

**St. Fabian Catholic School
Preschool Handbook
2020-2021**



Written Information Documentation/Placement Contract/Handbook

I, _____, the parent/guardian of _____ am placing my child in the state licensed preschool at St. Fabian Catholic School and therefore give permission for my child to be enrolled in the 3 year / 4 year old classroom as developmentally appropriate. The preschool will provide a safe and caring environment for my child to develop intellectually, physically, socially and emotionally. This will be done through daily activities including large and small muscle, communication, and academic skills that will promote a positive self-image.

St. Fabian Catholic Preschool has provided me with a written information packet/handbook that includes the following: Admission/withdrawal Criteria, Daily Routine and Schedules, School Policies including: fee, discipline, food service (self-provided), student absences/illnesses, program philosophy and Parent Notification Plan for accidents, injuries, incidents, and illnesses.

I am aware that I can find the following information posted on the Parent Information board in the main hallway by the school doors: State License, Discipline Policy, Accident/Injury/Emergency Procedures, Staff Clearance and Background Checks, Daily Routine and Safety Recalls.

Finally, it was made known to me that I can access St. Fabian Catholic Preschool’s licensing notebook in the classroom during regular business hours. This notebook is complete with all the licensing inspection, special investigation reports, and related corrective plans.

This Preschool Handbook is a guide for parents and guardians whose children are enrolled in St. Fabian Catholic Preschool.

This handbook contains both policies and guidelines to help parents and students understand the basic operational procedures of the school. All school guidelines may not be contained in this handbook.

The handbook constitutes an agreement among school, parent, and child. We endeavor to provide a quality education and to ensure that every opportunity for that quality education is maximized. After reading the handbook, please return the bottom portion of this page to the classroom teacher.

I have read the policies and information contained in the St. Fabian Catholic School Preschool Handbook. We understand the contents therein are part of the cooperative agreement between parents and school to ensure a quality education for our child. **I agree to share the information found in this handbook with those who play a role in my child’s preschool experience.**

(Parent Signature)

(Parent Signature)

(Date)

(Date)

Preschool Program Goals

- To provide a positive initial preschool experience.
- To provide opportunities through play based on individual needs, interests, and abilities.
- To create a desire to learn.
- To develop a positive attitude toward self and others.
- To provide opportunities for growth spiritually, intellectually, socially, and physically.
- To provide activities that are both self and teacher directed.
- To develop readiness skills

Preschool Admission Policy

It shall be our responsibility to develop guidelines for admission to preschool and said guidelines shall be listed in the Preschool Handbook. No applicant shall be excluded based solely on race, color, religion, national origin, or ancestry. The guidelines shall address, but not be limited to, admission if class size becomes an issue. The school principal may make exceptions on a case-by-case basis.

Preschool Admission Guidelines

Our youngest learners need time to grow and develop to their greatest potential. We highly encourage that any students in our preschool programs be three or four by September 1. All students must be fully potty trained.

Any acceptance of applications for early admission will be based on an assessment of the student. St. Fabian Catholic School maintains the responsibility to determine whether the preschool program is suitable for each student on an individual basis. Parents will be advised as to the school's decision of acceptance.

We value each of our students. In order to ensure that each student is individually successful, the school may request that a student return to a level that best guarantees their academic, social, emotional, and spiritual growth in a positive way throughout all their school years.

The following forms must be on file before the child starts the preschool program:

- New Student Application
- Tuition Contract
- Child Information Record
- Notification of Written Information Packet/ Licensing Notebook and Placement Contract
- Health Appraisal (must include doctor signature and proof of immunizations)
- Concussion Awareness Acknowledgement
- Copy of Birth Certificate
- Copy of Baptismal Certificate (if baptized)
- Extra Clothes- including socks and underwear

Program Schedule of Activities

1. **Exploratory Play**: The children explore areas of the room such as dramatic play and participate in activities of their choice. At this time, social skills will be developed.
2. **Circle Time**: The children gather to say morning prayer, sing songs, discuss the weather, calendar, theme of the week or listen to a story.
3. **Outdoor/Indoor playtime**: The children are provided with various play equipment and participate in activities which focus on large motor skills.
4. **Snack time**: Children will enjoy a healthy snack. This is a time for social interaction and to review manners.
5. **Learning Centers/Classroom instruction**: Children will participate in art and various learning centers.
6. **Language time**: The children will end their preschool day with songs and story time. This is also time for review of what was discussed and learned that morning.
7. **Curriculum covered**: Religion, Math, Science, Language, Social Studies, and Technology
Preschool follows the High Scope Curriculum

Preschool School Hours

Our program runs from September through early June in the following schedule:

Tiny Tots- Friday—10:00a.m.-11:30a.m.

Preschool 3 year-olds- Monday, Tuesday, Wednesday, and Thursday-8:05a.m.-11:30a.m. for half day students or 8:05am-3:15pm for full day

Monday, Tuesday, Wednesday, and Thursday-8:05a.m.- 3:15 p.m.

Preschool 4 year-olds- Monday through Friday-8:05 a.m.-11:30 a.m. for half day or Monday through Friday- 8:05 a.m.-3:15 p.m. for full day

Absences/Attendance

The teacher takes attendance and the school office follows up on any child absent from the program if a parent note has not been provided prior to that day. If it is necessary for your child to be absent from school, please call the office before class time and leave a message giving the reason for the absence.

Arrival/Departure

Parents are responsible for escorting their child/ren to and from the school entrance each day. The teacher or aide must be aware that your child is present. Likewise, never leave with your child without informing the adult in charge. At arrival and dismissal, it is required that each child is signed in and out.

If your child is going to be picked up by someone other than you, they must be on the child information card and must be prepared to show a picture identification card. No one may have access to any child without permission of the custodial parent. If it is necessary for someone to pick up your child that is not on the child information card, please notify the teacher.

We are proud of the fact that we do run a structured preschool program. In order to do so, we need to begin our activities on time. Please have your child to school on time. Please pick up your child on time. He or she will worry if you are late. If you are more than 10 minutes late, your child will be taken to the school office. If you cannot be reached, we will contact the emergency numbers provided on your child information card. If you know that you are going to be late (for a special reason), please contact the office

Bathroom Guidelines

The Bathroom Guidelines for the 3 and 4-year-olds is for a teacher or aide to assist the child to the bathroom. Class-wide bathroom time is after calendar time and before snack time, but the children may go to the bathroom as needed. All preschoolers are required to be fully potty trained and take care of their own bathroom needs, including being able to change their clothes if needed.

Birthdays

For this special occasion, students may NOT bring in a birthday treat. Also, invitations to parties cannot be distributed at school unless the entire class is receiving one. This avoids hurt feelings and does not show favoritism. We will celebrate birthdays in our class on the day of the student's actual birthday, should it fall during a school day. Students will be given a choice for 15 minutes of structured free time at the discretion of the teacher. Birthdays not falling on a school day will be celebrated at the discretion of the teacher. Summer birthdays will be celebrated at the end of the year.

Change of Address

Please notify the office of any change of address or phone number, including work, cell phone, emergency numbers, and email addresses. A new child information card will need to be completed with the new information.

Clothing

At St. Fabian Catholic School students are expected to dress and conduct themselves in a manner that is respectful of their dignity as children of God. Neatness, cleanliness, and a well-groomed appearance are expected. Since buying clothing is a family function, parents are expected to purchase clothing that will meet the standards set forth in the dress code policy. This policy is written so that it is easy for students and parents to adhere to and easy for teachers and administration to enforce.

Extra Clothes

The parent should send in at the beginning of the year a plastic bag with a complete change of clothes for the child in case of accidents. These clothing items will be used in case the child soils the clothes (s) he is wearing, and the soiled clothes will be sent home. These clothes should be brought in a ziplock bag with your child's name clearly labeled. Please remember to change the bag of clothes with the seasons.

Concerns or Problems

If a parent has a special concern or feels that the program and/or its staff should take a course of action, the proper steps should be followed for a quick resolution:

- First, speak with the teacher. Most problems can be solved at this level.
- If you feel that the matter needs further attention, speak with the school principal.

Conferences

We have found that drop off and pick up are not the best times to discuss a problem. The teacher wants to give the children and the parents their total attention and cannot do so at this time. The teacher is available for conferences by calling the office and scheduling an appointment or sending a note directly to the teacher in a sealed envelope.

Custody

The office **must have**, in writing, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree must be on file in the school office.

Discipline Guidelines

The purpose of discipline is to help a child retain control of his/her emotions and actions, not to stop the expression of feelings and moods. Above all, a child needs love, patience, and understanding. The only worthwhile discipline is prompted by motives from within and is based on the Gospel values of Jesus Christ. Respect for God, self, and others will be stressed. Developmentally appropriate expectations help children to choose suitable behavior. We ask parents to assist the preschool in guiding our children in the acceptance of responsibility and in teaching them early to accept the consequences of their actions. If parents feel that they cannot support and accept the responsibility for helping the preschool enforce our rules and policies, the parents may be requested to withdrawal their child from the preschool.

Discipline will be handled primarily by the teacher and aide. In the event this is insufficient, the principal will assist the teacher. If there is any misunderstanding in a disciplinary procedure, please confer first with the teacher and then the principal.

The following methods of positive behavior will be used:

- Praise for appropriate behavior.
- Individual discussion of behavior with the child, geared to that child's capacity to understand.
- Redirection to another area if appropriate.
- "Time Out" – Child is removed from the group (not from the room) for a short period of time, allowing for altered behavior.
- Removal of the child from the room to be supervised in the office area by additional staff.
- Parent conference to resolve repeated unacceptable behavior in a positive way.

Repeated unacceptable behavior or inability to adjust can result in the child's removal from the preschool for the benefit of all.

Preschool Health and Safety Guidelines

Along with this information, proof shall be provided that the child has had all the required immunizations for his/her age.

As part of the registration process the following information will be ascertained: list of medications, food supplements, modified diets or fluoride supplements currently being administered to the child; food or other allergies; list of chronic physical problems and any history of hospitalization; list of any diseases that the child has had; names, addresses, telephone numbers of physician and dentist in case of emergency.

Routines shall be followed daily that help children keep themselves healthy and safe. During the school day children and staff shall be required to wash their hands with soap and water; when dirty; after bathroom use; before snacks or meals; and when hands have been in contact with nasal or mucous secretions. Disposable towels shall always be provided in the classroom.

Children shall be supervised at all times. Toys and equipment shall be clean and well maintained. Children shall be shown how to correctly and safely use equipment. Toys, materials and equipment shall be inspected periodically for safety and disinfected. Broken toys shall be removed from the classroom until they are satisfactorily repaired or replaced. Spray aerosols shall not be used at any time when the children are present. Other health practices, such as not putting objects in their mouths, shall be emphasized.

There will be immediate access at all times to a working telephone in the preschool room.

Procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills shall be explained and practiced with the children. These procedures shall be posted by the door. Drills shall be conducted throughout the school year and records of these drills shall be maintained at the school.

Children shall be allowed to leave the classroom only with parent or designated persons. If someone other than those listed on the form filed with the school is to pick up the child, the school must have written permission from the parent. A picture ID may be requested from the person picking up the child.

One staff member shall be in the preschool building at all times and shall have completed:

- Protecting God's Children Workshop
- Communicable Disease Prevention and Management
- Child Abuse Recognition and Prevention
- Child, Infant, and Adult CPR and First Aid
- Bloodborne Pathogens Training

In case of an accident, an adult shall remain with the child until parent or responsible individual arrives. If parent or responsible individual cannot be reached, emergency medical treatment shall be obtained, if necessary, as designated on the emergency medical form. A first aid kit shall be present in the preschool building at all times. An accident/incident report shall be completed when an accident or injury occurs. The parent will be asked to sign the report which will be kept in the student's file. A copy of the report will be provided to the parent. Staff trained to recognize symptoms of communicable disease and illness shall observe each child daily. If

the child is suspected of having a communicable disease or illness, parent or designee shall be notified of suspected illness and shall be asked to come to the school and take the child home. If parent or designee cannot be reached, the child shall be kept in a supervised isolated area until able to be picked up. Parents shall be asked to keep the child home until symptoms disappear, without a fever for 24 hours (without receiving medication to lower a fever) and/or medical treatment has been obtained.

In case of suspected child abuse, the Archdiocese of Detroit procedure for reporting child abuse will be followed as well as the state and local mandated reporting procedures.

No medication, vitamin or special diets shall be administered unless instructions to administer such items are written, signed, and dated by a **licensed physician and parent**, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration. Students may not keep medicine in their possession. This includes cough drops and any over the counter medication.

GUIDELINES FOR MANAGEMENT OF COMMUNICABLE DISEASE

It is the policy of St. Fabian Catholic School Preschool to provide and maintain a living and working environment conducive to optimal promotion of the health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of all persons in the program. The maintenance of sound habits in personal hygiene is each individual's and family's responsibility. Effective communicable disease control measures are dependent upon the co-operation of all involved.

Prevention

One of the best methods to prevent disease is through appropriate immunizations. All students are required to submit the required immunizations as determined by the State of Michigan Health Department or sign and submit the appropriate waiver.

Control

Control measures stop the spread of disease by breaking the chain of infection. **If a child has any of the following illnesses, he/she should be kept home from school:**

- Difficult or rapid breathing
- Yellowish skin or eyes
- Eyes that are red and have thick drainage, especially if crusted upon awakening. (Need to check with doctor for medication).
- Temperature of 100 degrees or higher. Children should not return to school until they have a normal temperature, without benefit of fever reducing drugs, for 24 hours.
- Untreated, infected skin patch(es).
- Unusually dark urine/or grey or white stool.
- Evidence of lice, scabies or other parasitic infestations.
- A rash of undetermined origin; check with doctor or nurse.
- Vomiting or diarrhea within last 24 hours. (Not related to a known, non-infectious cause such as gagging on something or mild diarrhea related to medication.)
- Sore throat with a fever or tender and/or swollen neck glands, especially if accompanied by difficulty swallowing or talking (Check with doctor).

- Severe cough that has not been evaluated by a doctor.

Hand washing shall remain our most important measure in controlling the spread of disease. All preschool staff shall be trained in appropriate hand washing procedures.

Minor symptoms may exist that do not require isolation (e.g. runny nose, mild cough) but may warrant further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.

An isolated child is provided with a mat or cot. The mat will be sanitized with an appropriate germicidal detergent upon discharge of the child. Blankets will be laundered after use. Equipment in the classroom will be washed and disinfected with germicidal detergent, if needed.

If the child is isolated for discharge and/or further observation, the following steps shall be observed:

- The child shall be placed in a room or a portion of a room not being used for other types of child care.
- The child shall never be left unsupervised.
- The child shall be given a cot and blanket. All linens used by the ill child shall be laundered prior to future use. After use by the ill child, the cot will be disinfected.
- The child shall be observed for development of worsening condition or additional symptoms.

If a child is suspected of having a communicable disease or illness, he/she shall be sent home according to the following procedure:

- The parent or responsible party (as stated on the (Child Information Card) shall be notified of suspected illness.
- If the parent and/or responsible individual cannot be reached and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the Child Information Card. Local emergency numbers shall be readily accessible to all staff.
- Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behavior.
- Parents are asked to keep the child at home until symptoms disappear and/or medical treatment has been obtained.
- All parents shall be notified if their child has been exposed to a communicable disease.

Parents are requested to promptly notify the Preschool if their child has been exposed to a communicable disease.

A child will not be readmitted to preschool until he/she has had a normal temperature for 24 hours without the aid of medication to lower the temperature. After a child has had a communicable disease, the parent should confer with the teacher and physician to determine when it would be advisable for the child to return to school.

The Mildly Ill Child

A mildly ill child is defined as a child who is experiencing minor common cold symptoms but who is not exhibiting any of the symptoms indicated above. A mildly ill child will be cared for and observed for further signs of illness. **We do not, however, care for any child who cannot participate in daily preschool activities.**

The preschool will care for the mildly ill child, but the parent shall be notified if the symptoms listed above occur. The procedure then is the same as any other child with a communicable disease.

A child identified with lice and/or nits will be isolated from the group and returned home as soon as possible. The infected child may not return to the class until lice/nit-free as verified with a note by the appropriate professional stating the child and family household have been treated. If several children in the same classroom are infected with lice, outdoor wear will be placed in individual plastic bags and hung in the usual manner to prevent possible contamination. Washable items in the classroom will be washed and returned to the classroom. Before returning to class, the school administrator will give approval.

No medication shall be administered unless instructions to administer such items are written, signed, and dated by a **licensed physician and parent**, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration. Preschool staff exhibiting any signs or symptoms listed above of communicable disease shall be sent home immediately.

Staff and Volunteer Background Check

All volunteers and staff present must be cleared by an internet background check (I-CHAT) before being allowed to help in our school. This process is completely confidential, but an authorization form must be turned in annually, and the check completed before you will be allowed to volunteer in our preschool. This applies to grandparents and other relatives as well as parents.

Protecting God's Children Workshop 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 do not put ourselves in questionable situations. Workshop participation is required by the Archdiocese of Detroit for all paid staff and volunteers who work with children on a one-time or regular basis. This is a one-time commitment and there is no need to renew on a yearly basis. Please check <http://www.aod.org/our-archdiocese/protecting-children/> for a list of workshop dates and locations. Please remember that the safety of our children is our number one goal. Upon completion of the internet check, staff and volunteers have six months to complete this workshop. All volunteers must complete both protocols in order to participate in field trips, classroom parties, parent volunteers, or any school function during school hours.

Licensing

Our Preschool is licensed by the Michigan Department of Education. In accordance with state regulations, we maintain a licensing notebook on site that contains all the licensing inspections, special investigation reports, and related corrective action plans. Parents can access the notebook in the preschool classroom. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

Religion

Our total program aims at imparting the message of Jesus by making this message alive through the experience of Christian community and service. All students are required to participate in religion instruction and activities. In class, we will learn the following prayers, the Sign of the Cross, Hail Mary, The Our Father and Angel of God. I will send home a copy of these prayers with your child so you can practice at home.

Rest Time

Each day, the full-day preschoolers will have rest time daily. Each child will be provided a personal mat. Your child may or may not sleep during this time but are expected to rest. Each student is required to bring a small pillow, and rest blanket.

Snacks

We will have a snack time each day. Each child is expected to bring a snack daily. Please be sure to label your child's snack daily. Some suggestions are crackers, raisins, pretzels, animal crackers, graham crackers, fruit, cheese, vegetables, etc. I have napkins, cups, and other paper products for all to use at snack time.

Please no HI-C punch, Hawaiian punch, fruit snacks, cookies or fruit roll-ups.

***** Full day students will need to bring in snack for a.m. and p.m. class.**

Food allergies or food restrictions are to be documented on the **CHILD INFORMATION CARD**.

All children should be fed breakfast before arriving at preschool.

Toys

Our classroom is well-equipped, and your child is busy during the time he/she is with us. Experience tells us that a child's personal toys/possessions can cause unhappiness if lost or broken, so they are best left at home.

Backpack

Please label your child's backpack. Send your child to school with his/her backpack and their folder each day. This folder will be a two-way communication between parent and teacher. Backpacks should not have violent characters on them.

The backpack must fit an 8 ½ x 11 folder.

Communication

Email is our primary means of communication from all our teachers. In addition, the STF administration will also use email to send you weekly updates about the school. **Therefore, it is extremely important that we have the best email account to reach you at on file with your student's registration paperwork.** In addition to email, our school website and Gradelink will be utilized to help communicate between school and home. Our website, www.stfabian.org is a great place for you to find useful in all grades. In preschool, we utilize Gradelink as an attendance tracker and place to share preschool specific information (you will be assigned a login at the start of the year.) The website and Gradelink can be great tools for you throughout the year so please make time to become familiar with them.

Emergency School Closings

All preschool classes will be closed in the event of winter storms, buildings problems, etc. Our school will be listed on the local news channels as well as the school website (You can look for St. Fabian or Farmington Public Schools.) Parents will also receive email notification. If Farmington is closed due to weather, we will be too. However, please note that there may days when Farmington Public is open, but St. Fabian is closed.