:05-2:15 Bathroom Break

Whole class uses bathroom and washes hands for snack.

10:00-10:20 / 2:15-2:35 Snack Time

Children and teachers share a healthy snack and conversation. All help to clean up.

10:20-10:30 / 2:35-2:45 Story Time

Teacher reads a book to whole class.

10:30-10:50 / 2:45-3:05 Gross Motor Time

Students play outdoors, weather permitting. If outdoor play is not possible, students will use the indoor play equipment or participate in other movement activities.

10:50-10:55 / 3:05-3:10 Religion

Teacher leads children in Bible story, songs and/or fingerplays.

10:55-11:00 / 3:10-3:15 Goodbye Meeting

Goodbye prayer and goodbye song

Dismissal for morning session:

The morning Junior classes dismiss at 11:00. At this time of day, you may park in the main lot outside the main school doors. You may wait in the area between the two sets of doors, outside the main doors, or in your car. We will dismiss the children one at a time to those adults waiting inside. We will then move the remaining children to the area between the sets of doors and dismiss from there.

Dismissal for afternoon session:

The afternoon Junior class dismisses at 3:15. At this time of day, the elementary school children are dismissing in a caravan at the Lafayette-side doors of the school.

You have two options for picking up your child in the afternoon.

- You may stay in your car and join the car **caravan**. A teacher will walk your child to you when your car approaches the main doors. You will find a diagram of the caravan route at the back of this handbook. The office will also be sending home large cards with your child's last name and grade written on it. You should place this card in the front right windshield area when picking up. This lets the school staff know who you are picking up. The caravan is our preferred method of dismissal.
- You may park your car and walk into the school to pick-up your child. Please park in the lot south of the school building, between the school and the church and walk over to get your child. **Do not park in the main lot east of the school and attempt to cross the line of cars in the caravan.**

If you choose to walk in and pick-up your child, please wait for us at the bench outside of the school office. We will pause our line and dismiss the children one-at-a-time to the waiting adults.

Please do not wait for us between the two sets of doors. This area becomes very congested with the 2 afternoon preschool classes as well as the rest of the school children.

Multi-Age and Senior (4's) Planned Daily Routines

Arrival for morning session:

Please **arrive at 8:00 AM**. If you arrive before 8:00, we ask that you wait with your child near the bench located outside of the office. This is the policy for all St. Mary students, preschool through eighth grade.

At this arrival time, the elementary school children are arriving in a caravan at the Lafayette doors of the school. Please park in the lot south of the school building, between the school and the church. **Do not park in the main lot east of the school and attempt to cross the line of cars in the caravan.**

We encourage you to have your child use the school restroom before entering the preschool rooms.

All preschoolers should wash their hands in the bathroom before entering the preschool rooms.

At 8:00, the classroom doors will be opened. Please walk your child in to the room. They will find their **mailbox**, hang up their belongings and put their **drink** in their mailbox. Please sign your child in on the **sign-in** sheet and help him/her to answer our "Question of the Day". Your child will also be signing in everyday! You can help your child join in at one the table activities, then you leave!

Arrival for afternoon session:

Please **arrive at 12:15 PM**. If you arrive before 12:15, we ask that you wait with your child near the bench located outside of the office.

At this time of day, you may park right outside the school doors or in the south lot.

We encourage you to have your child use the school restroom before entering the preschool rooms.

All preschoolers should wash their hands in the bathroom before entering the preschool rooms.

At 12:15, the classroom doors will be opened. Please walk your child in to the room. They will find their, hang up their belongings and put their **drink** in their mailbox. Please sign your child in on the **sign-in** sheet and help him/her to answer our "Question of the Day". Your child will also be signing in everyday! You can help your child join in at one the table activities. Then you leave!

8:00 AM-8:15 / 12:15-12:30 PM Settling In Time

Children arrive. They choose from a variety of independent activities, enabling the teacher to welcome students, briefly meet with parents, and handle any drop-off concerns. The assistant teacher will support children and teacher.

8:15-8:25 / 12:30-12:40 Clean Up Time

Children assist teachers in putting materials away and then meet on their carpet squares.

8:25-8:40 / 12:40-12:55 Circle Time

Teacher leads whole class in:

- Hello song and prayer
- Calendar activities (counting, days of week, weather)
- Movement song / fingerplay/ story / theme-related activity

The teacher explains the learning center choices and each child shares their plan for how/where they would like to start center time.

8:40-9:40 / 12:55-1:55 Learning Center Time

Children choose from among these centers:

- Block center
 - Dramatic play
 - Sand table
 - Sensory/"touching" table
 - Art center
 - Teacher table
 - Activity table
 - Writing center
 - Book corner
 - Listening center
- **children will also be working with our Motor Moms and Dads volunteers during this time on their scheduled day.

9:40-9:50 / 1:55-2:05 Clean Up Time

Children assist teachers in putting materials away.

9:50-10:00 / 2:05-2:15 Bathroom Break

Whole class uses bathroom and washes hands for snack.

10:00-10:20 / 2:15-2:35 Snack Time

Children and teachers share a healthy snack and conversation. All help to clean up.

10:20-10:30 / 2:35-2:45 Story Time

Teacher reads a book to whole class.

10:30-10:50 / 2:45-3:05 Gross Motor Time

Students play outdoors, weather permitting. If outdoor play is not possible, students will use the indoor play equipment or participate in other movement activities.

10:50-10:55 / 3:05-3:10 Religion

Teacher leads children in Bible story, songs and/or fingerplays.

10:55-11:00 / 3:10-3:15 Goodbye Meeting

Goodbye prayer and goodbye song

Dismissal for morning session:

The Multi-Age class dismisses at 11:00. We will be dismissing the Multi-Age class from the south door on West Street. You can park facing north on the school-side of the street or park in the south parking lot between the school and the church. Please do not block the driveways into the school lot.

The morning Senior class dismisses at 11:00 on the Lafayette side. At this time of day, you may park in the main lot outside the main school doors. You may wait in the area between the two sets of doors, outside the main doors, or in your car. We will dismiss the children one at a time to those adults waiting inside. We will then move the remaining children to the area between the sets of doors and dismiss from there.

Dismissal for afternoon session:

The afternoon Senior classes dismiss at 3:15. At this time of day, the elementary school children are dismissing in a caravan at the Lafayette-side doors of the school.

You have two options for picking up your child in the afternoon.

- You may stay in your car and join the car **caravan**. A teacher will walk your child to you when your car approaches the main doors. You will find a diagram of the caravan route at the back of this handbook. The office will also be sending home large cards with your child's last name and grade written on it. You should place this card in the front right windshield area when picking up. This lets the school staff know who you are picking up. The caravan is our preferred method of dismissal.
- You may park your car and walk into the school to pick-up your child. Please park in the lot south of the school building, between the school and the church and walk over to get your child. **Do not park in the main lot east of the school and attempt to cross the line of cars in the caravan.**

If you choose to walk in and pick-up your child, please wait for us at the bench outside of the school office. We will pause our line and dismiss the children one-at-a-time to the waiting adults.

Please do not wait for us between the two sets of doors. This area becomes very congested with the 2 afternoon preschool classes as well as the rest of the school children.

