

ABCs of Pre-School

Accidents

Accidents, which occur on school property, are to be reported to the school office immediately. First Aid will be administered in minor cases. Parents will be notified immediately in all cases there is a possibility that medical treatment is required. If parents cannot be reached, the emergency contacts indicated on the registration form will be notified. **In an emergency, when time is an important factor, the student may have to be taken to the hospital before the parents can be notified. The doctor/hospital information you provide on the registration form will authorize this action.**

Absences

In the event that your child will not be in school, we ask that you call the school office to notify us of the absence and the reason for it. **(313) 533-7149**

Admissions

You must submit the following documents required by the State of Michigan and St. Valentine School for admission to our program at the time of registration. Your child must be of proper age and be placed in proper age group.

- An original birth certificate
- Record of compliance with immunization requirements of the Health Department
Signed by your child's physician
- Child Information Cards
- School registration form and fee.
- Dismissal Form
- Signed Pre-School Contract

In the absence of these documents, admission may be denied until files are complete.

Allergies

It is the responsibility of the parent to inform the teacher and school of any allergies that the student may have. We asked that you fill out the medical treatment forms that describe any medical conditions. If the student is in need of taking medication, a current prescription and medical release form must be on file in the school office.

Arrival & Dismissal

Parents are required to park in the Hope Street Parking Lot and walk their child into the Pre-School Classroom. Please sign your child in and help him/her prepare for the day. We encourage the children to become independent by handling their own items and following the routine taught on the first day.

At dismissal time, the parents are required to park in the Hope Street Parking Lot, and pick up their child in the Pre-School Classroom. Please sign your child out. The sign up/out sheet is located near the parent corner outside the classroom door.

Assessments

Each quarter a report card and summary of observations will be shared with the parents/guardians. The teacher will observe each student as they use their current skills and help the student to practice and develop more advanced skills. The teacher will in working with the parents/guardians prepare the pre-schooler for kindergarten.

Birthdays

We recognize that celebrating a child's birthday is a milestone in their life. Therefore, we will gladly celebrate their birthday. Please notify the teacher if you plan on bringing a special treat. Please note: Pre-school Classroom is a nut free zone.

Class Size

We are a State Licensed Program and we will maintain our class numbers in accordance with the State of Michigan.

Clothing

Your child should be dressed in the appropriate play clothes that will get dirty when discovery takes place. Students should wear comfortable shoes such as tennis shoes, because we play in the gym or outside everyday. In case of accidents, your child should have an extra set of clothes store at the school. Please make sure your child is properly dressed for the seasons, weather permitting we will go outside everyday.

Conferences

Parent-Teacher conferences are held according to the St. Valentine School Calendar and or upon the request of the teacher/parent. These conferences can be to share specific observations, concerns, and questions concerning the developments of the child.

Discipline

By creating a positive, orderly environment and using positive methods of discipline, the staff will encourage self-directions, cooperation and will build self-esteem within the child.

The staff shall be prohibited from using the following as means of punishment, as in keeping with the Michigan Department of Social Services:

- Hitting, shaking, biting, pinching, or infliction as a form of corporal punishment.
- Restricting a child's movement by blinding or tying him/her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

The goal is to develop within the child a sense of control and to experience love and respect for yourself and others.

The following developmentally appropriate techniques will be used when a child is having difficulty following directions or treating others and equipment with respect.

1. **Positive Statements**-We will encourage the child to make positive choices. We will also encourage the children to accomplish something before moving to another task.
2. **Positive Reinforcement**-Children will be encouraged when they are demonstrating acceptable behavior.
3. **Redirection**-Children will be redirected to another activity and then given an opportunity to try at another time.
4. **Time Out**-The child will be separated from the group for a child regulated period of time, which will be a minute for how old the child is. (4 year old is a 4 minute time out.)
5. The pre-school teacher at the time will discuss with the child, what happened and what can be done next time in that type of situation.

Sometimes, we will need help from home, and will ask pre-school parents to discuss with their child ways to make better choices for next time.

Emergency School Closings

Pre-School is closed when St. Valentine School is closed. In the event of winter storms or building problems our school is listed on the following Radio and TV Stations. Radio Stations: 760 AM or 950 AM. Or the TV Channels: Fox News-Channel 2, WXYZ-Detroit-Channel 7, NBC-Detroit Channel 4 due to weather or building problems. If there is a school emergency during the day, we will contact you by the phone number you submit on the emergency cards.

Field Trips

Field Trips are planned a few times a year by the Pre-School Teacher. In order to participate, parents must fill out the permission slip, and send in the money at the due date. We will not be able to accept late responses; this is not fair to the families who do sign up within a timely fashion. All pre-schoolers must have a legal parent or guardian with them at all times. We almost always drive by private car, and meet at the designated place. In order to participate, any adult must have a criminal background check and a certificate of completion of the Program Protecting God's Children through the Archdiocese of Detroit. You can sign up for this program, by going to the Archdiocese of Detroit Webpage: (www.aodonline.org).

George the Monkey

Throughout the year we work on special projects, one of those is George the Monkey which for the Four Year Old Program begins in the Winter Semester. One child a week is given the opportunity to take George the Monkey home with them. The student is to record their adventure and share it with the class at the end of the week. Please return him promptly so that another child may have a turn. Directions will come home in the sack along with George. In this activity, the students learn communication skills and early writing skills.

Letter Bucket

At the end of each week, one child will be given the letter bucket to take home. When they return to school they are to have put something in this bucket that begins with the letter of the week. The student will then share his/her item with the class. This is an early reading skill as well as a communication skill.

Library: The students visit the school library once a week, and are allowed to choose a book/video to take home and share with their families. Please bring it back to the school by the following library day.

Mystery Bucket

Instead of Show and Share this year, we have a Mystery Bucket Activity. In this activity, one child will take home the bucket and put an item from home in it. They will need to come up with 3 clues to share with the class, as the class tries to be good detectives and guess the item. The activity focuses early writing, reading, and communication skills.

Parent Participation/Parent Assistant Days

We welcome Pre-School Families into our classroom, by signing up to be part of special projects, parties, game nights, and other events. You must however, have completed the following: In order to attend and participate in classroom activities an individual has to complete a Protecting God's Children Workshop and have a criminal background check complete and in file in the office. It is up to the parents to ensure that this is in the office. This is for the protection and security of all the children at St. Valentine School.

Probation Policy

If it is determined that a child be placed on probation, there will be an allotted time of up to 2 weeks (after which there will be a review) in which the child is given the opportunity to prove he/she is at the maturity level to comply with and follow the procedures and rules of the program. The child is in attendance at all school functions and the regular class times.

Potty Trained

A child must be fully potty trained, and able to change oneself, in the event of an accident to be in this program.

Policy on Medication

Pre-School teachers will not administer medication to a child. If it is necessary for a child to have medication then the parents must take responsibility for its administration. By having current prescription and medical release form on file in the school office. All medications are kept in a lock cabinet in the school office.

Policy on Health and Safety Practices

We will cooperate with the Wayne County Health Department in all matters that concern the health and welfare of the children. Parents are responsible for checking their child daily for signs and symptoms of illness. Should a child become ill while at school, we will notify you or someone that is listed on the emergency card. It is the parent's responsibility to report illness such as Chicken Pox, Flu, Strep Throat, Hand Foot, and Mouth, etc. We can then, take proper precautions so that it does not spread.

The following procedures will be enforced in our classroom to help ensure a clean and healthy environment:

Hand Washing-Hands will be washed before and after snack, before and after using the restroom, after nose blowing or wiping, and after handling an ill child.

Toys and Equipment-These items will be wiped with the recommended solution (1 cap full of bleach for every gallon of water) once a week or sooner if needed.

Soiled Clothes-These clothes will be put in a sealed plastic bag to go home with your child.

Religion

We are dedicated to providing the best possible Catholic Education in a nurturing and learning environment. Therefore, we emphasize good Christian modeling and behaviors such as daily prayer and thanksgiving, Bible Stories and activities.

Snack

Our daily schedule will provide for quiet interactions and a small nutritional snack. We will be doing this by asking the pre-school parents to sign up to bring in snack for the whole class. We should like to use this time as an educational opportunity by having the children set the table, share snack, and pour their own drink. Snacks are to be healthy and nutritious with minimum sugar. Examples are: Crackers, Fruit, Yogurt, Fruit Juice, Milk, Cheese, Cereal, Applesauce, etc.

Toys from Home

Please do not bring items from home, unless it is for a special project requested by the pre-school teacher.

Tuition and Fees

A non-refundable registration fee is required per child and it must accompany the registration in order to reserve your child's spot in the class.

Tuition is paid at the time of registration. A payment schedule will be included in the registration packet. Tuition must be paid on time.

Checks for fees and tuition are made payable to **St. Valentine School**. All returned checks are subject to an additional fee. You will receive a written receipt for cash statements.

Updating Information

It is imperative that you keep your child's information current. Please inform us of any changes to your child's file. (Address, phone number, immunization, contacts, allergies, etc.) In the event of an emergency, we must be able to contact you.

Withdrawal

Should you decide to withdraw from our program, we require that you contact the School Principal and Pre-School Teacher to discuss the situation. Tuition reimbursement is left according to school policy. The Registration Fee is non-refundable.

These policies will be enforced to ensure a nurturing and safe environment for your child. Should you fail to follow then dismissal from the program could result. Please take the time to review the handbook and sign below.

I have read and understand the procedures described in the St. Valentine Pre-School Handbook and Contact

_____ / _____ .

Sign

Date

Student's Name: _____ .