

**PRESCHOOL  
PRE-KINDERGARTEN  
HANDBOOK**



St. Joseph Catholic School  
2238 Manhattan  
Erie, MI 48133  
734-848-6985  
[www.stjosepherie.com](http://www.stjosepherie.com)

### **Philosophy/Program Standards**

The purpose of our Preschool/Pre-Kindergarten program is to provide guidance for the development of the whole child in a loving and caring environment. We strive to make each child feel special. Each is a very precious creation of a kind and loving Father.

Through a variety of activities, we help the children develop social skills (care and consideration for others, sharing, taking turns, working together with peers), decision-making skills, hand-eye coordination, listening skills, small and large muscle control, independence and confidence, and early reading, math, science, and social studies concepts. They will also learn how to follow directions, and proper behavior patterns necessary for successful learning in the larger group setting they will encounter in kindergarten and the rest of the grades.

Catholic Religious instruction will be given and is also included naturally in our whole attitude and example. The children pray at the beginning and end of each session, before snack, as well as other times throughout the day. They are taught to recognize the love of God, their Father, in everything they see around them and that all we have, including our very selves, is a gift from God; therefore, we appreciate and are thankful for these gifts.

### **Program**

The school will carry out its educational philosophy through the goals of providing early steps in cognitive, affective, and experiential learning through the following:

- group interaction
- development of self-identity and self-worth
- large and small muscle development
- skills in perception and identification
- oral language development

### **Eligibility**

Children must be four years old before the first of September to enroll in the Pre-Kindergarten program. If the program still has openings after August 1<sup>st</sup>, children three years old by September 1 may be accepted. Children must be able to take care of all toileting needs.

### **Schedule of Operation**

The program will begin on the same date as the rest of the school, usually the third week in August, and end the week before Memorial Day. Arrival for the program is 7:45am-8:00am. All children must be in the classroom by 8:00am. Dismissal is at 11:30 for those choosing half day, and 3:10 for those choosing full day. The program will follow the schedule of St. Joseph Catholic School for all holidays and no school days.

### **Arrival/Dismissal Procedures**

For arrival, if entering the building, parents should park along the building from the Erie Road entrance or across the street from the front of the building. If parking, parents must walk their children into the building. Children can be dropped off at the doors off Erie Road (in the back, by the gym) when there is a teacher present. The doors will be unlocked fifteen minutes before the beginning of class time. If arriving after class begins,

only the main doors in the front of the school will be able to be used and stopping at the office is necessary. If a child is being picked up early, parents need to come in the main doors and go to the office to sign him/her out. All persons coming into the school during the day must enter through the main entrance and go to the office. At dismissal time, the teacher will bring the children to the front entrance by the St. Joseph Statue. Parents should park along the front by the sidewalk and walk to their child. Children will not be dismissed to anyone other than the specified persons without written permission of the parents. Please let the office and the teacher know if there are persons who are not allowed to pick your child up.

### **Clothing**

Children should be dressed in sturdy, comfortable play clothes. Many activities are messy and the child should not have to be overly concerned about his/her clothing. The children do have time outside and, in the gym, where they take part in running and other gross motor skills. Please make sure children have the appropriate clothing such as tennis shoes, and jacket if necessary for the weather. A change of clothes may be kept in the child's book bag in case of an accident (not necessarily relating to bathroom accidents, occasionally spills happen too!). No open toed shoes, flip-flops, or heels higher than one inch are allowed. No spaghetti straps, off the shoulder shirts, or shirts that show a bare midriff are allowed. It will be at the teacher's discretion for other clothing choices not listed to be not allowed.

### **Typical Daily Routine**

(routine can vary depending on activities)

8-8:30	Arrival, take care of backpack, etc., practice writing name, choose a book to read or other assigned area.
8:30-9:30	Circle time (calendar, days/months, weather), student jobs, language arts, math, science
9:20-9:50	Snack
9:50-10:30	Activities in small groups
10:30-11:00	Outside play or music and movement, instruments, stories, etc.
11:00-11:15	Religion
11:15	Get ready for lunch; half day students get ready for dismissal
11:15-12:10	Lunch, recess; Half day students dismissed at 11:30
12:15-1:15	Rest
1:15-1:45	Review morning work
1:45-2:05	Snack
2:05-2:35	Outside play or music and movement, instruments, stories, etc.
2:35-3:00	Art, organized play, puzzles, games, etc.
3:00	Dismissal

### **Discipline**

Expectations are set according to the age and ability of each individual child. The teacher will provide reasonable rules, determine logical consequences for actions, and be willing to give more responsibility to the children as they are ready to assume it. Children will be invited to do positive and correct actions at all times. The teacher is responsible for classroom management, including modeling acceptable ways to behave at all times. In certain situations, children may be excluded from group activities for a short period of time, but never isolated or out of sight of the teacher.

## **Parent Volunteering**

Volunteers must take the Protecting God's Children class and complete background checks by the Archdiocese of Detroit and the State of Michigan to help in the classroom or with any school event. Volunteers need to be aware that abuse and neglect is against the law. No volunteer may have contact with children if they have been convicted of child abuse or neglect. All volunteers and caregivers are mandated by law to report abuse and neglect. If any abuse or neglect is suspected, volunteers should report to the teacher, the teacher will report to the principal, and the principal will contact the proper authorities.

Please refrain from bringing in younger siblings when you are helping in the classroom. This creates distractions for the class and for the adult who is helping. Siblings are welcome to join in parties and special occasions per the teacher's discretion.

## **Conferences**

Personal conferences will be scheduled to discuss the progress of your child. Both parent and teacher are encouraged to take the initiative to arrange additional conferences if needed, either with or without the child present.

## **Snacks/Lunch**

Pre-K children should bring two healthy snacks each day (for morning and afternoon). Half day children should bring one snack. There are snacks on hand in the classroom in case a child does not bring a snack. Healthy snacks are to be brought in unless it is a special day, such as a birthday. Milk or water is served at snack. The teacher will notify parents of the milk fee for snacks. Small water bottles only may be brought from home for snack time. Full day children will bring a lunch each day. Milk can be purchased ahead of time for lunch. Parents should notify the teacher and the office of any allergies to food a child may have.

## **Special Days**

Classroom parties are arranged for some holidays and special events. The teacher will notify parents about the arrangements and if help is needed. The children will be able to celebrate their birthday or "pretend birthday" (summer birthday) with the class. Parents should notify the teacher if bringing in a special treat for the class.

## **Field Trips**

When a field trip is planned, parents will be notified and required to complete a written permission form for their child to participate. Children are not allowed to take part in the field trip without the written form provided by the Archdiocese of Detroit.

Parents often volunteer to drive or to assist during the trip. The school is required to have a Driver Verification Form on file in the office (even if you are only driving your own child). These forms may be obtained in the office and must be completed before driving for a school-sponsored event. A copy of the driver's license and proof of insurance will also be kept with the completed form. The Protecting God's Children class will also need to be taken by adults before attending a field trip.

Drivers need to make sure that all children are properly seated in a booster seat. Children will not be allowed to ride in the front seat of the vehicle

## **Medical/Safety Procedures**

The State of Michigan requires a completed physical examination and immunization form to be on file in the school office. This form will be given to parents and must be completed, dated, and signed by the physician.

Any child not having his/her immunization form, including dates of all immunizations, completed by the first day of school, will be excluded from the school until the immunization form is completed.

A medical emergency form must be on file in the office when school starts. All medical records and emergency authorizations are easily accessible to staff. Please discuss any allergies or other medical issues with the teacher prior to school starting.

Although every precaution for safety is taken, accidents may occur. Minor accidents will be treated with normal first-aid procedures. In case of emergency, an attempt will be made to notify parents immediately. Immediate medical care will be obtained, and should be followed up by the family doctor, if necessary. The parents will assume all costs for any emergency.

A Communicable Disease Chart is available in the school office. Please do not send your child to school with:

- a fever of over 100 degrees
- a skin rash
- diarrhea and/or vomiting
- evidence of head lice
- evidence of possible Pink Eye infection

A child who shows any of the above signs of illness before entering the group will be sent home. A certificate may be required before re-entrance after any lengthy or serious communicable disease or illness. Please notify the school if your child contracts a contagious disease.

If a child becomes ill at school, he/she will be isolated within sight of an adult. Parents or those on the emergency form will be notified immediately and he/she will be discharged only to them.

In the event of an intruder in or around the school building, the school will be put in lockdown mode. School staff has instructions as to what precautions to take regarding safety of the children. Parents should not attempt to come to the school to get their children as this may cause more harm and could prevent the proper authorities from getting to and helping the situation. Parents will be notified and given instructions at an appropriate time.

During the school year drills for fire, tornado, and lockdown will be practiced with the students and staff.

## **Child Orientation**

The transition into Preschool and Pre-Kindergarten should be as smooth and easy as possible for the child. We encourage parent/child visits during the spring while class is in session. If this is not possible, the parents and child may visit the classroom before the program begins, perhaps during the week before school begins. To encourage and promote independence and confidence in the child, parents are encouraged to help by saying goodbye to their child and leaving during the class period. If the child has a problem separating, parents should discuss with the teacher options to help the child.

### **Licensing Notebook**

The program's licensing notebook is available to parents during regular school hours. This notebook is located in the classroom and contains all the licensing inspections and reports. Licensing inspections and special investigations reports from at least the past two years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Application and Enrollment**

Applications are accepted beginning in March for the following academic year. A registration fee is required for all new applicants. This fee is non-refundable.

Children with brothers or sisters in our school are accepted first. After this, registered parishioners' children will be accepted. After these, students are accepted in the order application forms are received in the school office.

School is in session for nine months, the end of August through May. All tuition and other fees will be handled through the family's FACTS account.

Upon enrollment, parents will need to sign a Child Placement Contract, which states provisions that St. Joseph Catholic School will provide to each child. Parents will also sign a statement that they have read and understand the contents of this handbook.

Please contact the school office at 734-848-6985 for fees and other information.

### **Withdrawal Privileges**

The school reserves the right to request withdrawal of a child for whom the placement evolves as disadvantageous for his/her own development and progress and/or the development and progress of others in the class.

Parents who choose to withdraw their child from the program may not re-enroll their child until the next school year.