

# **ST. MARY CATHOLIC SCHOOL, LAKE LEELANAU**

## **PRESCHOOL and PRE-K HANDBOOK**

*Please note that policies and procedures may be changed at any time.*

*Updated August 2025*

### **MISSION STATEMENT**

St. Mary Catholic School educates preschool through 12th-grade students in an environment based on Gospel values. St. Mary School guides students to recognize their God-given potential and develop their talents to become leaders committed to their faith, lifelong learning, and service to others.

### **STATEMENT OF PURPOSE**

St. Mary Preschool is a faith-based, developmentally appropriate program for 3 to 6-year-old children committed to helping them grow socially, emotionally, physically, intellectually, and spiritually.

### **ENROLLMENT POLICIES AND PROCEDURES**

St. Mary Preschool admits children of any race, nationality, or ethnic origin. Church membership is not required, all families are welcome.

If you need tuition assistance, you may schedule a confidential meeting with the program administrator.

Three-year-old students must be three by September 1st of the enrolling year and must be confidently toilet trained. Pull-ups or diapers are not an option unless the child has an IEP or special education plan. A minimum of 2 days per week is required.

Four-year-old students enrolling in our Pre-K program must be four by September 1st of the enrollment year and confidently toilet trained. Pull-up or diapers are not an option unless the child has an IEP or special education plan. Children may attend our Pre-K program until they begin Kindergarten or 6 years of age. A minimum of 3 days per week is required.

If attendance is low on any particular day of the week, we may “close” the classroom for the school year based on parent schedules. For example, Fridays are typically not requested by parents. If that were the case, the program administrator would not hold class on Fridays and work on administrative and curriculum tasks instead.

The following forms must be submitted before a child may be considered for enrollment in the program:

**Preschool and Pre-K Children:**

- Application form and associated fee
- Information regarding previous IEP (Individualized Education Plan), or special accommodations, therapies, or treatments; including but not limited to physical therapy, occupational therapy, counseling, and so on.
- Information regarding allergies, medications, special dietary needs.

Once the child has been admitted, the following forms must be filled out before a child can attend school:

- Parental agreements and forms:
  - Child Information Record
  - Instructions regarding Diet, Health Care Plan (including Allergies), or Special Needs (including, but not limited to, an Individual Education Plan, information shared by a therapist or counselor)
  - Emergency Care Plan for children with allergies
  - Medication form filled out by parent/guardian. Medication must be in its original container, labeled with child's name. Prescription medication must contain original pharmacy label that is prescribed to your child and contains, medication name, dosage requirements, prescribing doctor, expiration date and any other important information.
  - Written Information Packet Documentation read and signed by parent or guardian
  - Health Appraisal (a physical examination that occurred within the preceding 12 months for new students or updated every two years for preschoolers)
  - Proof that all immunizations are up to date or a copy of a waiver provided by the local health department and signed by the parent stating immunizations are not being administered due to religious, medical or other reasons.

Other information as required:

- Volunteer Screening, for parents wishing to chaperone field trips or volunteer in the classroom on a regular basis. Please see Program Administrator for requirements.

## **SCHEDULE OF OPERATION**

Monday through Friday, 7:45 am to 3:15 pm.\* Based on days children are signed up for. See below.

St. Mary Preschool/Eagle's Nest maintains the same school calendar and inclement weather closing dates as the main St. Mary School. No care is provided during school breaks/vacations or inclement weather dates.

Please note: If attendance is low on a particular day of the week, per the child enrollment form, such as on Friday, which is not requested by parents very often; we would "close" the classroom on that day of the week. The program administrator would use that day for administrative tasks.

### **Arrival and Departure Times:**

#### ***Full Day Schedule:***

***Arrival:*** Drop-off inside the classroom by a parent can occur between 7:45 a.m. and 8:15 a.m. A preschool staff member will sign your child in. If your child is 4 years of age or older and rides the school bus, a school staff member will assist them off of the bus and escort them to our classroom and a preschool staff member will sign them in.

***Departure:*** You may pick your child up at the classroom door between 2:50 p.m. and 3:15 p.m. If a child is 4 years old or older and rides the school bus, a school staff member will assist them on to the school bus. Your child will be signed out on our daily attendance sheet by a preschool staff member.

#### ***Morning Only Program:***

***Arrival:*** Drop off in the classroom by a parent can occur between 7:45 a.m. and 8:15 a.m. If your child is 4 years of age or older and rides the school bus, a school staff member will escort them to our classroom and sign them in.

***Departure:*** You may pick your child up at the classroom door by NOON. Your child will be signed out on our daily attendance sheet by a preschool staff member.

### **Other:**

***"Late start dates"***- see school calendar for dates- we will open at 10:15 a.m.

***"Early dismissal or half-day dates"*** will close at 11:30 a.m. Lunch will not be served on early dismissal or half days. We will offer a snack, unless parent provides a snack for their child based on allergies or other restrictions.

***"Inclement weather dates," including snow days, and delayed start times:*** The preschool classroom will be closed if the main school is closed, and if a delayed start time is announced, the preschool will open at the time announced.

***Adding days to your child's schedule:*** If the addition is either one time or on a longer basis, please see the program administrator in advance. We are required to meet teacher to student ratio requirement set

forth by the State of Michigan. Adding children may affect our ratios and need careful planning. Please note, that you will be required to pay for any additional days you add to your child's schedule. We do not allow "make-up" days. For example, if your child misses one day, and request they come an additional day they are not normally scheduled for, you will be responsible for payment for BOTH days. Any changes need to be requested through the program administrator.

***Decreasing the number of days your child is scheduled for:*** Any changes need to be requested through the program administrator. Please keep in mind our attendance policy which requires a minimum of two days per week for children enrolled as a three-year-old and three days per week for children enrolled as a four-year-old.

## **TUITION and OTHER FEES**

<b>Attendance</b>	<b>Drop Off</b>	<b>Pick Up</b>	<b>Tuition</b>
<b>Full Day, which includes 2 snacks and lunch, unless parent provides food due to allergies or restrictions.</b>	7:45 am – 8:15 am	2:50 - 3:15 pm	\$60.00/day
<b>Mornings Only, which includes one snack and lunch, unless parent provides food due to allergies or restrictions.</b>	7:45 am – 8:15 am	12:00 NOON	\$45.00/day
<b>Yearly Application Fee</b>	\$50.00		
<b>Field Trips</b>	Information will be on the parent permission form, including fees, which parents will be responsible for.		

## **ABSENCES and OTHER CIRCUMSTANCES**

<b>Child illness, full day or goes home early, or has an appointment during the school day.</b>	<b>Full payment is required, no refunds given.</b>
<b>Child vacation</b>	<b>If notified in writing at least one week prior, no payment required.</b>
<b>School closing, planned (school calendar) or unplanned</b>	<b>No charge during scheduled closings (see school calendar) if your child is normally scheduled to attend. You will not be charged for "bad weather" or other closings if your child is normally scheduled to attend. If you prepaid tuition, you will receive a credit.</b>

<b>Parent provides lunch, on occasion or daily due to allergies or restrictions</b>	<b>Tuition remains the same.</b>
<b>Planned half day of school (see school calendar)</b>	<b>Half day rate applies if your child is normally scheduled to attend.</b>
<b>Late arrival due to an appointment (children must arrive no later than 11:00 am) Chronic late arrivals will not be accommodated.</b>	<b>Full payment is required.</b>

**Payments are due at the beginning or in advance of each week.** You may also pay monthly. For your convenience, you may leave payment with a preschool teacher. Setting up an ACH payment schedule or questions regarding your child's tuition can be answered at the Parish office.

Please do not leave payment in your child's backpack.

#### **ATTENDANCE:**

Preschool attendance is important for your child as it provides a sense of consistency. **Please call the preschool office by 8:30 a.m. if your child will be absent due to illness or for any other reason. You may reach us at 231-256-9636, ext. 454. You may also text a message using our Remind app.** If your child has an appointment scheduled, please call the preschool office and let us know. Timeliness helps to facilitate classroom routines.

If your child has an appointment in the morning and can arrive at school prior to lunch at 11:00 a.m., they are welcome to join us. After that time, we ask that you keep your child home for the day. Early pick-ups are allowed. Please let us know in advance so we can communicate where we will be on campus at that time of day.

#### **TERMINATION OF PRESCHOOL CONTRACT OR EARLY WITHDRAWAL**

School-initiated withdrawal which will occur in writing, via one or more methods; email, letter handed to the parent in person, mailed to their home.

- As stated under DISCIPLINE AND GUIDANCE, Our program reserves the right to terminate services to children who present a danger themselves, to other children, or adults. Many avenues will be explored by teachers, staff, and parents. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned in our discipline and guidance policy. Behavior difficulties will be discussed with parents before termination is put into effect unless the child has caused serious injury to another child, staff member, or property. In that case, parents will be called and termination will be immediate.
- Delinquent payments-see Parish office for information
- Chronic absences
- Chronic pick-up after scheduled school closure times.

Parent-initiated withdrawal will also occur in writing at least 2 days before their last day of attendance. Reasons may include:

- If a parent feels the school program is not a good fit for their child.
- If a family changes the location of residence. The school does not have residency requirements, however.
- The family experiences financial difficulty. Please inquire about possible scholarships available at the Parish office before withdrawing your child due to financial reasons.
- The child develops an illness that prevents him or her from attending a group program.

If a child is prematurely withdrawn from the preschool program due to a change of address or illness, please contact the Parish office regarding finalizing financial matters.

Parents always have the right to request that records, such as cumulative files, be transferred to the child's new school. Please contact the program administrator if you wish to have your child's records transferred.

## HEALTH POLICIES AND PROCEDURES

### SMOKING AND VAPING

Smoking and vaping must not occur in or on the child care center/preschool or on real property that is under the control of the center and upon which the center is located. It must also not occur on field trips and in vehicles when children are present.

### INFORMAL SCREENING UPON ARRIVAL AND THROUGHOUT THE DAY

As we greet you and your child, we also pay attention to any noticeable symptoms that may indicate an illness. We understand that perhaps those symptoms were not visible on the way to school. We want to partner with you and keep communication open and friendly. We may take a closer look at your child, take their temperature and/or request that you take the child home immediately.

### ILLNESS AND KEEPING YOUR CHILD HOME

As health regulations are subject to change, please consult with the preschool teacher or program administrator regarding the most recent requirements.

### WHEN TO KEEP YOUR CHILD HOME

<b>Any of these symptoms or ailments in the past 24 hours? Please keep your child home until <u>symptom-free for 24 hours</u> without fever reducing or other medications.</b>	
Body temperature of 100.4 or higher (Using an oral or body/surface scan thermometer)	Headache
Chills	Runny nose that the child cannot manage on their own with proper hygiene
Consistent cough that has not been diagnosed by a physician	Sore throat or hoarse voice
Chest congestion	Diarrhea or loose stool
Shortness of breath or difficulty breathing, especially at night or during nap	Redness and/or discharge coming from the eyes
Fatigue or extreme fussiness or easily irritable	Chicken Pox, Mumps or Measles
Muscle or body aches	Undiagnosed rash
Open sore near the mouth or other area of the body	Lice-In the event that a child contracts lice, he/she must be NIT-FREE before returning to school. Please expect an administrator to do a final check upon return.

**For communicable diseases or other illnesses, a child must be on prescription medication for 48 hours before returning to preschool.**

## MEDICATION POLICY

Our medication policy is in accordance with the State of Michigan, MiLEAP, and St. Mary School as outlined by the Diocese of Gaylord.

Medication cannot be stored in a child's backpack. Also, no Chapstick, lotions, perfumes, etc. These items are a potential poison and/or allergy risk to our students and staff.

If your child will need prescription or non-prescription medication during the school day, please notify the teacher. The medication must be in its original container and labeled with your child's name. We are not authorized to administer prescription medication to anyone other than whom it is prescribed. If the label does not have your child's name, the physician, pharmacy, dosage and administration instructions, and other required information, we will not accept the medication.

Parents/guardians must fill out a medication permission form and instruct the teacher on proper administration and storage. Each dose will be administered according to the prescription or over-the-counter label, and parent's instructions.

**Please note. We cannot treat a fever, diarrhea, upset stomach, etc. at school as these are indicators of a contagious disease.**

## REPORTING AN ILLNESS

Parents/guardians are asked to notify the school (231-256-9636, ext. 454) if a child will not be attending preschool for any reason. Please, do not call the main school office. If a child is not attending preschool due to illness, parents are asked to be specific in reporting the illness, for record-keeping purposes. (If an illness becomes common throughout the school, parents will be alerted without identifying the ill child, children or adult. Therefore, specific symptoms or diagnoses are appreciated.)

## IF A CHILD BECOMES ILL AT SCHOOL:

- If we suspect your child is ill or they communicate such to us, we will take their temperature and gather information about symptoms and care for them apart from their classmates. The child will receive a chair or nap mat and be placed in an area away from other children while still being in the direct line of vision by a teacher. The teacher will wear a cloth or disposable face covering while caring for the ill child and disposable gloves. If there is only one teacher present, the child will receive a chair or nap mat and be placed in an area that is in the teacher's direct line of vision. Items and facilities used by an ill child or adult will not be used by any other person until washed, rinsed, and sanitized.
- Parents/guardians will be called for pick up. Please pick your child up within the hour of being called. If you need to have someone else pick up your child, please make those arrangements and communicate those to the preschool staff.
- The pick-up person will need to bring in a photo ID until we become familiar with them.

- If a child is scheduled to ride a bus home, a parent must pick up, as we cannot send an ill child on the bus.
- Please see the health policy regarding how long a child must remain at home and when they can return to school.
- ***Families-please call the director before 8:30 am of the day your child is scheduled to attend school.***
- ***Staff members and volunteers, please call the director before your scheduled shift so plans can be made for a substitute.***
- Families, staff members, and volunteers will be notified of possible exposure to a communicable disease, as required by licensing. CONFIDENTIALITY WILL BE MAINTAINED. Please do not ask a staff member or volunteer who is ill. Even if a child or family member discusses a positive test result, the preschool staff will not confirm, deny, or participate in discussions.
  - Notification of possible exposure to a communicable disease will occur via email, Remind app and a posting will be displayed at the main classroom door.

## ALLERGIES

If your child has an allergy of any kind (food, insect, environmental, etc.) please notify the director during the enrollment process. This includes allergies that are currently mild. Studies show that children can develop more severe reactions with each introduction to the allergen. A child cannot attend until a written emergency care plan has been created during a meeting with the parent or guardian. The parent must educate the preschool staff on how to use all medications and medical equipment. The written plan will include a child care plan, prevention measures, and emergency procedures. The child's care plan and any medical equipment, medication, etc. will be carried on field trips and whenever we leave our classroom. The child's name and known food allergy will be posted in the classroom in a prominent area, with parent permission. If a parent chooses not to have their child's name posted, we will secure the emergency plan under a cover sheet.

The teachers and unsupervised volunteers will be trained on the child's emergency care plan and the symptoms of anaphylaxis.

Parents or guardians will be notified immediately of any suspected allergic reaction, the ingestion of the problem food or contact with a substance or problem food, even if a reaction did not occur. We may need to call 911. If possible, we will photograph your child's reactions as well so you can share with your health provider.

Children will be supervised during snack and meal times and will be discouraged from sharing food with another child.

Children with food allergies will be seated near their classmates, however they will have assigned seating that includes labeling of the table and chair.

## HAND WASHING

All staff and students routinely use soap and water to wash hands utilizing the procedures posted in each hand washing area and in our health care center. During small group/skill time sessions at the beginning of the year, we teach children how to wash their hands correctly. We revisit handwashing in our small group time throughout the year as well.

When running water and soap are not available, such as on a field trip, we may use hand sanitizer, containing at least 70 percent alcohol.

## FILTER FIRST LAW

All child care centers, preschools and schools are required to offer their students filtered drinking water throughout the day. St. Mary Preschool developed a drinking water plan on January 24, 2025, in accordance with MCL 722.113i. Our plan includes installing a filter on the faucet in the kitchenette area, labeling faucets for handwashing only, and shutting off a water outlet we no longer use. When we fill the children's water bottles, we will only use water from the filtered faucet in the kitchenette area. Our plan also includes water sampling, testing measures and remediation as needed. The program administrator will communicate with families during this process.

## HANDLING OF BODILY FLUIDS

Universal precautions are used when handling bodily fluids. Vinyl gloves are available in the classroom along with biohazard waste bags. Staff are trained yearly in the area of Blood Borne Pathogens, per the Diocese of Gaylord and according to staff training requirements set forth by MiLeap.

## VENTILATION

We will open windows in the classroom year-round to create a cross breeze in the hopes to provide proper airflow, which has been known to create a healthier environment for all present. There are three air purifiers in our classroom and office as well.

## USE OF MASKS

We will consider current guidance from the local health departments and state mandates regarding the use of masks. Please see the program administrator for the current policy.

## CLEANING AND SANITIZING

All tables and chairs are cleaned before and after each use. A 3-step process is required per the State of Michigan, MiLeap. A 3 Step process is used on tables, chairs, counters, etc.

Parents are required to provide a reusable water bottle for their child. Every afternoon, staff will wash the bottles using the 3 Step process mentioned above. The bottles are filled with fresh, cold water every morning and when empty. When we decide not to use the child's water bottle, we will provide the child with a disposable cup that is labeled with their name. The cup will be disposed of at the end of the day or if it becomes soiled and cannot be rinsed out.

Bathrooms are cleaned twice a day due to the volume of children and staff using them. Floors are swept and carpets are vacuumed daily.

Toys and learning materials are cleaned on a regular basis. Toys that a child has placed in their mouth or coughed or sneezed on, are removed from play and washed using a 3-step process at the end of the day.

## STAFF ILLNESS

Staff members are expected to stay home if they have been diagnosed with a communicable disease or are experiencing the following symptoms:

- Diarrhea or vomiting in the past 12 hours
- Body temperature above 101 degrees F.
- Consistent cough that is not related to allergies or the common cold
- Sore throat or hoarse voice for more than 3 days
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis
- Undiagnosed rash
- An open sore near the mouth or other area of the body that has not received the attention of your primary health care provider.

## IF A STAFF MEMBER BECOMES ILL THROUGHOUT THE DAY

The staff member will wear a mask, and contact the program administrator. If the staff member is the only person on duty, he or she will contact the principal and arrange for a substitute. The staff member will do their best to limit interactions (while maintaining proper supervision) with children until they can be relieved by another staff member.

In the event that a substitute is not available, you may be asked to pick up your child early.

## ILLNESS OUTBREAK

We may decide to close the program for a specified amount of time if there are a large number of children and/or staff ill. We will notify you as soon as possible if this occurs.

## STAFF TRAINING IN NUTRITION AND SAFETY

Staff are trained in health, safety and nutrition, CPR, and First Aid as well as Mandated Reporter requirements, according to LARA, Child Care Licensing Bureau. They have been trained in how to handle basic emergencies, injuries, and incidents. Emergency plans are posted near each exit, in the Teacher Binder that staff take with them during shelter-in-place drills (or in the case of a real emergency), and every time they leave the classroom.

## **HEALTH CARE CENTER-CHILDREN**

We have a designated area in our classroom for children to practice taking care of their own hygiene. It contains a poster with illustrations indicating when to wash hands, facial tissue, baby wipes (for hands and face), and a small trash can.

## **HEALTH CARE CENTER-STAFF**

We have a health care center that is out of reach of children. It contains two digital thermometers, masks, hand sanitizer, vinyl gloves, and tissue. In the preschool office and in our “teacher backpack” we have a first aid kit. We store prescriptions (labeled with the child’s name and pharmacy information) and non-prescription medication with the corresponding permission form either in the locked cabinet in the preschool office or in the refrigerator, based on directions.

## **REST TIME**

- A quiet period of approximately 45 minutes to one hour is provided daily for children in attendance 5 or more continuous hours a day. We provide several quiet options for children to engage in during rest time. Children on nap mats may look at books.
- Staff will ask you at the time of enrollment about your child’s napping and sleeping habits. Children may keep a small blanket at school in case they desire a nap (we encourage children to pay attention to their body’s signals regarding hunger, sleep, and need to use the bathroom) or the parent requests that the child nap. The nap time items will be stored in a separate bag within their cubby. Nap mats are labeled with the child’s name and placed in a large garbage bag to prevent contact with other mats. Mats are cleaned at the end of the week if they have been used.

## **HEALTH RESOURCES**

Several local health resources are available in the area including the Center for Disease Control, The American Red Cross, Benzie-Leelanau County Health Department, and Munson Medical Center.

## **TOILETING POLICIES AND PROCEDURES**

Children must be confidently potty-trained before attending our program. This includes knowing when to use the restroom, navigating their clothing to use the toilet and wiping themselves. Pull-ups, training pants, diapers, etc. are not allowed to be worn during the school day, unless your child has a diagnosed medical condition and a written individual education plan or IEP. Teachers will supervise toileting use and may assist a child in wiping after a bowel movement. Teachers alert the other teachers when assisting a child in the bathroom, which also includes changing soiled clothing. This allows us to maintain appropriate supervision of the other children. Teachers use disposable gloves during this process. We request children to use the bathroom throughout the day and encourage them to use it outside of those times. Children are encouraged to place a “Save” sign on their materials while using the restroom.

## FOODSERVICE

Included in your full-day tuition are two snacks and one lunch for each day your child is in attendance, unless parents provide food and beverages for their child due to allergies or special restrictions. Children attending a half day will be served one snack and lunch, unless parents provide food and beverages for their child due to allergies or special restrictions. When school is scheduled to be dismissed at 11:30 am, only an am snack will be served, unless parents provide food and beverages for their child due to allergies or special restrictions. Milk is included at lunch and sometimes as snack. Water is offered throughout the day.

Please see the ALLERGIES section for our policies regarding children with allergies.

*If a parent who provides food/beverages for their child due to allergies or special restrictions, forgets to bring the items at drop off, the parent must immediately bring the food and beverage to school or pick up their child.*

Food is provided by the school kitchen manager and the school lunch program and delivered to our classroom. They are nutritious and served in sizes appropriate for preschool-aged children, in accordance with the Child and Adult Care Food Program.

The school lunch menu is posted on the school website, under the “Parents” tab and will be posted in the classroom. The snack menu will be posted there as well. Substitutions will be recorded on the postings.

We will try to accommodate special dietary needs; however, we may require you to provide a special substitute. Please speak to the program administrator.

If you would rather provide a lunch for your child, please send in a sealed lunch bag that contains an ice pack. We do not have a refrigerator large enough to accommodate lunch bags. MiLEAP’s Division of Child Care Licensing requires that **all lunch bags be labeled with your child’s first and last name and the date. We provide masking tape for your use at drop off. If you choose to provide lunch, no deduction in tuition will be made.**

**When packing a lunch from home for your child, PLEASE avoid the list of foods provided by the teachers. We need to minimize any exposure to allergens in order to keep our students and staff safe. Thank you for your cooperation and understanding.**

**Upon arrival, please let the teacher at the door know if your child brought a lunch from home or if they will have the school lunch. These are the only two options. A child may not be offered lunch provided by the parent and the school lunch.**

Also required by licensing is a one-time note stating that you may provide a cold lunch for your child throughout the school year, for consumption of field trips or classroom celebrations. This form is included in your enrollment packet.

*Please do not send your child with breakfast or snack foods to be eaten at school. This can be very dangerous for our children with food allergies and disrupts the flow of the morning.*

If you have an appointment with your child and can arrive to school before our scheduled lunch period, please do not send your child with a meal from a fast food or other restaurant, as there may be allergens in the food that we are not aware of that may put others at risk.

It is the parent's responsibility to notify the schools of all current allergies as well as any that develop throughout the school year.

We pray before eating lunch each day.

During warm weather, we may eat lunch or snack outdoors on our child-size picnic tables.

Children are encouraged to eat the majority of their food at lunch and snack and are given ample time to do so. Occasionally, a child may be asked to throw the remainder of their snack food away if, ample time has been allowed to eat and the child has not finished. Food will never be withheld for any reason.

Snack time is during "Center Time," where children can choose when to visit the snack table. We announce the opening of the snack table and keep it open for approximately 30 minutes. We announce "last call" prior to closing the snack. Once a child washes their hands and are seated at the snack table, they have about 15-20 minutes to complete their snack. Children are encouraged to eat most of their food at lunch and snacks. Lunch is approximately 30 minutes. If a child is still eating their food, we encourage them to do so as we clean up the surrounding area.

Typically, remaining cold lunch items are sent home.

You may be asked to provide your child with a cold lunch when we have a special visitor or attend a field trip.

#### BIRTHDAY, HOLIDAY AND OTHER TREATS

Birthday and holiday treats from home are encouraged and appreciated, however, we ask that you do not send in cake or cupcakes. **Please check with the teacher regarding allergies** prior to preparing or purchasing items for a treat or class party.

Occasionally, teachers will prepare a special treat that coincides with a religious celebration, season, etc. We will notify parents when doing so and take into account present food allergies.

#### COOKING EXPERIENCES

Teachers enjoy cooking with children. We will include the children when we make applesauce, bread, etc., taking into account present allergies. During cooking and snack preparation, children learn how to "read" recipes, names of common cooking tools and ingredients and experience science in action as ingredients change during the cooking process. They take pride in eating something they helped make.

## **BAD WEATHER, EMERGENCY CLOSINGS AND EVACUATION PLAN**

Snow and bad weather closings will be announced on area radio and television stations beginning at 6:30 a.m. School closings will also be posted on our school's website, [www.stmarysll.org](http://www.stmarysll.org), on our Facebook page, and texted through the Remind app. If the K-12 school is closed, the preschool will be closed as well. We follow the same schedule for holidays and vacations also.

A few of the local television stations have the option to sign up for text alerts for school closings.

When weather emergencies arise while school is in session, and time does not permit for a safe dismissal, students will be sheltered at school. In the event of a public emergency, please do not call the school, but listen to the radio or television stations mentioned above for school information. The program administrator or teacher in charge, will notify parents of the shelter in place, either through a text message, phone call, or the Remind app.

If we must evacuate the building, the program administrator will contact the school principal for directions which may be coordinated with the area crisis management team. You may receive a call from a cell phone you do not recognize. PLEASE update the school and preschool of any changes in emergency phone numbers, approved pick up persons, change in employment, etc. as they occur.

Emergency and evacuation plans are posted at each exit in the preschool classroom. Our primary evacuation sites: The sandbox area under the large tree or St. Mary Church or Mrs. Bunek's Beauty Salon, which is located behind the old stone building across the street from the church. Some situations may require that we transport children on a school bus to Leland or Suttons Bay Public Schools. If all phone service is out, including cell phone service, you may find your child with their teachers at one of the mentioned locations above. Teachers will remain with all children until they have been received by a **parent or approved pick-up person.**

### **CRISIS MANAGEMENT PLAN**

A complete crisis management plan exists and is on file with the Leelanau County Sheriff's Department. It is reviewed annually at our back-to-school staff meeting. Teachers possess an easy-to-use version for their classrooms.

### **FIRE/TORNADO/SHELTER IN PLACE DRILLS**

There will be at least one fire drill quarterly, and 2 tornado drills between the months of March through November. Two shelter-in-place drills will be conducted each year. This is in compliance with state and diocesan guidelines. Emergency routes are posted in each classroom, near the exits.

## **ACADEMIC EDUCATION, CHRISTIAN EDUCATION, PROGRAM PHILOSOPHY**

We believe that children learn best through play and experiencing the world through their five senses and whole-body learning: physical, intellectual, emotional, social, and spiritual. Our goal is to provide your child with learning experiences that will prepare them for kindergarten. The preschool environment is set up in such a way that active exploration is encouraged and supported. Teachers are trained in early childhood topics yearly.

The main curriculum we use is High Scope (<https://highscope.org/>), a research-based curriculum that aligns with state and national learning standards for preschool children. It was developed in Ypsilanti, Michigan and was involved in “one of the most influential preschool studies ever conducted.” *www.highscope.org* This curriculum is comprehensive and includes KDI’s (Key Developmental Indicators), which include; Approaches to Learning, Social and Emotional Development, Physical Development and Health, Language, Literacy and Communication, Mathematics, Creative Arts, Science and Technology and Social Studies. Together, they focus on 58 school-readiness skills.

Our class is a mixed-age classroom; however, we have 2 skill time sessions each day where children are divided into smaller groups, each with 1 teacher, to focus on one or more of the 58 school-readiness skills mentioned above. When possible, we will meet outdoors for our small group time.

Our daily schedule (attached and posted in the classroom) provides plenty of uninterrupted child-choice activities as well as brief teacher-directed activities. Children will learn to meet in their small group, plan where they are going to work for the next session, have time to carry out their ideas and then regroup and articulate the work they accomplished. This Plan-Do-Review process is unique to High Scope and develops higher-level thinking skills. This is in addition to the small group time mentioned above.

Handwriting Without Tears (recently changed to Learning Without Tears) for Pre-K is our handwriting curriculum for children enrolling as four-year olds. Children learn to write in order of strokes, rather than in alphabetical order. The elementary classrooms at St. Mary Catholic School utilize the same curriculum. You may find out more at <http://www.hwtears.com/hwt>. If a child attends our program more than one year and are ready for the Kindergarten Prep handwriting workbook, we will make sure the student has that available to them. If a child seems that they are not ready for the handwriting workbook, parents and teachers will discuss better alternatives for the child.

Three-year-old children participate in many fine motor skills that will prepare them for the handwriting curriculum when they are in our Pre-K group the following school year.

## CHRISTIAN EDUCATION (Jesus Time)

Our classroom contains a worship area and time is scheduled in our day to provide children with biblical and liturgical themes suitable to the children's developmental needs. The children are encouraged to explore and learn through hands-on materials that reinforce the information presented. Jesus Time is celebrated every day except days that we attend Adoration or Mass at St. Mary Catholic Church. During Jesus Time, your child will hear Bible stories, sing Sunday School songs, and on occasion have a related craft or coloring sheet.

Children will walk with teachers to St. Mary Catholic Church and attend Mass and Adoration with a Preschool Teacher. Our class will sit together in the church.

Parents and extended family members are welcome to attend Mass. We have learned from experience that it is best if the parent and child are in the back of the church together or if the parent sits alone at the back of the church. Adding someone new to our group can create a disturbance.

## OUTDOOR AND PHYSICAL EDUCATION

Safety First: We will play outdoors twice a day during weather that does not require us to wear snowpants and boots. Our items do not dry out in time for a second recess when there the ground is wet from snow or rain. We check the Weather Channel for current temperatures and will not play outdoors if the heat index "feels like temp" is 85 degrees or above or if the wind chill "feels like temp" is under 10 degrees. These are general rules and take into account sunshine, the availability of shade and the depth of snow.

Chalk and other art supplies, balls and hoops, obstacle course equipment, science tools, books, dramatic play props, etc. are brought outdoors to extend learning. When possible, we will conduct our small group sessions outside.

During inclement weather, we will provide equipment and toys that encourage large and small motor development as well as an outlet for energy.

## ASSESSMENTS

We at St. Mary Preschool believe that learning is a process and that children develop at their own pace; therefore, we use an *Authentic Assessment* model that allows the teachers to capture learning as it happens.

1. Observe skills as they naturally occur
  - a. We believe young children construct knowledge through interactive, concrete and hands-on experiences. Teachers record observations through play-based activities and throughout the natural course of the day.
2. Record observations
  - a. Every activity in our curriculum is based on one or more of the 35 school-readiness skills that span 7 learning domains. Teachers will either save a work sample such as a photograph, voice recording, video or photograph. Our curriculum provides us with a scope and sequence for teaching and assessing skills for the school year. Anecdotal notes may be added as well in the SeeSaw app.

- b. Teachers will also utilize the recording sheets at the back of the Handwriting Without Tears workbooks (Pre-K students only).
3. Reflect on learning
  - a. Collecting work samples and displaying them for children, families, and other stakeholders to view, allows for all parties to reflect on what has been learned. Teachers can also consider how to adapt future lessons based on the children's interests and/or needs.
4. Share the work samples with families and Kindergarten Teacher
  - a. Learning becomes visible as it is stored in a child's portfolio, on a bulletin board or other display, and as it is entered in the SeeSaw app.
  - b. Completed Handwriting Without Tears workbooks and the recording sheets are sent home to families.
  - c. Children in the Pre-K group will also share their portfolio with the Kindergarten teacher.

## PARENT-TEACHER CONFERENCES

We provide two conferences each year. The first conference, which takes place in the fall, focuses on our curriculum and specific learning goals for the upcoming school year. Teachers document the learning experiences of children through observation notes, photographs, and work samples. We send home some items weekly, display other items in the classroom environment, and send home the remainder in the portfolio at the end of the year. The second conference will feature your child's portfolio and a discussion will ensue regarding if we feel, based on observations in the classroom, that your child is ready for kindergarten or could benefit from another year of growth.

If there are educational or behavioral concerns at any time, a conference will be scheduled with the parents. We encourage parents to contact the director if concerns or questions arise.

## A NOTE ABOUT KINDERGARTEN READINESS

We at St. Mary, firmly believe that childhood is not a race to graduation. Every child develops at a pace that is unique to them and possesses gifts given to them by God. Some children will excel in areas that others may need additional assistance. That is why we individualize our curriculum, using our observational notes as a guide. We also believe that it is more than a child's chronological age that makes them truly "ready" for kindergarten. Following is a brief (but not inclusive) list of things we look at when preparing for a parent-teacher conference:

Can the child:

- follow simple two-step directions such as "Use the bathroom and change into your outside shoes"
- recognize and name basic shapes; square, circle, triangle, and rectangle
- hold a pencil or crayon using a tripod grip?
- cut with scissors correctly (thumb in the correct hole and facing up while cutting)?
- write their first name?
- recognize their first name?
- recognize numerals 1-12, even when out of order?
- count to 20 aloud
- count 10 objects, pointing to each one as she counts?
- say or sing the alphabet?
- recognize the letters of the alphabet (upper case) even when out of order?

- sort items by size, color, and shape
- hold a book upright and turn pages
- identify basic concepts of print such as front cover, back cover, and the role of illustrator and author
- tell if two words rhyme
- identify some letter sounds
- use ordinal numbers such as first, second, and third
- say parents' full name and say the town they live in
- possess self-help skills: Put on a coat without assistance and zip it up, hang a backpack on hook, change shoes without assistance, puts on and takes off
- winter clothing without assistance, open food containers at lunch, raise hand and wait to be called on, stand in a line without hurting other children, takes care of bathroom needs on their own, cough into their elbow, wipe nose after sneezing and wash hands, puts toolbox and toys away
- express basic needs using speech that is easily understood by teachers and peers
- put together a 16-piece tray puzzle without assistance
- put together a 20 or 24-piece puzzle with only minor assistance

## **COMMUNICATION**

We encourage daily communication between family and school. One teacher will always be at the doorway during arrival and departure.

If you leave us a note, email, or voicemail message, we will do our best to respond by the end of the day.

A newsletter will be sent home with your child. The newsletter will contain information on learning objectives. Other information is emailed weekly and will include upcoming events and general school information.

Learning experiences are documented through photographs, observation notes, and projects displayed in the classroom and on the SeeSaw app. You may also find some of these experiences shared on the school's website and on related social media sites if you have provided us with permission to photograph your child.

## **OPEN DOOR POLICY AND SAYING GOOD-BYE**

We encourage parents to drop in unannounced. If we leave the classroom, we will post a note on the door regarding our location.

If you are ever able to join us for lunch or for time on the playground, those may be easier times for your child to say goodbye to you again. If your child is crying at arrival time, please know that this is normal. We will call you if your child isn't able to be comforted and calmed down within a few minutes. Quite often they become distracted and settled in. This is why we provide a predictable schedule that includes familiar routines. Children find comfort in the predictable.

## **FIELD TRIPS AND VOLUNTEERS**

A field trip permission form with details regarding departure, arrival, location, etc. will be provided to the parent ahead of the field trip. Parents will be responsible for the associated costs with field trips. Transportation will be provided by the St. Mary School bus if the child is age 4 or 5 years. Children under age 4 years will be transported to and from the field trip by their parent/guardian. Parents who wish to chaperone children in addition to their child will need to go through the background clearance process. Please see *St. Mary Preschool Comprehensive Background Check Policy for Staff and Unsupervised Volunteers* for more information.

## ST. MARY PRESCHOOL COMPREHENSIVE BACKGROUND CHECK POLICY FOR STAFF AND VOLUNTEERS

All center employees having direct, or indirect contact with children in care must pass a comprehensive background check and be found “eligible” prior to working in the center or having unsupervised access to children.

All unsupervised volunteers must pass a comprehensive background check and be found “eligible” prior to volunteering or having unsupervised access to children at the center.

Any individual who is “ineligible”, will not be permitted to work or volunteer at the center.

Supervised volunteers must be 16 year of age or older.

Anyone acting as a supervised volunteer, including parents who interact with children at the center, will be directly supervised by a program staff member at all times.

Supervised volunteers will undergo a public sex offender registry (PSOR) clearance prior to volunteering.

Any staff member or volunteer registered on either the Michigan State Police Sex Offender Registry or the Dru Sjodin National Sex Offender Public Website is prohibited from having contact with any child in care.

All staff and volunteers will be informed of the center’s policy on child abuse and neglect and mandated reporting before working or volunteering.

Before working/volunteering, all staff and volunteers will complete a child abuse and neglect/mandated reporter statement acknowledging their role as a mandated reporter as outlined in R400.8125(5) of the child care licensing rules.

**Diocese of Gaylord Policy:** In order to protect our vulnerable populations, the Diocese of Gaylord has instituted policies that require regular volunteers of 8 hours or less a month to complete an ICHAT and Virtus training. Please note that a parent who attends school functions on a regular basis such as classroom celebrations and field trips is considered a volunteer and will need an ICHAT and Virtus Training. A parent who would like to accompany the group on a field trip needs an ICHAT on file. A parent who would like to visit the classroom does not need a criminal clearance check. These requirements are in addition to the requirements listed above and mandated by MiLeap.

## **TRANSPORTATION BY SCHOOL BUS AND “WALKING FIELD TRIPS”**

Children four years old and older may use the bus transportation provided by our school. No food shall be eaten on the bus. Please see the main office for bus route information. The bus will stop at the end of our sidewalk at the preschool building. A school staff member will assist the child off of the bus in the morning and assist them on to the bus in the afternoon.

When we walk to the playground, or along the nature trail that is just outside the ball field, main school building, Parish building, or St. Mary Church, this is considered a “walking field trip” as our preschool building has a different address than these other areas.

In your enrollment packet, you received a permission form that explains routine transportation and transportation on a school bus.

## **DRESS CODE POLICY**

Please keep in mind that in preschool we explore and experiment with many new things and play clothes are preferred and recommended for daily wear in school. The exception is on school picture day when students can wear more formal or dress clothes if desired. Young girls who wear dresses should also wear shorts or leggings to preserve modesty. Please, no tank tops or spaghetti straps.

Since we spend much time on the playground, we ask that students wear **close-toed shoes** to prevent injury from the wood chips on the playground. **Shoes should be slip-on, and have Velcro or bungee ties** if the child cannot tie their own shoes. Your child will be expected to put on and take off outdoor clothing and shoes on their own. Teachers will assist only after a child has attempted on their own. For this reason, we ask that parents refrain from doing these self-help tasks for their children.

Please provide rain boots and a jacket for Fall and Spring, and complete winter gear, including 2 pairs of waterproof mittens, snow pants, a snow jacket, a hat, and boots.

We will provide your child with a St. Mary Preschool t-shirt to be worn on Faith First Fridays and school field trips.

A complete set of clothing including underwear, socks, pants, and shirt are to be kept at the school and changed out with the seasons. Please label and place in a zip lock baggie, and store in your child's locker.

**Please label EVERYTHING** as snow pants and mittens begin to look similar and we want to make sure items go home with the correct child.

## DISCIPLINE AND GUIDANCE

All members of the St. Mary Catholic School community have the right to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and a positive learning environment.

St. Mary Preschool is a licensed program with the **State of Michigan** and we are required to train our staff on our discipline and guidance policy shared here along with all center rules that have been established by **MiLEAP, Division of Child Care Licensing**.

*R 400.8280 (1) – (5)*

- (1) Discipline. Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used.
- (2) Discipline. All of the following means of punishment are prohibited:
  - a. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
  - b. Placing any substances in a child's mouth, including but not limited to soap, hot sauce, or vinegar.
  - c. Restricting a child's movement by binding or tying him or her.
  - d. Inflicting mental or emotional punishment such as humiliating, shaming or threatening a child.
  - e. Depriving a child of meals, snacks, rest, or necessary toilet use.
  - f. Excluding a child from outdoor play or other gross motor activities.
  - g. Excluding a child from daily learning experiences.
  - h. Isolating a child in an adjacent room, closet, locked room, box, hallway, darkened area, play area, or any other where the child cannot be seen or supervised.
  - i. Time out must only be used in combination with instructional approaches that teach children what to do in place of the behavior problem.
- (3) Time out must only be used in combination with instructional approaches that teach children what to do in place of the behavior problem.

Time out must not be used for children under 3 years of age.

The program staff or volunteer shall remain calm when placing the child in time out.

- (4) A non-severe and developmentally appropriate restraint for an enrolled child with special behavioral or mental health issues may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule. The plan for when the restraint should be initiated, the actual use of the restraint, etc., must be developed in collaboration with the parent or guardian with the parent or guardian giving final approval of the plan.
- (5) A written policy must be developed and implemented regarding the age-appropriate, non-severe discipline of children. The policy must be provided to program staff, volunteers, and parents.

Our discipline and guidance policy centers on helping the child maintain self-control, preserving his or her dignity, and keeping everyone safe. We accomplish this by setting realistic and developmentally appropriate expectations. We uphold classroom rules consistently, plan ahead in an effort to avoid problems, encourage children to talk to each other and work problems out, redirect and/or suggest other possibilities when a problem arises, and stay in close contact with parents, communicating behaviors that need improvement as well as achievements.

When necessary, a teacher may sit out with a child as an opportunity for the child to calm down and regain control. This is helpful when a child lacks control of their physical body due to being upset or another heightened emotion. In general, we do not send a child to “time out.” Children are not told they will “give us minutes from recess” as children need safe physical outlets.

The classroom environment is carefully planned with the children’s needs and interests in mind. This includes multiple toys and plenty of learning centers carefully arranged and spaces for learning.

Throughout the year, we will refer to our 4 classroom rules. Our choices need to be **safe, healthy, helpful, and kind**. Teachers will model appropriate behavior and expectations that are developmentally appropriate for children 3-6 years of age. When required, a teacher will quietly speak to a child or group of children who are exercising a poor choice. The teacher will ask the child how they can redirect their behavior and offer guidance as needed. Only when a child refuses to listen to a teacher, or has what we refer to as “really big feelings” will a child be walked to the “quiet area.” This area will become a place where children will eventually learn they can visit on their own. Children are encouraged to visit the quiet area and stay there until they are calm. Through teacher modeling, children will learn what “calm” looks like, such as our hands are no longer clenched, we are no longer having big feelings, etc. The child is then encouraged to rejoin their classmates when they experience this sense of calm, as safety for all children and teachers is a priority at all times. Learning self-control and self-regulation is our goal for all children in our program.

Children are encouraged to take immediate responsibility for poor choices. If their choice involves hurting another person emotionally or physically, the teaching staff will guide the child in how they can take responsibility and make amends. The *High Scope* method of conflict resolution is an easy method to teach children and provides them with important life skills.

1. Approach Calmly
2. Acknowledge Children's Feelings
3. Gather Information
4. Restate the Problem
5. Ask for ideas/solutions and both agree
6. Follow-up Support

Our program reserves the right to terminate services to children who present a danger themselves, to other children, or adults. Many avenues will be explored by teachers, staff, and parents. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect unless the child has caused serious injury to another child, staff member, or property. In that case, parents will be called and termination will be immediate.

## **LICENSING RECORDS OF ST. MARY PRESCHOOL**

The center does not keep a licensing notebook, but the internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). Our license number is DC 450283755.

## **INCIDENT, ACCIDENT, INJURY, ILLNESS, DEATH, FIRE REPORTING**

In the event of a serious emergency, first aid will be administered, and the school will attempt to notify the parent immediately by phone. If a parent or guardian cannot be reached, we will continue to call the emergency contacts listed on the Child Information Record. If deemed necessary, the school will call 911. It is the parent/guardian's responsibility to notify the school if a child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other serious symptoms so that proper procedures might be followed with the least possible trauma to the child.

In the event of a minor injury such as a scrape, splinter, or bump due to a tumble on the playground or other similar situations, the teacher will notify you of the injury at pick-up. In the event of a more serious injury that requires more than a bandage, we will notify you at pick-up and have a written form explaining what happened. If you would like a copy, we are happy to provide you with one. More serious injuries, including, but not limited to, one child biting another will require a call home in addition to the form that will be provided at pick up. If your child bumps their head or has some sort of injury to the head, we will call you and notify you. We will ask you to come to the school and evaluate your child.

Other incidents we pray will never be a reality, however, a plan of action is required. An incident that would require an immediate phone call to the parent: one child touching another child inappropriately, an inappropriate incident between a child and staff member, a lost child, death of a child in care, or a fire on the premises that requires the use of fire suppression equipment or results in loss of life or property, or the center is evacuated for any reason. The director is also required to report this information to MiLEAP, Department of Child Care Licensing.

The program director will report to MiLEAP, Department of Child Care Licensing via phone, fax, or email within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care. The program administrator will then submit a written report to the department of the occurrences listed above, within 72 hours of the verbal report to the department. A copy of the report will be kept on file at the school.

## **PESTICIDE USE – NOTIFICATION POLICY**

Please note, due to sanitization requirements for COVID-19, we must use disinfectants and some of which are listed as "pesticides" and are registered by the EPA (Environmental Protection Act). Only teachers will use these disinfectants and will wear gloves while doing so. We are required to clean non-porous surfaces in the classrooms several times a day with these products. Our staff has been trained in how to properly clean the surfaces and how to respond if first aid is needed.

St. Mary School arranges for pesticide treatments to be conducted on the lawn outside of school hours. Yard stakes will be placed in the ground, indicating when treatment was applied. It is considered a

“walking field trip” when we use the main campus grounds and if we notice the presence of treatment signs, we will refrain from using that area for the day.

Insect bait or gel formulations, liquid spray or aerosol insecticide will be applied in the basement of the preschool building and/or in the preschool classroom, after hour so there will be at least 8 hours before adults and children are allowed to enter the classroom. If the package directions require a longer time of vacancy, we will notify parents and guardians. Rodent traps are placed in the basement of the preschool building.

## **REPORTING OBLIGATIONS**

School staff and administration are obligated by law to report reasonable suspicion of physical abuse and/or neglect. It is not our place to determine what happened, only to report symptoms or signs listed in the Mandated Reporting Guide found online at the [Michigan Department of Health and Human Services](#). The school cannot contact parents in advance of making a report to the Child Protective Services.

## **STAFFING AND TRAINING**

St. Mary Catholic School adheres to the rules and regulations of the State of Michigan's Division of Child Care Licensing (MiLeap) when staffing the preschool program. St. Mary Catholic School and Church conducts criminal history background screenings on all teachers and staff. Preschool staff receive yearly training in licensing administrative rules, blood-borne pathogens, civil rights training for the federal food program, Shaken Baby Syndrome, abusive head trauma and child maltreatment, and recognition of reporting child abuse and neglect. Training in Pediatric First Aid and CPR is conducted every two years. Other training include but is not limited to, a staff member's role and duties during emergency evacuation procedures (covered twice a year), health care services plan, diocesan-wide in-service training, child development, best practices in early childhood, curriculum, the release of children, administration of medications, supervision, and communication with parents, etc. In addition, the director is required to complete 16 hours of early childhood training annually and is required by the Diocese of Gaylord to participate in at least 5 hours of catechetical training each school year.

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## **Daily Schedule -full day**

*Times may fluctuate in the beginning of the school year as children learn the daily routines and can be adjusted as they become more comfortable.*

**Arrival** 7:45 am to 8:15 am

**7:50 – 8:20 Greeting Time**, 15-20 minutes, change shoes, wash hands

Meet teacher in library area for stories and arrival activities on tables

Read Morning Message

**8:20/8:30** Meet in small groups for **Planning Time**, 10-15 minutes

Fox group stays in the library area, Squirrel group goes to the Circle Time area

**8:30 – 9:30 Work Time and Morning Snack**

**9:30 – 9:40 Clean Up Time**

**9:40/9:45 Recall Time in small groups**, 10-15 minutes

Fox group meet in the library area, Squirrel group meet at the Circle Time area

Quick movement activity to transition to small group time

**9:45 – 10:00 am Small Group Time**

Groups remain where they are in Recall Time to work on a school readiness activity. Children use bathroom and change into outside shoes.

**10:00 – 10:15 Large Group Time and prepare for Outdoor Play**

**10:15/10:20 Outdoor Play**

**10:50 Return to classroom** to change shoes, wash hands for lunch

**11:05 – 11:35 Lunch in classroom**

Once done with lunch, children play while staff clean up

**11:40 Clean up for Jesus Time**

**11:45-11:50 Jesus Time**

Children and teacher sit near the pretend fireplace and Crucifix

**12:00 NOON The Angelus or Regina Caeli is prayed over the intercom**

**Full day continued...**

**12:05 Bathroom**, prepare for quiet time on a nap mat or quiet activities at the tables and dramatic play/library area

**12:50 Clean up for Large Group Time**

**1:00 – 1:15 Large Group Time**

Children participate in music and movement activities, review the day and basic concepts

**1:15 – 1:30 Small Group Time**

Fox group meet in the library area, Squirrel group stay at the Circle Time area

**1:30 – 1:55 Snack and free choice** on large carpet area, use **bathroom** and **change shoes** for outdoor play

**2:00 – 2:40 Outdoor Play**

**2:40 Line up at gym wall**, remove shoes and shake out sand

**2:50 – 3:15** In classroom for movement and stories, children will be picked up by parents

See you tomorrow!

## **Daily Schedule -half day, dismissal between 10:50 and 11:30**

*Times may fluctuate in the beginning of the school year as children learn the daily routines and can be adjusted as they become more comfortable.*

**Arrival** 7:45 am to 8:15 am

**7:50 – 8:20 Greeting Time**, 15-20 minutes, change shoes, wash hands

Meet teacher in library area for stories and arrival activities on tables

Read Morning Message

**8:20/8:30** Meet in small groups for **Planning Time**, 10-15 minutes

Fox group stays in the library area, Squirrel group goes to the Circle Time area

**8:30 – 9:30 Work Time and Morning Snack**

**9:30 – 9:40 Clean Up Time**

**9:40/9:45 Recall Time in small groups**, 10-15 minutes

Fox group meet in the library area, Squirrel group meet at the Circle Time area

Quick movement activity to transition to small group time

**9:45 – 10:00 am Small Group Time**

Groups remain where they are in Recall Time to work on a school readiness activity. Children use bathroom and change into outside shoes.

**10:00 – 10:15 Large Group Time and prepare for Outdoor Play**

**10:15/10:20 Outdoor Play**

**10:50 Return to classroom**, wash hands to go home

Stories and movement until children are picked up between 10:50 and 11:30.

## **Daily Schedule -late start, doors open at 10:15 am**

*Times may fluctuate in the beginning of the school year as children learn the daily routines and can be adjusted as they become more comfortable.*

**Arrival** 10:15 am to 10:30 am

**10:20 – 10:40 Greeting Time**, 15-20 minutes, change shoes, wash hands

Meet teacher in library area for stories and arrival activities on tables

Read Morning Message

**10:40 – 10:50 Small Group Time**

Fox group stays in the library area, Squirrel group goes to the Circle Time area

**10:50 – 10:55, Wash hands for lunch, read stories until lunch arrives**

**11:05 – 11:35 Lunch in classroom**

Once done with lunch, children play while staff clean up

**11:40 Clean up for Jesus Time**

**11:45-11:50 Jesus Time**

Children and teacher sit near the pretend fireplace and Crucifix

**12:00 NOON The Angelus or Regina Caeli is prayed over the intercom**

**12:05 Bathroom**, prepare for quiet time on a nap mat or quiet activities at the tables and dramatic play/library area

**12:50 Clean up for Large Group Time**

**1:00 – 1:15 Large Group Time**

Children participate in music and movement activities, review the day and basic concepts

**1:15 – 1:30 Small Group Time**

Fox group meet in the library area, Squirrel group stay at the Circle Time area

**1:30 – 1:55 Snack and free choice** on large carpet area, use **bathroom** and **change shoes** for outdoor play

**Late start continued...**

**2:00 – 2:40 Outdoor Play**

**2:40 Line up at gym wall,** remove shoes and shake out sand

**2:50 – 3:15** In classroom for movement and stories, children will be picked up by parents

See you tomorrow!

**Daily Schedule -full day, attend Mass** I will update info when I found out Mass schedule

*Times may fluctuate in the beginning of the school year as children learn the daily routines and can be adjusted as they become more comfortable.*

**Arrival** 7:45 am to 8:15 am

**7:50 – 8:20 Greeting Time**, 15-20 minutes, change shoes, wash hands

Meet teacher in library area for stories and arrival activities on tables

Read Morning Message

**8:20/8:30** Meet in small groups for **Planning Time**, 10-15 minutes

Fox group stays in the library area, Squirrel group goes to the Circle Time area

**8:30 – 9:30 Work Time and Morning Snack**

**9:30 – 9:40 Clean Up Time**

**9:40/9:45 Recall Time in small groups**, 10-15 minutes

Fox group meet in the library area, Squirrel group meet at the Circle Time area

Quick movement activity to transition to small group time

**9:45 – 10:00 am Small Group Time**

Groups remain where they are in Recall Time to work on a school readiness activity. Children use bathroom and change into outside shoes.

**10:00 – 10:15 Large Group Time and prepare for Outdoor Play**

**10:15/10:20 Outdoor Play**

**10:50 Return to classroom** to change shoes, wash hands for lunch

**11:05 – 11:35 Lunch in classroom**

Once done with lunch, children play while staff clean up

**11:40 Clean up for Jesus Time**

**11:45-11:50 Jesus Time**

Children and teacher sit near the pretend fireplace and Crucifix

**12:00 NOON The Angelus or Regina Caeli is prayed over the intercom**

**Full day with Mass continued...**

**12:05 Bathroom**, prepare for quiet time on a nap mat or quiet activities at the tables and dramatic play/library area

**12:50 Clean up for Large Group Time**

**1:00 – 1:15 Large Group Time**

Children participate in music and movement activities, review the day and basic concepts

**1:15 – 1:30 Small Group Time**

Fox group meet in the library area, Squirrel group stay at the Circle Time area

**1:30 – 1:55 Snack and free choice** on large carpet area, use **bathroom** and **change shoes** for outdoor play

**2:00 – 2:40 Outdoor Play**

**2:40 Line up at gym wall**, remove shoes and shake out sand

**2:50 – 3:15** In classroom for movement and stories, children will be picked up by parents

See you tomorrow!

