

St. Ann Preschool

Parent Handbook
2009 – 2010



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Table of Contents

St. Ann Parish Mission Statement 3
St. Ann Preschool Mission 3
Arrival and Dismissal Procedure 3
Attendance 3
Curriculum 3
Daily Schedule 4
Discipline 5
Dress 5
Extended Care 5
Field Trips 5
Fire, Tornado, and Lockdown Drills 5
Grievance Procedure 6
Health 6
Home and School Association 6
Insurance 6
Registration/Tuition 6
Schedule of Operation 7
St. Ann Enrichment Child Care 7
Meals/Snacks 7
Show and Share 7
Snack/Lunch 8
Supplies 8
Teacher/Parent Communication 8
Volunteers/Visitors 9
Withdrawal 9
Play Dough Recipe 9

St. Ann Parish Mission Statement

Conscious of our dependence upon the Holy Spirit and with courage and perseverance, we, the parishes of St. Ann and St. Edward seek to foster our growth in the likeness of Christ, to gather new followers of Christ into our midst and to implement Christ's way in society. We seek to accomplish these tasks through Spirit-filled liturgy, sound instruction, and loving care and concern for all.

St. Ann Preschool Mission

The mission of our preschool program is to enhance each child's spiritual, social, emotional, physical, and mental growth in the context of a caring and loving Catholic educational environment. The early childhood years are formative. A child's values and attitudes take root in the early years – towards self, God, others, all of creation, life, learning, acting responsibly, independently, and interdependently. Our program strives to provide a loving and supportive environment that encourages children to explore, experiment, create, and express themselves as they develop a positive self-image. As Catholic educators we facilitate learning, guide the children when needed, and offer comfort, encouragement, support, advice and knowledge. We have tremendous responsibility to provide the very best spiritual and educational programs. We stress that each child is a special and precious work of God with uniqueness all one's own.

Arrival and Dismissal Procedure

Arrive as close to your scheduled class time as possible. Students are to be brought to the classroom by their parent/guardian.

NEVER drop off a child unless a teacher or teacher assistant is present to receive and supervise that child. Children will only be released to parents or other adults listed on the child's authorization form.

Early drop off students will be brought to the classroom by their parents. Do not leave your child in the room without the presence of the teacher or teacher assistant.

At dismissal, all preschool students are to be picked up by their parent/guardian at the classroom.

Attendance

Please notify the school office (775-1301) when your child will not be attending school for the day. There is no refund for days not attended due to illness, vacation, or school cancellations.

If someone else such as a grandparent, neighbor, or friend will pick up your child from school, please contact the school office or send a note with your child. This procedure is to ensure your child's safety at all times.

Curriculum

The curriculum is child and play centered which incorporates the learning processes that are essential to the development of the "whole child". We believe each child develops at their own rate and "that if the child needs the skill, asks for it, appears ready for it, give it. If there is any doubt – WAIT. The child who is really ready will attempt it unaided." ("One Piece of the Puzzle" by Nancy Richard and Barbara Carl)

Religion: Foster a love of God and Jesus through stories and prayer.

Affective: Develop positive self-awareness and esteem, independence and interdependence, decision-making, self-confidence, and awareness of feelings.

Cognitive: Integrate learning across the curriculum with a unique theme-based approach encompassing math, reading, and science through rhyming, ABC books, pre-journaling, sequencing, predicting, patterning, sorting, number exploration, counting, and cause and effect.

Colors

Green
Orange
Brown
Red
Blue
White
Pink
Black
Yellow
Purple

Shapes

Circle
Triangle
Square
Star
Rectangle
Heart
Diamond
Oval

Letters

A– Z

Numbers

1 - 30

Language: Develop listening skills and communication through spoken and written pictures.

Physical: Develop competence in large and small motor skills, appreciation and enjoyment of movement, and care and respect for their bodies.

Social: Develop cooperative and helpful attitudes and actions, appreciation of differences, successful interaction with peers, and begin to develop internal behavior controls.

Daily Schedule

Our daily schedule will be flexible in order to respond to the developmental needs, readiness, and interests of the children. This may vary on days with scheduled field trips or weather conflicts. Also each month, we will do a cooking activity that will coincide with a theme.

Arrival/Greeting Time/Prayer	10 minutes
Circle Time/Special Friend	15 minutes
Free Exploration/Learning Centers/ Snack	80 minutes
Clean-up	5 minutes
Creative Movement/Music	10 minutes
Large Group/Language Arts	15 minutes
Outdoor/Large Muscle Activity	10 minutes
Outdoor after Lunch Recess	20 minutes
Enrichment	30 minutes
Rest	30-40 minutes
Dismissal/Closing Time	10 minutes

Discipline

The staff of St. Ann Preschool is experienced in dealing with children of different temperaments and backgrounds. We genuinely love children. However, we also know that this is not enough in meeting the daily needs and problems of preschoolers. We believe a kind, positive, but firm atmosphere with simple rules usually provides a healthy environment in which to grow and develop. Mutual respect is emphasized, and we strive for individual self-discipline and independence as well as interdependence. If you notice a change in the behavior of your child, or have a concern, please feel free to discuss it with the teacher. Communication is important on all levels of education.

Intervention in problem situations will occur in one of the following ways:

1. Help the child find other ways to handle the problem.
2. Redirect the child to another activity.
3. Have the teacher join the child in a one-on-one activity.
4. Restrain an aggressive act with a big “hug” to prevent the action and to distract the child onto a warm situation.
5. Require the child to sit away from the activity temporarily and in the company of the teacher and think about how he/she can change one’s behavior and become a helpful member of the class.

St. Ann Preschool does not use corporal punishment.

Dress

Dress your child in comfortable play clothes. He/she will be engaged in very active play and should be comfortable. White-soled tennis shoes are recommended. Remember that preschool can be messy. Dress appropriately for outside play. During the winter months we will be going outside to play as much as possible. Label all clothing! Also, in the winter, slippers can be kept at school. When the children arrive at school they can slip their boots off and put on their slippers. This eliminates the problem of forgetting shoes.

Extended Care

There will be an early drop of program option beginning at 7:30 a.m. and an after school program from 2:30 p.m. to 5:30 p.m.

Field Trips

We feel that varied experiences outside of the classroom are advantages to a child’s growth and development. On these occasions, we will take a parent volunteer for every 4 or 5 students, plus the teacher and teacher’s assistant. Parent volunteers will be used as drivers. Drivers must comply with the Gaylord Diocese guidelines and have a seat belt for every student transported. Also, a driver is required by the State of Michigan to have a background check completed. This can be done through the Child and Family Independence Agency. It must be handed in two weeks prior to the first field trip. A child car seat or booster must be provided for all children. No child may sit in the front seat that is equipped with an air bag. Each child must have a signed permission slip before they are allowed to participate.

Fire, Tornado, and Lockdown Drills

Fire, tornado, and lockdown drills are reviewed and practiced throughout the school year.

Grievance Procedure

If a parent of a student has a concern with a member of the staff, certain steps must be followed:

1. The concerned person must talk to the concerned party.
2. If that proves unsatisfactory, the concerned party is to talk with the principal.
3. If that proves unsatisfactory, the concerned party is to present concerns to the pastor, who is the superintendent of the school.
4. There is a diocesan school superintendent who could be contacted if necessary.

Health

All students will be required to have a Health Form (effective for one year) completed and on file by the first day of school. Immunization requirements are established by the State of Michigan.

If a child becomes ill at preschool, parents will be contacted. All absences, contagious diseases, including the flu, must be reported to the school secretary by 9:00 a.m. each morning.

Your child must be fever free for 24 hours, without fever-reducing medication, before returning to school.

If your child must take medication at school, you must obtain a Medication Permission Form from the office. The form must be filled out and on file in the school office. The medication must be in the original container and put in a Ziploc bag with the child's name and dosage written on the bag. All medication is dispensed and stored in the school office.

St. Ann Preschool and Before and After School Care has a health care policy that addresses: children and staff hand washing, handling children's bodily fluids, cleaning and sanitizing of all equipment, toys, and other surfaces, controlling infection, including universal precautions and health related resources. Parents may request a copy of the policy.

Home and School Association

All parents of St. Ann Preschool – 7th grade students form the Home and School Association. This association exists to:

1. Provide a vehicle of communication between parents and school.
2. Be a network of resources.
3. Provide a source of support and encouragement for children and parents in their Catholic Christian education.
4. Provide more communication among parents and support of each other.
5. Strengthen the parish community by continuing this core group and extending the support through middle school and high school years and beyond.
6. Improve the public relations for St. Ann School in the community.
7. Become more involved in the community by demonstrating Christian actions with community projects.

Insurance

Michigan Catholic Conference provides student accident coverage through Student Insurance Services. Information is sent home at the beginning of the school year.

Registration/Tuition

Children must be 3 years old by September 1st, and may be no older than 5 years of age by December 1st. All children must be toilet-trained and in good physical health. Each child must meet the state health requirements that include a physical examination performed by a qualified

physician including proof of immunization. Registration includes completing the registration form, a \$25 non-refundable application fee (\$10 for the second child), a copy of the child’s birth certificate, and a completed health appraisal form. Tuition is as follows:

Tuesday/Thursday	9:00 a.m. – 11:30 a.m.	\$630
Tuesday/Thursday	9:00 a.m. – 2:30 p.m.	\$1,250
Monday/Wednesday/Friday	9:00 a.m. – 11:30 a.m.	\$840
Monday/Wednesday/Friday	9:00 a.m. – 2:30 p.m.	\$1,670
Monday-Friday	9:00 a.m. – 2:30 p.m.	\$2,890

Payment options are available, check with school office. Financial assistance may be granted through Family Independent Agency (Department of Social Services, 779-4500)

Schedule of Operation

THIS SCHEDULE WILL BE DEPENDENT ON THE NUMBER WHO ENROLL

3 and young 4 years old	Tuesday and Thursday	9:00 a.m. – 11:30 a.m.
3 and young 4 years old	Tuesday and Thursday	9:00 a.m. – 2:30 p.m.
4 and 5 years old	Monday, Wednesday, Friday	9:00 a.m. – 11:30 a.m.
4 and 5 years old	Monday, Wednesday, Friday	9:00a.m. – 2:30 p.m.
4 and 5 years old	All day, every day	9:00 a.m. – 2:30 p.m.

There is an early drop-off option beginning at 7:30 a.m. and after school care from 2:30 p.m. – 5:30 p.m. Payments must be made in advance.

Our preschool follows the school schedule. St Ann School follows the Cadillac Area Public School schedule. If school is closed because of inclement weather, then preschool is closed. If school is delayed 2 hours, preschool is also delayed 2 hours.

St. Ann Enrichment Child Care

Available to all St. Ann students in Preschool through 7th grade:

Site:	St. Ann School
Sessions:	AM: 7:30 – 7:50 a.m. Cost is \$5 per week PM: 2:30 – 5:30 p.m. Cost is \$25 per week
Preschool	Tuesday/Thursday, 2:30 – 5:30 \$10 per week Monday/Wednesday/Friday, 2:30 – 5:30 p.m. \$15 per week

Children may attend less than the full week at a cost of \$2 per morning and/or \$6 per afternoon session. This must be a consistent schedule. We will begin collecting fees on a bi-weekly basis on Friday. This will be subject to change as the program grows.

Meals/Snacks

St. Ann School will provide an after-school snack. You are welcome to send breakfast with your child in the morning.

Show and Share

On one’s Show & Share day, a child may choose to show two special treasures from home or tell of an unusual experience. This is a very important opportunity for verbal communication for even the quietest child. The child will take home a special bag in which to place their treasures. Sometimes in the treasure bag there may be a book or a stuffed animal that you and your child can share together. On the next day of preschool, the child will take on special recognition as the “Special Friend.” After the special treasure is shared, the child has the option of returning it

to one's school bag or placing it in the treasure box for others to enjoy. Your child is responsible for the treasure and must understand that accidents may happen to a treasure when it is shared.

Snack/Lunch

A nutritional snack (2 of the 5 basic food groups) is provided each day. The snack is as much a learning experience as any other part of the class. It is a perfect time to develop social skills, fine motor skills, language skills and healthy eating habits. Students will be encouraged to prepare many snacks themselves.

Birthday treats are welcome; please notify the teacher in advance. Those having birthdays during the summer months may, if desired, bring treats on the 3½ or 4½-year birthdays.

Students enrolled in the Early Drop-off Program may bring their own breakfast. Hot lunch is an option for students enrolled in the all day/every day program. Hot lunch cost is \$1.80. You may send cold lunch with your child; milk is available for 35 cents.

According to the Michigan Department of Education a Traditional Food Based Menu Plan will be in effect at St. Ann School. Menus must contain the required food components in the correct portion sizes for age/grade groups as established by USDA. Menus for reimbursable lunches must offer: fluid milk, lean meat/meat alternate, 2 servings of different fruits and/or vegetables, and a minimum of 8 servings of breads/grains per week.

Fish Class	Monday, Wednesday, Friday from 9:00 a.m. – 11:30 a.m. Includes All Day Every Day students
Snail Class	Tuesday, Thursday from 9:00 a.m. – 11:30 a.m.

Supplies

All preschoolers	1 – backpack/bag of your choice 1 – pair of sweatpants, socks and underwear in a labeled plastic bag 2 – rolls of paper towel 1 – box of 100 count Dixie® kitchen cups 1 – Package small paper plates 1 – Package large paper plates 1 – Box of kleenex 1 – Package Crayola markers, not fine point 3 – glue sticks 1 – 4 fl. oz. Elmer's® washable glue 1 – container of Clorox® disinfectant wipes 1 – disposable camera Stickers of any sort
All day students:	Blanket and small pillow (no larger than 9"square, we do not have room for full size)

We may ask for various items throughout the year. Items will be shared communally.

Teacher/Parent Communication

The teacher will have a conference with each child's parent(s) once a year for the children who will be attending kindergarten in the fall. This will take place closer to the end of the year. Periodic classroom letters, as well as, monthly calendars will be sent home to keep parents

abreast of the activities in and around their child's classroom. Parents are welcome to contact the teacher if they have any concerns.

Volunteers/Visitors

All visitors and volunteers are required to sign in at the school office. All visitors and volunteers are required to wear a nametag, provided by the office. If you are spending time on the playground during recess you must sign in at the school office and get a name badge. When you are finished visiting you must sign out at the office.

Withdrawal

The teacher or parent may request a student be withdrawn from class if the child is not adjusting to preschool in an appropriate manner. Usually within the first few weeks of school the child becomes comfortable with the preschool program. If your child has a problem, the teacher will work with you to remedy the situation. However, if your child is unhappy, the teacher might recommend withdrawal. A family that wishes to withdraw their child from preschool shall notify the principal in writing two weeks in advance of the withdrawal.

Families not making scheduled payments will/may be asked to withdraw their child.

Play Dough Recipe

Play dough is a wonderful way for a child to be creative and explore their fascination with art. A play dough table will be accessible throughout the year. A batch of play dough made some time throughout the year would be appreciated.

1 cup flour	2 Tbs. vanilla or other flavoring
½ cup salt	1 Tbs. alum or cream of tartar
1 Tbs. oil	1 cup water

Mix all dry ingredients. Add oil, water, and cook over medium heat, stirring constantly.