



Bishop Kelley Catholic Pre-School



PASTOR
Reverend Douglas Terrien

ADMINISTRATOR
Penny Clemens

DIRECTOR
Anna J. Schrot

THREE-YEAR-OLD INSTRUCTOR ~Shelby Castaneda

FOUR-YEAR-OLD INSTRUCTOR ~ Anna Schrot

PHILOSOPHY OF BISHOP KELLEY CATHOLIC PRESCHOOL

Bishop Kelley Preschool believes that each child is a unique individual. Therefore, the environment should provide a variety of experiences in physical, social, emotional, cognitive, and spiritual growth and development. Christian principles such as caring and sharing will be encouraged as our students interact with one another.

We believe it is important to promote each child's creativity and their imagination in an atmosphere that is conducive to their individual needs and to provide the best possible setting for your child to grow and prosper.

ADMISSION

Bishop Kelley Catholic Preschool program does not discriminate on the basis of race, color, and sex, national or ethnic origin in the administration of our policies or program.

Bishop Kelley Catholic Preschool is licensed by the State of Michigan Department of Human Services Office of Children and Adult Licensing. We endorse general Catholic and moral principles and are part of Immaculate Conception Church.

Children will be accepted to the preschool as follows:

1. Children of faculty and full time staff.
2. Current Bishop Kelley pre-schoolers.
3. Siblings of Bishop Kelley students.
4. Children of parent/guardians who are active members of Immaculate Conception Parish.
5. Children of families from other Catholic parishes.
6. Non-Catholic families who desire a Catholic education for their children.

3 Year Old Classes: Child must be 3 years old by September 1st. Class size is limited to 16 students.

4 Year Old Classes: Child must be 4 years old by September 1st. Class size is limited to 20 students.

ALL children must be reliably toilet trained to enroll in our Preschool and must be able to use the bathroom with little or no adult assistance. **No diapers or pull-ups are allowed.**

The following information **MUST** be completed **BEFORE** the first day of school or the child will **NOT** be admitted to the program:

- ✓ **Health Appraisal Form** (green)
- ✓ **Child Information Record** (white).

Tuition

The Three-year old program (Tuesday- Thursday) class tuition will be \$75.00 per month; September-May.

The Four-year old program (Monday- Wednesday-Friday) Half day class tuition will be \$ 125.00 per month; September- May.

The Four-year old program (Monday-Wednesday-Friday) Full day class tuition will be \$300.00

Tuition may be paid in monthly installments payable on the first of each month. **A \$15.00 Late Fee will be charged after the 10th day of each month. Three (3) late fees will result in dismissal from the program. If tuition is not paid by the end of the month, student will not be permitted to return.**

There will be a **\$50.00** supply fee for each class.

Registration Fee is **\$50.00** and is non-refundable.

WITHDRAWAL

Your child is enrolled in the preschool program for the full school year. If it becomes necessary for you to withdraw your child, **you must inform the Director in writing.** Please give no less than two weeks notice. This will give the preschool time to fill the vacancy.

MEDICAL POLICY

The State of Michigan requires that the preschool maintain a medical record for each child. This medical record contains a copy of the child's physical examination and **UP-TO-DATE** immunization records.

Your child will NOT be allowed to school if:

- ✓ Temperature is 99 degrees Fahrenheit or greater.
- ✓ Rash
- ✓ Nasal discharge
- ✓ Intestinal problems, i.e. diarrhea, stomach ache.

- ✓ Pink eye.

If during the course of the school day your child exhibits any of these symptoms, you will be notified immediately to come to school to pick up your child. If you are unavailable, the person listed on the emergency card will be notified to pick the child up. Please make sure all phone/cell numbers are current.

Please make sure that your child is **symptom-free for 24 hours without fever-reducing medication before the child returns to school.**

MEDICATION PROCEDURE

To ensure protection of school personnel and the physical well being of any student needing medication during school hours, the following procedure will be followed:

- School personnel will dispense medication prescribed by a licensed physician only.
- A “Parent Authorization Sheet” is required before any medication will be given.
- Medication containers will have affixed labels as it was prescribed by the physician and:
 - Name of child
 - Name of medicine
 - Time and dosage
- Designated school personnel will distribute and dispense only oral medication.
- Medication is stored in the school office. **NO MEDICATION OF ANY KIND IS TO BE IN THE CLASSROOM.**
- No medication can be stored in a refrigerator where food is kept. Since this is the only refrigeration the school has, we cannot dispense medication that needs refrigeration.
- It is the parent’s duty to notify the school when the child’s medication has been changed and should be discontinued.
- Cough drops cannot be brought to school.

CODE OF CONDUCT & DISMISSAL POLICY

The staff expects that parents will discuss appropriate behavior with their children. If consistent inappropriate behavior occurs, the following procedures will take place:

- Teacher/Director will inform parents of student’s inappropriate behavior either verbally or by written note.
- If the child’s behavior continues to be inappropriate, a formal parent-teacher conference will be scheduled.
- Temporary exclusion may be the result of the conference.

If all efforts fail to bring about consistent appropriate behavior, the school reserves the right to permanently remove the child from the program.

PROBATION PERIOD

All enrollments are subject to a four-week trial period to assure the readiness level of each child. We will work closely with parents and children during this adjustment period to help ease each child's transition from home to school. For the child who cannot adjust to this new environment, an alternative program may be recommended by the Director.

EMERGENCY EVACUATION

The preschool will follow the Bishop Kelley School procedures for the evacuation and care of children and staff in the event of fire or tornado. All staff members will be informed of their duties and responsibilities in the event of such an emergency. Emergency and evacuation plans are posted in the preschool rooms.

FIRE DRILLS

The Bishop Kelley Preschool follows the same State mandated fire drill procedures. Fire drills will be practiced throughout the school year. The students will file out quickly and silently until the return command is given. Students are to return to their classrooms in silence.

Instructions to learn proper response to fire drill alarms will begin at the beginning of the year.

TORNADO SAFETY

The preschool staff follows the policy of Lapeer County concerning tornado safety. The students remain in school during both a tornado watch and warning. The students are instructed at the beginning of the school year how to respond to the sound of the buzzer, and where and how to proceed to the designated area of protection. This procedure is repeated in the spring.

Parents are requested **not** to call the school office or preschool in the event of a tornado warning. It is very important to keep the phone lines clear during an emergency situation. If parents insist on having their children home during a tornado warning, they must come into the building and personally take their child home. A staff member should be addressed upon their arrival to pick up their child.

EMERGENCY

Every precaution has been taken to ensure a safe, comfortable environment for your child. However, if a child is injured the following steps will be taken:

Basic first aid will be administered, i.e. cuts will be washed and bandaged. Bumps will be treated with ice.

In the event of a serious injury, the Principal or the school secretary will notify the parents. If the parents are not available, the person listed on the emergency card will be called. If the person(s) listed on the emergency card cannot be reached, the physician designated on said card will be called and the child will be taken to his office or hospital per the physician's recommendations.

ABSENCES

Please call the school if your child will be absent. It is most important that you inform the school if your child should come down with a contagious illness. Also, there will be **NO refunds or discounts for missed days due to illness or weather or vacations.**

ARRIVAL

Please accompany your child into and out of the building. When picking up your child, please wait near the door until your child is excused. The school is not responsible for your child outside the building.

You must sign your child's name and your own name in our sign in book first thing every morning/afternoon as you drop off your child and when ***picking up your child.***

DEPARTURE

The child will **ONLY be released to the parent or to those listed on the emergency card.** If your child will be going with someone other than those on the card, you must send a note and inform the school before the child will be released. Please notify the driver that they will be asked to show their drivers license.

Late pick-up will result in a fee of \$1 per minute beginning at 11:10 for the morning class and 3:30 p.m. for the All-day class (4-year old program). For the 3-year old program tardiness begins at 11:35. *Please be prompt.*

Parent or designated pick-up person should always call if they will be late, if at all possible. Calling will not result in any warning or fines being waived.

3 year old program – 810-664-5011 Ext. 21

4 year old program – 810-664-5011 Ext. 3

BIRTHDAYS

Birthdays are very important in the life of a preschooler. Please let us know when and if you would like us to celebrate and we will put it in our schedule. All party invitations

must be approved by the teacher.

DRESS

Please dress your child in comfortable **PLAY CLOTHES** so that he/she can play without worrying about damaging his/her clothes. Outdoor play is scheduled every day except days with inclement weather. Please dress your child according to the weather so that he/she may play comfortably outdoors. Going outside is so much fun!

Please bring an extra set of clothing (on the first day of class) in a large Ziploc bag marked with your child's name to be kept in the classroom and used in case of an accident (spilled juice or paint, etc). Please select clothing that allows your child to use the restroom independently.

LABELING

Please label all clothes, bags, etc. that your child brings to school. Labeled items are much easier to find and it helps in organization at the beginning of the year. This is also a great opportunity for your child to feel pride and ownership in his very own-labeled school possessions. Its one more chance for him/her to recognize his/her name.

HELPING CHILDREN MASTER SEPARATION

Separation is a “developmental challenge.” The way adults’ help children deal with separation will have a lasting effect on how they handle separations later. Like all developmental challenges, separation can be an experience of successful mastery or frustrating failure. Each successful separation strengthens children’s trust in themselves and the people significant in their lives.

A teacher and parent can provide special opportunities for children to master the challenge of separation. The following suggestions will assist in making the transition from home to school as smooth and the adjustment period as brief as possible.

Three suggestions for success:

- Take separation seriously
- Be honest
- Provide support
-

A. As you prepare your child to attend preschool:

It's helpful to select books, which can help with separation issues or “First day of school themes.” Read many of these books; encourage discussion and share feelings. Your best source is the public library.

Mention a day in advance that “tomorrow is school day”.

Talk with your child about the adults and children she/he will be seeing and the toys and activities available. Refer to a few memories from your informal visit; maybe take pictures of the classroom and/or teachers for him/her to review before making the complete separation on the “first day.”

Remember that your attitude, enthusiasm and encouragement will make the adjustment easier.

B. Explain to your child that:

A teacher will be at the door to greet your child.

Separation issues are usually brief in duration. It’s very common for the upset child to adjust once the parent has left and the child becomes involved in the classroom activities. Some separation issues, however, remain persistent. In these cases, techniques will be planned to help the child make his adjustment. The staff will always keep the parent informed of adjustment difficulties.

DISCIPLINE POLICIES AND PROCEDURES

Patience and understanding will be used in discipline. Expectations include:

- Show respect toward others and property. (Children, teachers, toys, equipment, etc.)
- Be kind to others with your words and actions. (Disruptive behavior will be discouraged.)
- Action toys that promote violent behavior should remain at home.

The staff will encourage and praise good behavior. If it becomes necessary to provide disciplinary action, we will:

- Speak with the child or separate playmates as needed. (Assign children to a different task or play area within the classroom setting.)
- Confer with the parent, teacher, and supervisor as needed.
- The staff shall use positive methods of discipline, which encourage self-control, self-direction, self-esteem and cooperation.

Staff shall be prohibited from using the following as a means of punishment:

- Hitting, shaking, biting, pinching, or inflicting a form of corporal punishment.
- Restricting a child’s movement by binding 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 necessary toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box, or

similar cubicle.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming himself or herself, or to prevent a child from harming other persons or property.

The preschool shall have a written policy regarding the discipline of children. This policy shall be furnished to all staff and to parents.

DAILY SCHEDULE -- 4 YEAR OLD PROGRAM

School will be in session Monday, Wednesday, and Friday.

Half day Session– 8:20-11:10a.m.

OR

Full day Session –8:20-3:25p.m.

From the first Wednesday after Labor Day to the end of May.

8:25	Arrival and greeting
8:25 - 9:15	Free-play
9:15 –9:25	Clean-Up
9:25 - 9:40	Circle time
9:40-10:00	Group Project
10:00-10:05	Clean-up
10:05-10:20	Snacks ***
10:20-10:30	Music /Outdoor Play if weather permits.
10:30-10:50	Centers – Listening center, painting, play-dough, writing table, water table, computer.
10:50-10:55	Clean-Up
10:55-11:00	Story
11:00-11:05	Prayer/Get ready to go home time.

Full day session

11:30- 12:00	Lunch Time
12:00-12:05	Clean-up
12:05-1:05	Rest Time
1:05- 1:15	Wakeup
1:15- 1:45	Gross Motor/Outdoor Times
1:45 -2:00	Creative Play- puppet shows.
2:00-2:45	Free-play
2:45-3:00	Music
3:00-3:15	Story time
3:15-3:25	Prayer/Get ready to go home time.

***** Nutritious snacks and lunch need to be provided by parents; some examples are fruit, vegetable, yogurt, cheese, and 100% fruit juice or water. We do not have refrigeration for any snacks or lunches.**

***** Parents need to notify teacher of all allergies.**

DAILY SCHEDULE – 3 YEAR OLD PROGRAM

Tuesday

9:00 Children Arrive
9:15 Attendance/Circle Time
9:30 Free Play
10:15 Clean-up/Wash
10:30 Bible Story
10:50 Wash/Snack ***
11:00 Games, finger play, music, etc
11:15 Story
11:30 Dismissal

Thursday

9:00 Children Arrive
9:15 Attendance/Circle Time
9:30 Free Play
10:15 Gym/Outside
10:35 Clean-up/Wash
10:50 Snack ***
11:05 Music
11:20 Story
11:30 Dismissal

DONATIONS/FUNDRAISING

Donations are always welcome! Some suggestions: napkins, small paper plates, large paper plates, small plastic cups, small Dixie cups, plastic cutlery, sponges, etc. Fundraisers will be held during the school year. Proceeds from fundraisers will be used for purchases of equipment and supplies.

OPEN COMMUNICATION

We look forward to working with you and your child at this very exciting time in his/her young life. To ensure a successful learning experience, it is important to maintain open lines of communication between the home and school. While it is not possible to meet with parents during class time, the staff is happy to meet with parents at another time. Please feel free to schedule an appointment.

To reach the Director: If parents wish to speak to the Preschool Director, they should call the Preschool at 664-5011 at any time. Messages are returned on a regular basis, and calls are returned as soon as possible.



I have read and fully understand the rules and guidelines of the Bishop Kelley Catholic Preschool handbook. Please return this form with your child on the first day of school to the Preschool Director.

Child's Name _____

Parent's Signature _____.

Date _____

BISHOP KELLEY CATHOLIC PRESCHOOL