

*St.* **Joseph**  
catholic elementary & preschool



***Preschool Handbook***  
***2018-2019***

***47 North 23rd Street***  
***Battle Creek, MI 49015***

***(269) 965-7749***

## WELCOME TO ST. JOSEPH PRESCHOOL

St. Joseph Preschool is licensed by the State Of Michigan. State rules and guidelines are posted in each preschool classroom. Our licensing notebook is available to parents in the school office.

### 2-DAY, 3-DAY, & 5-DAY Sessions

Your child is at a magical age. It is a time of wonder and questions, a time of curiosity and getting into things. It is energy beyond belief and time of quick sorrows and much laughter.

This handbook is designed to introduce and welcome you to St. Joseph Preschool. It contains information about early childhood education and things your child will be doing while he/she is in school.

### PHILOSOPHY

At St. Joseph Preschool, our goal is to educate the whole child by providing experiences and activities that develop the mind, body, and spirit.

God made each one of us special. We know that when people feel good about themselves, they can feel good about others and learn to develop their potential. In the preschool program, one of our primary tasks is to help each child feel good about who he/she is.

We know that a child has to become involved in order to learn. At the preschool level, children learn through play. Play involves hands-on activities; it is process-oriented not product-oriented; it's child-initiated; it is supported by adults, and it is FUN. Play is essential for the young child. Social skills and emotional intelligence are developed through play. Play develops the child's fine and gross motor skills. Children use play to try out their literacy accomplishments and to enhance their verbal skills. A child who is playing is a child who is learning.

## HOURS OF OPERATION

St. Joseph Preschool 3-year old program is divided into two sections. The Monday/Wednesday group will begin at 8:15 a.m. with an early arrival time of 7:45 a.m. They will dismiss at 11:00 a.m.

The Tuesday/Thursday group will also begin at 8:15 a.m. with an early arrival time of 7:45 a.m. They will dismiss at 11:00 a.m. If your child is staying all day on Tuesday/Thursday they will go to lunch, have nap time, and end their day with enrichment activities. They dismiss at 3:00 p.m. Our Extended Care is open until 5:30 p.m. for preschoolers that need after school care.

The 4-year old morning program will begin at 8:15 a.m. with an early drop off time at 7:30 a.m. They will dismiss at 11:00 a.m. If your child attends full day, he/she will go to lunch, have a rest time, and end the day with enrichment activities. They will dismiss at 3:00 p.m. If your child needs after school care, our Extended Day is open until 5:30 p.m.

The 4-year old afternoon program begins at 12:15 p.m., with an early drop off time at 12:00 p.m. They will dismiss at 3:00 p.m. If your child needs after school care, our Extended Day is open until 5:30 p.m.

## CALENDAR

Each family will receive a calendar denoting days that we will not be in session. Please reference the preschool calendar.

## PREREQUISITES FOR ENROLLMENT

Children enrolled in our 3-day and 5-day session must be four years old before December 1. The children in our 2-day sessions must be three years old before December 1. All children **must be toilet trained** before they enter preschool.

- Each child must have a physical examination and their immunizations up to date before entering school. We will need a copy of the child's birth certificate.
- Registration fee of \$100.00.
- Child Information Card must be completed.
- Allergy/ Asthma form must be completed.
- Contract must be signed.

We will accept children who meet the above requirements and whose developmental needs can be met by our program.

### **TOILET TRAINING**

Children must be toilet-trained to attend our preschool program. We understand that each child is different and learns at a different time. We would like children to meet the following requirements when it comes to toilet-training:

- Child can pull down his or her pants to use the bathroom.
- Child can take care of their needs after using the bathroom such as: wiping, pulling pants up, and washing hands.
- Child can communicate needs that they have to use the bathroom.

**We understand that there are accidents. We ask that each child bring an extra set of clothing to be kept at school for these instances. If accidents continue to occur, the teacher will meet with the parents to assess the situation and produce a plan for the child.**

## WITHDRAWAL

Two weeks written advanced notice is required.

If St. Joseph sees that in the best interest of your child or other children, which includes: non-payment, health, welfare and safety of other children, a child must be excluded from St. Joseph. There will be a scheduled meeting with the parents before any final decisions are made.

## TUITION

1. You will be billed through FACTS tuition. Any questions about the FACTS tuition plan or tuition rates, please contact the BCACS office at 963-1131. Payment plans will be completed within the enrollment process.
2. There is an annual supply fee of \$80. Make checks payable to B.C.A.C.S. and turn into your child's teacher.
3. Your monthly tuition reserves a space for your child in preschool.
4. There is no refund or deduction for vacation or a long-term illness.
5. Upon withdrawal, please inform the school either in writing, in person, by phone, or by e-mail, so you will not be charged additional months.
6. **For 5-Day Preschool Only...** The tuition covers the exact days of preschool and childcare that match with St. Joseph Elementary School calendar.

## DISCIPLINE

We think of discipline as a skill that develops over time and one for which there are few absolutes. We work toward the child becoming self-disciplined, self-guided, or self-directed. We want him/her to learn certain behavior responses and the reasons for them. We explain how appropriate responses provide protection for him/her, as well as, for the safety and well-being of others. As a child gains understanding, he/she develops a sound basis for developing, self-control.

When students are having difficulty following directions, he or she will be asked to sit away from the group setting with the final goal of calming down and rejoining the group. Teacher will talk to the student about the behavior and a discussion will be had, with both the teacher and student participating, about what choices could have been better.

If the situation is not resolved, the director of the program may be asked to assist. Parents of the student may also be called depending on the severity of the situation.

As a result, our discipline policy includes positive reinforcement methods. Negative methods of discipline will not be used, such as corporal, mental, or emotional punishment. Experience in making judgments and decisions is provided in order that the child will become confident that he/she can make decisions when the teachers are not nearby.

## **DROP-OFF AND PICK-UP**

Each child should be accompanied by a parent or guardian to the child's preschool classroom/the Playroom.

All children will be allowed to leave only in the company of their parent(s) or an authorized person listed on the child information card. **Authorized persons must be listed on the Child Information Card.**

Parents may authorize, **IN WRITING**, to release their child to another person for special situations. **Identification will be required if staff does not recognize the authorized individual. The children will have to be signed out by a parent or authorized person.**

## **SCHOOL CANCELATIONS**

If school is canceled due to snow, weather, or other emergency, pre-school and childcare is also **CLOSED**. Please listen to WBCK radio (AM 980), B95 (FM 95), channel 3 (WWMT) television, channel 4 (WOTV) television or log onto [www.wwmt.com](http://www.wwmt.com) for closing information.

## **STUDENT-TEACHER RATIO**

The 2-Day and 3-Day Preschool Program and the 5-Day Preschool & Childcare Program is licensed by the State of Michigan Department of Consumer and Industry Services. Licensing requires one staff person for every 10 children ages 3 to 4 and one staff person for every 12 children ages 4 to 5.

## SERIOUS ACCIDENT OR INJURY POLICY

The school principal or assistant principal will assess the seriousness of an injury. The teachers will treat minor cuts and scrapes, as allowed by our State of Michigan Licensing Regulations. If the injury is of an emergency nature, the principal, assistant principal, school secretary, or teacher, will administer first aid. The child information card will be consulted for the telephone number of the parent and they will be consulted immediately. If both parents are not available, the person designated by the parent to be notified in the event of an emergency will be contacted. An adult member of the school staff will remain with the child until that person arrives. If both parents and their designated person are unavailable and an emergency situation exists, the physician listed on the child information card will be called and his/her instructions will be followed. If a serious injury of an emergency nature occurs, a childcare organization accident or illness report will be completed. A copy will be sent to the Department of Social Services and a copy will be kept on file in the school office. While an emergency is being taken care of in the school office, the teacher will remain with the rest of the class in the classroom.

## CHILD/ STAFF EXCLUSION POLICY FOR ILLNESS

Please keep your child home if ill. **Your child must be fever free and vomit free for 24 hours before returning to school.** Please call the school and let us know if your child is going to be absent. We are required to report any of the following to the Health Department: chicken pox, scarlet fever, strep throat, shigellosis, scabies, pink eye, head lice, fifth disease, pertussis, hand foot and mouth. We will send home written notification if any of these diseases are in your child's classroom.

Parents will be called if a child becomes ill at school to come and pick the child up. If the parent can't be reached, the emergency contact on



your child's information card will be contacted to come and pick the child up.

Staff and volunteers must also be fever free, vomit free, and in good health for 24 hours before returning to work.

### **ST. JOSEPH SCHOOL AND CHILDCARE EMERGENCY PLAN FOR NATURAL OR MAN-MADE DISASTERS**

**POWER OUTAGE-** In the case of a temporary power outage, staff will keep children in the classrooms. Staff will accompany students in the hallways or ensure that students use a Buddy System. If it is determined that the power outage is significant or will be out for a long period of time, the school/center will need to close. Staff will make phone calls to parents and guardians to come to pick up their children from the school/ center.

**GAS LEAK-** Upon detecting the odor of gas, staff will notify administrator and/ or call 911. Determine where odor of gas is coming from. If coming from outside the building, staff will close all doors and windows, turn off ventilation systems, and remain inside. If coming from inside the building staff and students will exit the building and walk across the parking lot of St. Joseph Parish Center/ BCACS office.

**HAZARDOUS MATERIAL/CHEMICAL SPILL-** If instructed to Shelter-In-Place, staff will close and lock all windows and doors, and turn off ventilation systems, and remain inside. If instructed to evacuate the building, staff and students will exit the building and walk across the parking lot of St. Joseph Parish Center/ BCACS office.

**BLIZZARD-** In case of an incoming blizzard, an email will be sent to all parents for early dismissal. Staff will make phone calls as needed to parents and guardians to pick up their children from the school/center.

**PLAN FOR RELOCATION:** In any event that requires evacuation of students and staff from the school/center, the relocation site will be the St. Joseph Parish Center/ BCACS office across the parking lot.

**PLAN FOR REUNIFICATION:** In an event that the emergency requires a site for parent/student Reunification, we will use Calhoun Christian School at 20 South Woodrow Avenue. Phone Number: 965-5560.

### **PESTICIDE MANAGEMENT PROGRAM**

Due to Acts 636 & 637 of the Michigan State Dept. of Agriculture's Pesticide notification of schools, we are required to inform you of your scheduled pest control service days. Pest control will be performed on the 3rd Tuesday of each month during the school year. (September 19, 2017, October 17, 2017, November 21, 2017, December 19, 2017, January 16, 2018, February 20, 2018, March 20, 2018, April 17, 2018, May 15, 2018, June 19, 2018) Parents will receive 48 hour notification of pesticide applications via email. There will also be a visible posting on St. Joseph's front entrance and at the application site. Advance notice containing information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at St. Joseph, and a toll free number for a national pesticide information center recognized by the Michigan Department of Agriculture. Parents may also request to be notified by U.S. mail or phone.

## GOALS FOR EARLY CHILDHOOD EDUCATION

1. The child needs to grow in independence.
2. The child needs to learn to give and share, as well as, receive affection.
3. The child needs to learn to get along with others and gain acceptable social habits.
4. The child needs to begin understanding his/her body.
5. The child needs to learn many large and small motor skills.
6. The child needs to begin to explore, to understand, and to control his/her physical world.
7. The child needs to learn new words and how to use words in his/her social and intellectual activity.
8. The child needs to begin to develop a notion about his/her relationship to God's world.
9. The child needs to develop self-control.

Carolyn Tryon and J.W. Lilienthal

Guideposts in Child Growth and Development  
National Education Association

## COGNITIVE SKILLS

### **Three Year Old Program:**

- \* Colors (Basic 8)
- \* Shapes (circle, square, rectangle, triangle, heart and star)
- \* Counting up to 10 (both orally & connecting on a 1-to-1)
- \* Awareness of numerals 0 to 10
- \* Recognize name in print
  
- \* Recognize first letter in print
  
- \* Sing ABC song
- \* Zoo-Phonics...animal names, signals and sounds
- \* Learning songs and finger plays
- \* Spontaneous prayers...To thank God

### **Four Year Old Program-Skills Listed Above Plus:**

- \* Alphabet (recognition of letters & sounds of letters)
- \* Rhyming
- \* Colors (gray and pink) & Shapes (oval and diamond)
- \* Numeral recognition 0 through 12
- \* Counting orally to 21
- \* Print first name
- \* Zoo-Phonics...hearing sounds in words, blending sounds to make words
  
- \* Praying to thank God and to ask God for help
  
- \* Recite Days of the week
  
- \* Act out stories and finger plays

The skills are incorporated into the preschool & childcare program through themes and children's play throughout the day. We work on developing the children's fine and gross motor skills. The themes depend on the interest of the children and vary from year to year.

### TIPS FOR A HAPPY PRESCHOOLER

1. Send your child in comfortable clothing that you do not mind if your child gets sand, paint, or water on. Send your child in tennis shoes or comfortable shoes. **Socks are required.**
2. Print names on all clothing that a child will take off at school (jackets, mittens, hats, boots, shirts, etc.) Print names on back packs and lunch boxes.
3. Please bring your child at the time school starts. Do not come early, teachers need the time to set-up the classroom.
4. We welcome all parents to help in the classroom. If you have a special craft, occupation, or any fun activity you would like to share with the preschoolers, please let the teachers know. Your child enjoys seeing you at school.
5. Each child is responsible for bringing his/her own snack and something to drink. Please **do not send pizza lunchables or drinks in glass bottles.** These are very messy snacks and very dangerous. Send snacks that your child likes to eat and that are easy to manage.
6. We will take children on several field trips per year. When a permission slip is sent home, please sign and return promptly. If you need to pay money for the field trip, please return that by the due date. **All children must be in an appropriate car seat/booster when being transported in a car.** Parents are welcome to help chaperone and help in transportation.

7. To enable your child to have a meaningful experience, it is essential that we (parent and teachers) share ideas, observations, and questions. We will be having a parent-teacher conference once a year. (See preschool calendar in February.)

### **FIELD TRIPS**

Parents or V.I.P.'s are required to attend field trips with the child. Preschool do not take the bus to field trips. Parents will be asked to meet at the destination with his or her child for the trip.

### **SNACKS AND BIRTHDAYS**

Each child will be responsible for bringing his or her snack. If your child attends the full day program, **he or she will need a snack for the a.m. and a snack for the p.m. Please send in a healthy snack.** See the healthy snacks handout. Birthdays will be celebrated. At that time children will be able to bring in a treat such as cookies, cupcakes, ice cream, etc. Please notify the classroom teacher of any treats that are going to be brought in.

### **FOOD SERVICE POLICY**

Each child attending a full day of preschool will have the opportunity to order hot lunch or to bring his/her own lunch. Hot lunch is provided by Lakeview School District. Menus are planned in advance, dated, and sent out to parents in advance. There will also be menus posted in the classrooms. There is a fee for this service.

Beverages and food shall be appropriate for the child's individual nutritional requirements and special dietary needs, including cultural preferences.

Children must have snacks and lunchbags labeled with the child's first and last name and the correct date each day.

## **STAFF/ VOLUNTEERS**

All volunteers within St. Joseph Preschool and Child Care Center volunteer under the supervision of our licensed, professional staff.

St. Joseph Preschool, Childcare Center, and Elementary School all require a criminal background check on all employees, volunteers, and parent volunteers.

Staff and Volunteers are required to attend the Diocesan Virtus Protecting God's Children Awareness Session.

All staff and volunteers will need to complete the Central Registry Clearance form and be cleared to have access to children.

This Handbook is provided via hard copy to parents.

I have received the St. Joseph Preschool Program Handbook.

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(Parent/Guardian Signature)

Date

I have read and am aware of the program's policies and expectations.

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(Parent/Guardian Signature)

Date

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(Parent/Guardian name printed)

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(Parent/Guardian Signature/ Date)