



### **Preschool Program Philosophy & Goals**

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept herself/himself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him/her.

Early childhood education provides the transition from home to a school atmosphere. Educational research indicates that these early years are crucial for learning and, in fact, form the basis for all future learning.

A Catholic preschool program strives to provide a creative learning environment for the young child. Interaction with other children and adults, in an atmosphere of Christian love and concern, promotes the healthy development of each child. Learning experiences and play activities encourage spiritual, intellectual, social and physical growth.

#### The child should:

1. Develop a positive self-image and acknowledge his/her self-worth.
2. Develop basic social skills.
3. Increase independence.
4. Develop a trust in adults other than his/her parents.
5. Enjoy being part of a group and accept the need to share and cooperate.
6. Respect the rights of others and defend his/her own rights.
7. Develop the desire to learn.
8. Become aware of the fact that he/she is a child of God and will grow in his love.

### **ST. MARY CATHOLIC PRESCHOOL POLICIES AND PROCEDURES**

1. St. Mary Catholic Preschool is licensed to operate under the St. Mary Catholic School Charter and by the State of Ohio Department of Education.
2. St. Mary Catholic Preschool admits children of any race, color, national or ethnic origin providing space is available.

3. The Preschool Fall Term will begin the first Tuesday (P3 & PK), and Wednesday (P4) after Labor Day in September. Preschool will end the Friday prior to Memorial Day.

***Classes will be held as posted:***

- a) ***3 year old Preschool will be held on Monday and Tuesday each week from 9:00-11:00 AM;***
- b) ***4 year old Preschool will be held on Wednesday, Thursday, and Friday each week from 9:00 - 11:30 AM;***
- c) ***Pre-Kindergarten will be held on Tuesday, Wednesday, Thursday, and Friday each week from 12:45-3:05 PM.***

4. St. Mary Catholic Preschool will assign up to 18 students to the four-year-old programs and 18 students to the three-year-old program. Each student will benefit from having two teachers in each classroom. We will accept four year olds (must be four on or before August 1<sup>st</sup> ) and three year olds (must be three on or before August 1 ). Five year olds that have not met St. Mary Catholic Preschool requirements for kindergarten will be offered placement in the four-year-old preschool class if space is available.

- a) 3 year old Preschool - 2 days per week \$1,400.00;
- b) 4 year old Preschool - 3 days per week \$1,700.00;
- c) Pre-Kindergarten - 4 days per week \$2,200.00.
- d) Tuition may be paid in eleven monthly payments beginning in July through the FACTS Tuition Management Company OR payment of the entire tuition amount is due in July.
- e) Registration for the St. Mary Preschool is \$100 (non refundable & due with registration form).
- f) Delinquency in the payment of tuition for two consecutive months is sufficient cause for having a child dismissed from class.

5. Please refer to the SMS calendar for scheduled school closures or vacation days, the Preschool is also closed. Day Care is available on these days. St. Mary Catholic Preschool will observe all holidays and weather days designated by the Berea School District and St. Mary Catholic Preschool School.
6. A parent roster will be prepared for each child's class. You have the option of omitting your name and phone number from the list.
7. St. Mary Catholic Preschool is not running a co-operative program and **is not a prerequisite for the St. Mary Catholic Preschool Kindergarten Class.**  
*Due to COVID-19, parents will not be permitted to come into the classroom.*
8. Healthy, nutritious snacks will be the responsibility of the parent. Each day, the parents will provide a snack and a drink for their child. A snack may consist of a small bag of chips, pretzels, fruits, vegetables, cookies, etc. Drinks will consist of milk, juice boxes, a thermos of juice, water, etc. Please mark your child's snack and drink with his/her name each day. You may place both drink and snack in a small paper bag or lunch box labeled with the

child's name. If your child stays for daycare, pack a lunch and an extra snack in a separate bag.

## **COMMUNICATION**

A parent orientation meeting is held every August prior to the first day of school. This meeting explains all preschool policies, procedures, curriculum and routines. Progress reports are sent home early in the year (November/December). A formal written evaluation of each child's progress will be prepared in February and May. Conferences are welcomed and encouraged at any time. Contact the teacher to make arrangements for this. The correct procedure for all concerns or complaints is to talk to the teacher first. If this is unsatisfactory, the next step is to contact the administrator.

## **SEPARATION PROCEDURE**

### **Guidelines for a smooth transition from home to school**

1. Attend Open House in late August. (You will receive an invitation with date and time.) If you cannot attend please email the teacher to set up a meeting at the school with your child prior to the start of school.
2. Students will follow a 'phase-in' schedule during the first days of school. Parents will receive the phase-in schedule at the parent orientation meeting. The first separation is only a short period of time and phase in groups are small. We have found it less intimidating and very successful. Parents should bring child to the room and help the child find their cubby and locker and put snack away. Take a quick look around the room and with a hug and a smile tell child you will be back very soon and leave. (NO ONE should ever sneak out!) We have found a short and sweet goodbye, in most cases, work best. If there is a difficult separation we will of course adjust to the child's individual need.

## **HOW TO HELP YOUR CHILD PREPARE FOR PRESCHOOL**

Our preschool is concerned with providing the right start for your child, a start that will help him to feel good about school and good about himself. We feel that if a child has an enriching preschool experience, he will be able to relate this feeling to other school experiences (e.g. kindergarten, first grade, etc.). If he feels good about himself as an individual, he will be able to accept any new situation with confidence in himself as an individual, and have the ability to cope with whatever life has to offer.

Parents often ask how to help their child adjust to the new experience of attending preschool. Suggestions include:

1. Pass the building often, explaining that it is where he will be going to school.
2. Be realistic about fears he/she may have ( unfamiliar place; a teacher; new playmates; new routines).

3. If you have visited the school, casually talk now and then about some of the things you noticed: the toys, the teacher, the way the room looked, etc.
4. Let the child know that you love him and are proud of him, "because now you are getting old enough to go to school."

## **SAFETY AND TRANSPORTATION POLICY**

1. No child will ever be left alone or unsupervised.
2. Once a child arrives at school each day, they will be greeted at the parking lot door at <sup>1)</sup> 9:00 for the A.M. class: and <sup>2)</sup> 12:45 for the P.M. class by the teacher. Anyone who needs dropped off earlier may use daycare.
3. Our preschool has regular fire, tornado and lock down drills. There is a fire and weather emergency alert plan posted in the classroom explaining the action to be taken in case of fire emergency or weather alerts and diagrams showing evacuation routes.
4. When an accident or injury occurs, the preschool will complete an incident report and give the parent an account of what happened when the parent comes to pick up his/her child.
5. In the event that a child needs emergency transportation, we will make the necessary arrangements to provide emergency transportation.
6. St. Mary Catholic Preschool plan, for safety whenever children are transported on field trips or special outings, is as follows:
  - a) Each child on a field trip or special outing shall have identification attached to him containing the school's name, address and telephone number to contact in the event the child becomes separated from the rest of the class.
  - b) A written permission is needed from the parent for each child being transported for field trips including the child's name, destination, signature and date parent signed, and the date of the field trip.
  - c) An emergency transportation authorization form and health record will be taken on all outings.
  - d) We will have one adult per every 10 children as a minimum for any field trips that are taken.

## **PARKING - PICK UP & DROP OFF PROCEDURES**

**Parking lots are a source of danger to young children. May we suggest that you:**

1. Enter and leave the parking lot with extreme caution. Be on the lookout for wandering children.
2. Always hold your child's hand when going to and coming from an automobile. Do not let him run ahead of you. He might inadvertently run in back of a car that is just starting to back out.
3. Please do not stand in the parking lot conversing with other adults unless your child is seated safely in the car with doors closed.

No child will be released to a person not authorized by a parent to pick the child up. We must have written authorization for changes in this respect. \_\_\_\_\_

**AM students drop off** is in the back parking lot of the school at the door located closest to the playground. Parents may walk their child to the door at 9:00AM where the teacher will be waiting for them. Please be masked.

**PM students drop off** is in the front of the building in the bus depot by the Media Center at 12:45PM. Parents may leave the car, masked and walk your child to the door where the teacher will be waiting at the door.

**PICK up for P4/PK CLASSES** will be in the back parking lot. Please be masked, park and walk up to the teacher who will release your child to you. Parents who need to drop off at an earlier time may use the daycare. Registration and fees will apply.

## **SUGGESTED DRESS CODE**

Think messy art materials and other activities, and provide clothing that is washable. Also, the children will be out on the playground and will need sweaters or jackets when necessary. Here are suggestions for appropriate clothing to be worn during preschool.

1. Play clothes are best.
2. Long skirts can be dangerous when a child is using playground equipment.
3. Shoes must be worn at all times, unless for a particular activity being done.
4. Dress shoes sometimes have very slippery soles. They should not be worn to school unless they have composition or rubber soles.

*We ask that a complete set of clothes, including underwear, shoes, socks, pants, and shirt, be brought in a paper bag and labeled with the child's name for every child in Preschool. This will solve any problem that may arise with spills, wetness from the weather or accidents, etc.*

## **PRESCHOOL DAY CARE**

**Preschool Day Care hours of operation 6:30 AM - 6:00PM** ( Only students enrolled in SMS Preschool)

1. Annual registration fee of \$25.00.
2. Hourly rate: \$4.75 per hour per child for time outside of classroom hours.
3. A cap of \$30.00 per child for non-school days Lunch and snacks should be packed from home

## **COMMUNICABLE DISEASE POLICY**

1. The teacher will review with all assistants the signs and symptoms of illness and proper hand washing and disinfection procedures. This will be reviewed periodically.
2. The teacher will observe all children as they enter school each day. She will notify the parent of a child's condition when a child has been observed with the signs and symptoms of a communicable disease.

3. No teacher or assistant will attend school if they show signs of communicable disease.
4. If your child is ill or will not be attending school, please notify the school office.
5. A child who is suspected of communicable disease shall have his/her parent notified immediately.
6. The child will be readmitted to school when both the parent and teacher agree that the child is well. The teacher reserves the right to request a physician's note if necessary to return to school.
7. St. Mary Catholic Preschool will not administer any medication of any kind. If medication is necessary, a parent must come to school and give it to their child. If a child stays for daycare, the school nurse following the guidelines set by our operating license may administer medication.
8. If your child is running a temperature of any kind please keep him/her home from school. This is not only for your child's benefit, but out of common courtesy for the other children.
9. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
  - a. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
  - b. Fever, 100.1 or higher (must be fever free for 72 hours before returning to school)
  - c. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - d. Difficult or rapid breathing
  - e. Yellowish skin or eyes
  - f. Conjunctivitis (pink eye)
  - g. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
  - h. Untreated infected skin patch(es)
  - i. Unusually dark urine and/or grey or white stool
  - j. Stiff neck
  - k. Evidence of lice, scabies, or other parasitic infestation
10. A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the Preschool program.
11. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
12. A child isolated due to suspected communicable disease shall be observed carefully for worsening condition.

### **COVID 19-PARISH/ SCHOOL RULES AND SAFETY PROCEDURES**

Assess all administrators, employees, child care staff and children for the COVID-19 related symptoms listed below prior to or as soon as they arrive each day.

- A temperature of at least 100 degrees Fahrenheit
- Fever of chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Anyone with fever of at least 100 degrees Fahrenheit must stay home or be sent home. Must remain home until fever free for 72 hours (3 full school days)
  - Individuals who potentially have been exposed should follow quarantine and other recommendations from public health officials.