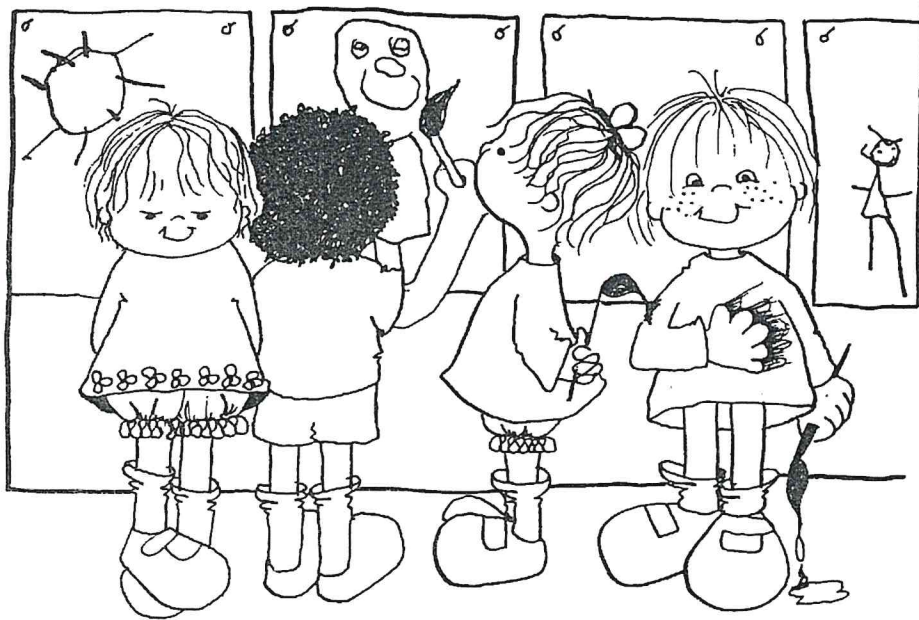


St. Mary Cathedral School

Preschool & Pre-Kindergarten Handbook



Revised: February 2020

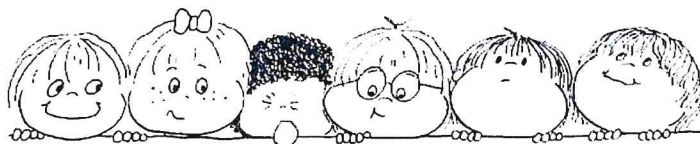


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St. Mary Cathedral School
321 North Otsego Avenue
Gaylord, MI 49735
(989) 732-5801 FAX: (989)732-2085

School Principal

Mr. Jerry Belanger

Assistant Principal

Mrs. Heather Glasby

Administrative Assistants

Mrs. Pauline Myler & Mrs. Susan Roundy

Preschool

Teacher: Mrs. Kristen Payton

Teaching Assistant: Mrs. Kirk

Class Times:

Monday, Wednesday, Friday 7:45am – 2:50pm Full Day
OR

Tuesday & Thursday 7:45am – 2:50pm Full Day
(This class has the option of half day)

Pre-Kindergarten

Teacher: Mrs. Lindsey Sims

Teaching Assistant: Mrs. Kellie Harding

Teacher: Mrs. Brittany Book

Teaching Assistant: Mrs. Andrea Kirkby

Class Times:

Monday – Friday 7:45am – 2:50pm Full Day
(Friday classes are OPTIONAL)

Daily Schedule for Preschool

7:45 – 8:00	Convocation
8:00 – 8:15	Morning Circle Time
8:15 – 8:30	Bible
8:30 – 9:00	Free Play
9:00 – 9:10	Clean Up
9:10 – 9:15	Zoo Phonics
9:15 – 9:30	Snack
9:30 – 9:50	Large Group
9:50 – 10:10	Story & Lesson Demonstration
10:10 – 10:40	Work Table Time
10:40 – 11:00	Bathroom/Wash Hands/Music
11:00 – 12:00	Lunch & Recess
12:15 – 1:30	Rest Time
1:30 – 1:45	Quiet Activities
1:45 – 2:00	Story
2:00 – 2:30	Work Table/Free Play
2:30 – 2:50	Collect belongings & Dismissal



- Schedule is subject to the day of the week as Preschool has specials; Library, Art, Computer Lab

Daily Schedule for Pre-K (M – F)

8:00 – 8:10	Arrival, Prayer, and Morning Work
8:30 – 8:50	Calendar, Daily Chain, & Question of the Day
8:50 – 9:00	Bathroom & Drink Break
9:00 – 9:15	Story & Transition to Stations
9:15 – 10:15	Stations (Literacy & Math)
10:15 – 10:30	Prayer & Snack
10:30 – 11:30	Free Choice Play
11:30 – 12:30	Lunch & Recess
12:30 – 1:10	Rest Time
1:10 – 2:10	Whole Group (Letter of Week/Number, Social Studies & Science)
2:10 – 2:30	Recess
2:30 – 2:40	Closing Activity
2:40 – 2:50	Collecting Work/Departure



NOTE: Class time will also be allocated each week with specialized teachers, for Computer Lab, Art, Music, and Library.

Teaching Philosophy

In Preschool and Pre-Kindergarten, we truly believe that children learn through interactions with their surrounding environment, and through hands on experience. With a strong supportive environment, children will be able to make and express choices, and will participate in playful activities with a learning purpose.

It is very important for children to have a positive bond with adults, especially the teacher. In the classroom, we encourage all students to have contact with other adults and children in the room. Discipline is something that we strongly feel should not be a penalty. Children need to learn from their mistakes, and be able to solve problems and/or solutions dealing with their behavior.

Preschool & Pre-Kindergarten

Program Goals

- To introduce a setting that views each child as an important individual and gives special attention to each child.
- To provide a program that includes teacher and assistant directed activities intended to help children prepare for their future schooling.
- To provide an opportunity for children to be involved in prayer and other religious activities in conjunction with our Catholic Christian heritage.
- To provide a warm, loving, and accepting climate and help promote a good self-concept by giving support, honest praise, and encouragement, and relating to the feelings behind a child's actions.
- To provide a climate which promotes self-discipline by having the child be responsible for his/her actions, and to encourage development of problem solving skills.
- To provide activities in the fine arts – music, dancing, creative arts to encourage their creative and growing minds.
- To provide hands-on experiments and experiences that allows each child to explore the world around them.
- SPIRITUAL: Each child will understand that all creation is made by God and that he or she is an integral part of that creation and has a responsibility to their environment.
- SOCIAL: Each child will develop a desire to share, cooperate and “get-along” with other children and adults through experiences that enable the child to enjoy playing with other children and by helping the child develop techniques that will help the child want to interact in the group.
- EMOTIONAL: Each child will experience being needed and wanted, and we will help the child to become independent. Each child will be encouraged to learn how to express his or her feelings in acceptable ways.



We will be attaining these goals through various themes that will be taught throughout the year.

Non-Discrimination Policy

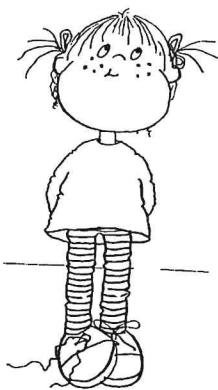
St. Mary Cathedral School does not discriminate. Students are admitted based upon The Diocese of Gaylord Admission Policy #4010.

*No Catholic child whose parents desire to enroll him/her in any Catholic school in Michigan shall be denied admissions to that school on the basis of race, color, or national origin.

*No child, regardless of religious affiliation, whose parents desire to enroll him/her in any Catholic school in Michigan which possesses capacity for additional students, shall be denied admission to that school on the basis of race, color, or national origin.

*Catholic schools shall do everything possible to achieve their purpose in an increasingly adequate way and to show their special concern for the needs of those who are poor in the goods of the words.

St. Mary Cathedral School complies, as required, by the terms of Title IX of the Education Act of 1972 and Public Law 92-318 (as amended by Public Law 93-568.) SMCS will not discriminate on the basis of race, national or ethnic origin, or gender in the administration of our hiring and personnel policies, education policies, admission, scholarships and loan programs.



Age of Entrance

St. Mary Cathedral Preschool will accept students who will be three (3) years of age on or before their first day of school. To be eligible for the Pre-K program, students must be four (4) years of age on or before their first day of school. There are no exceptions to this age requirement due to State regulations.

Students must be completely potty trained to participate in either program.

Registration & Enrollment

Priority is given first to siblings of families currently enrolled at St. Mary Cathedral School. Registration is then open to all families on a first come first serve basis.

St. Mary Cathedral School complies with all State laws regarding immunization requirements for children prior to starting school.

In the event that there isn't sufficient numbers of students in the 4& 5-year-old programs, St. Mary Cathedral School has the right to cancel the session.

Re-admission

Admission of a student in one year does not guarantee re-admission of that student in subsequent years. A student will need to re-apply each year for admission to SMCS.

Withdrawal during the School Year

Parent Initiated

1. A withdrawal form must be completed. This form is available from the school office.
2. The parent must sign a release of information form permitting transfer of records to the new school. Records will be forwarded when all tuition and fees due to SMCS are paid in full.

School Initiated

The school reserves the right to request student withdrawal during the school year if one or both of the following conditions occur.

1. An inability or unwillingness to perform at the academic level required.
2. An unwillingness to conform to school discipline policies. Please see the section on Expulsion for more information.

In extreme cases, parents may so significantly reduce the school's ability to effectively serve its students, that the parents may be requested to remove their student from the school for one or more of the following reasons:

1. Refusal to cooperate with school personnel.
2. Refusal to adhere to Archdiocesan or local policies and requirements.
3. Interference in matters of school administration or discipline.

Required Student Records

On the first day of attendance, your child must have the following information on file:

1. Copy of your child's Birth Certificate
2. Child Information Card completed with name, address, etc
3. Health Appraisal Form, signed by a licensed physician
4. Complete listing of immunizations or the proper waiver form
5. Transportation Form - name, address, and telephone number of the person(s) we are authorized to release your child to
6. Preschool/Pre-K Transportation Policy
7. Handbook Parent Agreement Form
8. Medical Treatment Release Form (notarized)
9. Media / Press Release Form
10. Field Trip Release Form

Tuition – Your Investment

Your investment for the Preschool program for M,W,F class is two thousand and five hundred dollars (\$2,600.00) per child, M,W class is one thousand and seven hundred dollars (\$1,800.00) for the current school year.

Pre-Kindergarten tuition for the current school year is three thousand and three hundred and fifty dollars (\$3,450.00) per child.

Included in both amounts is a non-refundable one hundred dollar (\$100.00) registration fee due with the registration form. Preschool and Pre-K registration and tuition is separate from K-12 registration and tuition.

The following payment options are available to all St. Mary Cathedral School families:

- Payment in full on or before August 20th of current year.
- Semi – Annual payment: June/January
- Quarterly payments
- Monthly payments
- 12 equal Visa/MC/Discover payments*
- 12 equal auto-debit payments*
- **Monthly payments made by credit card or auto-debit are processed on the 20th of each month, beginning July and ending June.*

Food Policy

Snack time is as much of a learning experience as any other area in our classroom. It is a perfect time to develop social skills, fine motor skills, and healthy eating habits. Please inform our teaching staff if your child has any special dietary concerns or food allergies. Parents are welcome to bring in special snacks for their child's birthday or other special events (please make arrangements with the teacher prior to that day). The parents will provide their own snacks for child every day. Milk will be available for all students

and hot lunch for all day students. The cost is \$.40 cents for milk and \$2.00 for a full lunch, billed at the end of each month.

Dress Code

Preschool students should wear clothes that are comfortable for play and Pre-Kindergarten students will be asked to wear St. Mary dress code. The guidelines below must also be followed:

1. Polo Shirt/Dress Oxford/Peter Pan Blouse

- *White or Navy Blue with a logo
- *Long or short-sleeved
- *Undershirt must be dress code color
- *Must be tucked in with a belt

2. Pants/Skirts/Skorts/Jumpers/Capris/Shorts

- *Navy Blue or Khaki (not brown)
- *Girls Skirts/Skorts/Jumpers must be knee length
- *Bermuda or Walking Shorts (shorts must be knee length)

3. Cardigan Sweaters/Vest (knit or fleece)/Crewneck Sweatshirts

- *Navy Blue or White

4. Socks/Girls Stockings (tights, knee highs)

- *Navy Blue or White

5. Shoes are to be worn at all times (socks must be worn with sandals). No open toe or flip flops.

6. Please dress your child appropriately for the weather.



If you have any questions, please contact a member of our staff

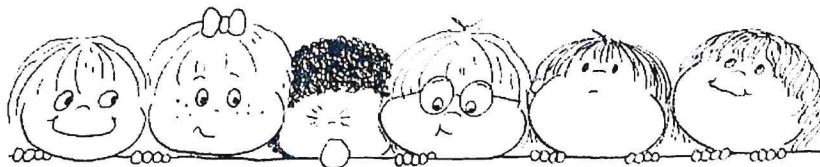
Getting Ready for School

The following items will help you and your child prepare for a successful transition to school.

1. Remember, your child will develop at his/her own pace, so it's best not to compare your child with other children.
2. Your child is a unique individual with his/her own strengths, interests, talents, and abilities!
3. Label all clothing brought to school.
4. Please help your child learn to dress him/herself, including shoes that he/she can put on easily.
5. Please help your child learn how to use the bathroom independently.
6. Give you child responsibilities, especially with his/her own personal belongings.
7. Give your child plenty of opportunities to play with other children.
8. Give you child plenty of time to do things for him/herself rather than to do it for them (even though it may take him/her longer).
9. Encourage the use of materials at home such as crayons, scissors, glue, paints, and paper so that he/she can have fun experimenting with them. Also, work on your child's name recognition and encouraging him/her to begin writing their name.

Class Programs & Events

Throughout the year, parents will have the opportunity to attend some class events or special programs. These programs will be announced in advance through our classroom newsletters.



Late Arrival to School

Our classroom starting time is at 7:45am for. Please try your best to arrive on time so that your child won't miss out on any of the daily activities.

Drop-off & Pick-up Safety

To ensure that all Preschool and Pre-Kindergarten students arrive safely to their classrooms, you must accompany your child to the classroom door and verify that the teacher has acknowledged their arrival.

If your child is to go somewhere other than his/her usual destination after school, you **MUST** notify the teacher with a note. Your child will not be released to anyone other than a parent/guardian without your permission. If a change in plans occurs during the school day, please contact the school office to notify the teacher.

Parent-Teacher Conferences & Report Cards

Pre-Kindergarten parents and teacher will have the opportunity to formally discuss child's progress once during the school year through parent-teacher conferences, assessments, and report cards. Additional conferences may be scheduled for concerns that parents or teaching staff may have which need immediate attention. There are no conferences for preschool students and parents.



Discipline Policy

The best discipline is preventative, through a carefully planned program which challenges and meets the needs of the children and provides variety. Many problems can be avoided when children are involved in constructive activities.

The children in our Preschool and Pre-Kindergarten programs will be given ample opportunities to practice social skills through spontaneous interaction with peers and adults.

We will be using a variety of positive guidance techniques. These include:

1. Teachers praise children's positive behavior
"Wow, my friends did a great job putting their toys away!"
2. Teachers set reasonable limits giving suggestions and directions in a positive manner.
i.e. Tell the child what is against the rules, what he is doing, and describe an acceptable substitute. "Instead of pushing the Tonka trucks on the cement where you could get hurt, could you please push them on the grass."
3. Teachers redirect children's behavior by providing a substitute or alternative behavior turning the situation into a learning experience.
i.e. the child draws on the table – the teacher redirects the behavior so the child draws on paper.
4. Teachers work to develop a positive self-concept. They do not challenge the child or threaten his self-image. It is important that they disapprove of the action, not the child. i.e. "I am not angry with you – I don't like what you did."
5. Teachers work with the students to develop rules, which are reasonable, definable, and enforceable.
6. Reasonable – the child has to know how to follow the rule.
7. Definable – the child knows exactly what the teachers expect.
8. Enforceable – the child knows that the rule will be enforced.
9. Teachers must develop consequences, which are immediate, consistent, and logical.



Immediate – can be enforced as soon as the rule is broken.

Consistent – consequences must be enforced every time the rule is broken.

Logical – consequence helps the child learn how to follow the rule the next time and helps the child recognize how personal actions affect others.

10. Teachers give a warning of what consequence will result from breaking the rule “You can either share the truck or I will have to take it away. You can either stop pushing right now or we’ll have to wait inside until you do.”
11. In certain situations, teachers may have child find a solution before continuing with classroom activity.
12. Children at St. Mary Cathedral School are never physically disciplined by a method such as hitting, spanking, or slapping.
13. Should a child fail to adjust to a group situation, the Principal, Teacher, Teaching Assistant, and parents will confer as to the appropriate action to be taken. Every effort will be made including referral, testing, and special services before a recommendation is made to remove a child from the classroom.



Health Policy

Your child's health is a matter of importance to all of us. **Remember that if a child that does not feel well he/she will not have a good day at school.** Should your child exhibit any of the following symptoms, he/she should stay home: R.400.8155(5)

1. Fever (any temperature of 100 degrees or even less if the child is not feeling well).
2. Running nose – until thick, cloudy, green or yellow discharge stops.
3. Earache – until the cause is determined
4. Unusually pale or flushed skin (generally a sign of something coming) – until color returns to normal.
5. Severe sore throat – until throat loses all redness. Be cautious of strep throat, which requires a doctor's office visit and medication.
6. Watery or red eyes – until eyes clear.
7. Severe chest cough – until cough stops completely.
8. Upset stomach the night before or just prior to arrival.
9. Any draining sore – until drainage stops.
10. If a child is on medication, he/she should be on it for 24 hours, before returning to school. The school will not assume the responsibility of administering medication to any child.

A child should not return to school until able to engage in the full program of both indoor and outdoor experiences. Staff and volunteers will also be included in this very important policy to ensure a happy and healthy classroom.

Medication Policy

Medication should be given at home. If medication must be administered at school please follow these steps:

- Parents must complete an authorization form, which can be picked up in our school office. The form will need to be dated and have a parent

and doctor signature. Medical form will also need to be dated with specific instructions.

- The medicine must be in its original bottle with the child's name on it.
- A log will be maintained containing the name of the student, staff member present, date and time medication was administered and the name of the medication.
- The medicine will be kept in the school's main office.

Students should be instructed NEVER to accept any type of medication from another student. These rules also apply to the administration of sunscreen and cough drops.

Communicable Illness Policy

If your child has contracted or been exposed to a communicable disease, the parent is required to notify the school so we may contact the parents of children in your child's class. Children under a doctor's care may return to school when the doctor feels the child is well enough to do so.

Parent Notification of Accident/ Injury

- Notification will occur at pick up time for minor injuries, incidents such as a minor scrape on the knee may only require staff to apply first aid, complete incident report, and notify parent at pick up time verbally and provide written injury report.
- Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent the emergency contact person will be contacted immediately for more serious injuries,

illnesses, or incidents such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member/volunteer, alleged sexual contact between children or between a child and staff/volunteer.

Staff

The Preschool/Pre-K center will be staffed with a qualified lead teacher according to the State of Michigan.

Parent Participation – Volunteers

Volunteers to the program are generally encouraged to participate. Volunteers are considered to be parents or others who will have contact with children in the program. Volunteers shall not have contact with children while in a child care center if either of the following conditions applies: 1) They have been convicted of child abuse or neglect; 2) they have been convicted of a felony involving harm or threatened harm. Before staff or volunteers may have contact with children while in care of a child care center, the staff or volunteer shall provide the center with documentation from the Family Independence Agency that he or she has not been placed on the Central Registry for substantial abuse or neglect, as defined in Act No. 238, Public Acts of 1975, as amended, being 722.621 to 722.636, of the Michigan Compiled Laws. The volunteer will also have turned in an ICHAT form from the Diocese of Gaylord. The center director or a qualified substitute will be in the room at all times when volunteer(s) or visitors are present.

Parent Volunteer Hours

In order to strengthen the home – school partnership, it is required that each family donates thirty hours per school year in volunteer time. Here are a few ideas:

- Elementary Playground Duty
- Ticket Takers at Sporting Events
- Elementary Carnival
- Band
- Snowbird Gala
- Elementary Field Day
- Concession Stand Helper
- Summer Time General Cleaning
- Drama
- Assistant Coaches
- Lunchroom Supervision

Other possibilities exist Elementary room parents will distribute information and schedule volunteers throughout the year.

Snow days

Cancellations due to weather conditions will be the same as Gaylord Public Schools.

Objects Not Permitted

Please do not allow your child to bring any of the following items to school:

- Guns, knives or sharp objects
- Balloons or rubber bands
- Motorized toys or electronic Gameboy's
- Candy or gum
- Money
- Animals(unless with prior approval of the teacher)

St. Mary Cathedral School

Parent Agreement Form (Please return this form before school begins)

Parent notification of the Licensing Notebook Requirement
Child Care Organizations Act, 1973 Public Act 116

- This Center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspections and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I/we have read the Preschool/Pre-Kindergarten Handbook and agree to abide by the policies of the St. Mary Cathedral School program(s) of which our child(ren) is/are enrolled.

	Preschool	Pre-K
_____	<input type="checkbox"/>	<input type="checkbox"/>
Child's Name		
_____	<input type="checkbox"/>	<input type="checkbox"/>
Child's Name		

_____	_____
Parent/Guardian Signature	Date

_____	_____
Parent/Guardian Signature	Date

Please return completed form to St. Mary Cathedral School

