

# PARENT HANDBOOK

## ST. MICHAEL THE ARCHANGEL PRESCHOOL

### 2024-2025

St. Michael the Archangel Catholic Community

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19099 E. Floyd Avenue  
[www.stmichael-aurora.org/preschool](http://www.stmichael-aurora.org/preschool)  
303-690-6523

Open August – May

Mornings, Afternoons, or Both

2-, 3- and 5-Day Programs

Ages 3 to 5 years



## THE VALUE OF PLAY

*What can we do that's special  
For the children we teach today?  
Provide them with the opportunities  
And lots of time to play.*

*For play is true learning time  
With all our senses keen  
To everything around us that  
Is tasted, touched or seen.*

*Working with peg boards, stringing beads,  
Parents see the light!  
Your child is using his fingertips  
And soon he'll be able to write.*

*It's time for snack already?  
Our day has just begun.  
When Johnny passes the napkins,  
He's learning one to one.*

*Running, hopping, jumping  
We do it every day  
We're developing large muscles  
So vital in every way.*

*Johnny's rocking a baby,  
Mary hammering nails.  
They're both preparing for the future  
Lives – whatever will prevail.*

*So, parents, when our children play  
Causes you concern,  
We're building skills and relationships  
While your child is learning to learn.*

Jackie Boudreaux  
Jean Emmert  
Nancy Waldron

St. Michael the Archangel Preschool admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national and ethnic origin in administration of its educational policies or other school-administered programs.

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# **WELCOME TO ST. MICHAEL'S PRESCHOOL!**

## **HANDBOOK FOR PARENTS**

The early years comprise the fastest and most impressionable growth period in a person's life. What a child learns during preschool shapes their attitudes about themselves and everything around them, and influences their behavior and future as an adult. So, as a concerned parent looking for the right preschool: what should I look for, can I afford it and does it meet my child's (and my own) needs?

It is important to understand that young children need to feel confident, secure and loved. Our program offers a safe and nurturing atmosphere to enable children to develop a positive self-image and respect for others as well as grow in their love for God and His creation. St. Michael's Preschool fulfills those needs through Christian love and growth, social development with peers, motor/cognitive mastery, and teachers who encourage individual growth. The preschool should be viewed as the step between family and the often times, "scary" introduction to kindergarten. Gently, it encourages a child to develop much needed listening skills, social development and also, problem solving skills. As a parent, you should not only be aware of the physical setting but also, with the general atmosphere. Are the teachers happy, productive, creative and attuned to each other's needs? Hopefully, you will be choosing a preschool that shares your views, philosophies and goals concerning your young child. This handbook was created with you in mind.

Thank you for allowing us the opportunity to be partners in your child's education. Welcome to the community of St. Michael's Preschool.

## **MISSION STATEMENT**

St. Michael's Preschool recognizes the unique gifts of the young child. We pledge to nurture these gifts and provide a safe and developmentally appropriate environment. Our goal is for each child to grow spiritually, emotionally, socially, and academically. We hope to prepare their hearts with a spiritual foundation that will instill in them a desire to know God. We strive to lay a foundation for a lifetime love of learning.

## **OUR PURPOSE**

In a caring and positive atmosphere, we create a warm and happy place for your preschoolers to learn. St. Michael's Preschool recognizes that parents are the primary educators of their children. As we bridge the gap from home to school, we guide children to maintain a continued good self-image while building social skills in a school setting. Sensory, motor, perceptual and language skills, as well as Catholic values are introduced through materials and activities, which are both, child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride. Based on the theory that children learn through play, classroom routines encourage spontaneity and creativity. Designed schedules balance structure and free choice, as well as active and quiet times.

Recognizing that children grow in predictable stages, we work from the level each child has attained and move forward a step at a time. We treat each child as an individual with dignity and value. We teach a love of learning by allowing children to experience their own stage of development, which helps them feel success without pressure.

## GOALS

Our goal at St. Michael's is to provide Christian experiences in a secure, loving environment, so that children can grow and expand in their knowledge of the world around them. Teachers are an integral part of the program and work as a team to provide a developmentally appropriate, creative curriculum that meets the needs of the developing preschool child.

## HISTORY

St. Michael's Preschool began in 1982, when Father Syrianey (our founding Pastor) envisioned a multiple use for our church's meeting rooms. After surveying our parish population, St. Michael the Archangel Church decided to begin their own daily preschool program to support the ever-growing young parishioner population of 3 to 5 years olds. In October of 1982, when the new addition was finished the program began with a full enrollment of 192 children.

## STAFF

Our preschool staff possesses formal education, training and work experience in early childhood education. By attending conferences and workshops, visiting other early childhood programs, and reading professional publications, they keep current with the latest in educational principals and methods.

Our teachers partner with you to provide the best educational environment for your child. During the fall they visit with the parents over the phone. Regular parent-teacher conferences are scheduled for late January or early February. Teachers are also available daily at school and by appointment for additional meetings with parents.

## DEVELOPMENTAL APPROPRIATENESS

At St. Michael's Preschool, we offer what is considered a developmentally appropriate curriculum. Our program is planned around child-oriented, child-directed and teacher guided play; with our curriculum emphasis on integration of all areas of development (cognitive, social, emotional and physical).

The following is an excerpt from Developmentally Appropriate Practice, Sue Bredekamp, editor for NAEYC (National Association for Education of Young Children) 1986.

“Developmental Appropriateness has two dimensions: age appropriateness and individual appropriateness.

1. Age Appropriateness – Human development research indicates that there are universal, predictable sequences of growth and change that occur in children during the first 9 years of life.
2. Individual Appropriateness – Each child is a unique person with an individual pattern and timing of growth, as well as an individual personality, learning style and family background. Both the curriculum and adult interactions with children should be responsive to individual differences.

Children's play is a primary vehicle for and an indicator of their mental growth. Play enables children to progress along the developmental sequence from the sensorimotor intelligence of infancy to preoperational thought in the preschool years to the concrete operational thinking exhibited by primary children. Therefore, child-initiated, teacher-supported play is an essential component of developmentally appropriate practice.

Here at St. Michael's Preschool, you will see children develop their skills because our program is based on **“developmental appropriateness”**.

## **EARLY CHILDHOOD CURRICULUM**

Creativity is a basic objective in teaching young children. It is important to give children opportunities to express ideas freely and spontaneously, to encourage individuality and originality in their work, to avoid giving children patterns or passing on fixed stereotyped ideas, to provide a flexible environment without so many rules that spontaneity would be inhibited, and continuously, to stimulate children to approach problems and situations with searching and insatiable curiosity.

The teacher remembers that too much freedom leads to insecurity; while too little freedom stifles spontaneity and creativity. Guided freedom allows for testing and trying out unique, fresh approaches to situations with the comfort of knowing that positive guidance from the teacher keeps experimenting within the realm of creative learning.

## **HOW CHILDREN ARE LEARNING**

Learning takes place every minute as the child explores his/her environment. The teacher's job is not only to set the stage for learning but also to provide the warm, safe, yet challenging climate so that each child can, at their own speed, learn about themselves, about others, and about the world around them. The preschool child learns by:

1. Sensory perception (seeing, hearing, smelling, tasting and touching)
2. Through first-hand, active experiences
3. Discovery
4. Testing out ideas in play

## **LEARNING CENTERS**

Learning centers in an early childhood classroom are areas within a room that are partially enclosed (by shelves and partitions) which contain the needed materials for a certain type of activity. By using centers, children can move freely about a room, and actively involve themselves with different materials. Children can learn independently or be in small groups in a center. Each child is provided opportunities for personal growth through experiences that encourage age-appropriate skills in personal care, self-confidence, self-control, problem solving, and the acceptance of responsibility.

Individual and small group activities are included in each day's schedule as is group sharing experiences and outside play. Children have the opportunity to make choices, problem solve and make a decision. Centers also encourage children to learn in a developmentally appropriate way, by active involvement and manipulation of concrete, real materials. Special activities are planned as they fit in with the unit of study.

Children have the opportunity during Learning Center Time to choose from several experimental areas that teach the following values:

### **Dramatic Play Area**

- Provides the opportunity of identifying and socially interacting with peers
- Encourages creative play
- Allows role play of daily experiences

### **Block Area**

- Stimulates individual thought and imagination
- Provides opportunities for problem solving
- Provides a setting for cooperation and interaction among children

### **Language/Reading/Book Making Area**

- Stimulates individual thought and imagination
- Develops pre-reading skills and letter recognition
- Develops pupil/teacher relationships

#### Art Area

- Provides an opportunity for expressing emotions
- Develops creativity and a sense of self worth
- Provides small muscle movement and aids in developing coordination

#### Listening Area

- Provides a restful place in an active environment
- Provides a place for the shy, timid child
- Develops listening skills and attention span

#### Science Area

- Develops an awareness of God's order and plan in the world
- Provides guided and creative experiences which provide the foundation for scientific reasoning
- Encourages questions, experiences, and discoveries

#### Puzzles and Manipulative Area

- Develops eye-hand coordination and visual perception
- Stimulates the ability to recognize and classify objects
- Develops basic pre-reading and pre-math skills

#### Water/Texture Table

- Stimulates eye/hand coordination
- Encourages tactile discrimination
- Encourages creative construction

#### Music Area

- Encourages creative expression
- Encourages rhythm awareness
- Provides musical diversity

#### Religious Area

- Encourages individual thoughts and questions
- Stimulates individual thought and acceptance
- Develops an awareness of God

#### Outside Play

- Opportunities are provided for the child to develop various motor skills. Our playground is equipped with swings, slides, climbing apparatus, riding toys and sand boxes. On rainy or snowy days, the children use large motor equipment in another classroom.

## **SCHOOL SCHEDULE**

Morning Class Schedules: 8:30a.m. to 11:30a.m.

Afternoon Class Schedules: 12:30p.m. to 3:30p.m.

### **DAILY SCHEDULE**

All our 3-hour classes follow a daily routine. Due to the fact that we have 3 classes occurring at any given time, we do not go out on the playground at the same time. Thus, the schedules may vary a bit, class to class.

- Arrival and Learning Centers: Approximately 1 hour and 15 minutes
- Clean up and Short Group Time: Approximately 15 minutes
- Playground or Indoor Gym: Approximately 30 minutes
- Story or Small Group Time: Approximately 30 minutes
- Snack and Large Group Time: Approximately 30 minutes

## **CURRICULUM**

- Science – Learning about the world around them by direct experience, manipulation of materials, questioning and through direct observation. Graphing and charting are used to support data and document results or ideas.
- Art – Heavy emphasis is placed on the process, rather than the product. Encourage creativity, self-expression and joyful wonder through many different medias. To help the children's self-esteem, what you create is good. Children have access, on a daily basis to differing art medias. There is no set "art time" and art is open during all of the free-choice time.
- Spirituality – We teach that all creatures are special in God's creation. That the children are each unique and must be appreciated at their own level. We have a child led prayer at 1<sup>st</sup> group time, at snack, and before going home. We encourage Christian based songs and finger plays.
- Music – Experimenting and patterning sounds and tones, singing and finger plays. Use of rhythm band instruments and recognition of basic rhythms.
- Language and Developing Pre-Reading Skills – An enjoyment and interest in books and story time, sharing "made-up" stories, book making, encouraging full sentences, rhyming, expressing feelings, and by writing down children's thoughts and stories. Use of typewriters, flannel boards, language listening centers and the "bookmaking" center which has a variety of fine motor equipment such as tape dispensers, staplers, hole punchers, yarn, scissors, "empty books", etc...
- Pre-Math Concepts – Sorting and classifying objects into sets, comparing sizes, one to one correspondence, simple measuring, shapes and sizes. Use of cuisinaire rods, unifix cubes, blocks and links distinguishing between "some" and "all" and "more" and "less". Greatly enhanced by blocks and manipulative areas. Children graph and chart amounts, etc...
- Social Studies – Learning about relationships between people, sharing, the world around them and self-esteem. Encouragement of problem-solving skills through use of good, appropriate literature, field trips, non-sexist and non-stereotypical equipment.
- Physical Education – Development of large muscles, through running, jumping, climbing, pushing, pulling and lifting. Children go outside daily (weather permitting) or use the indoor gym equipment such as mini trampolines, indoor climbers with slides, tumbling mats, balance beams, balls, scooter boards and parachutes.



## GROUP SHARING EXPERIENCES

The group sharing period denotes any time when the group as a whole participates in an activity. Included in the group sharing experiences are stories, conversations, music experiences, finger plays and visual aids. Bible stories, Bible verses and Bible related songs are used in the “worship” experience.

The group sharing experience is important in helping each child feel a part of a large group and in providing opportunities for interaction among the children.

## SCHOOL EXPERIENCES AND ARTWORK

Most children are eager to share experiences with their parents. Your response is very important – so be an attentive listener. Concerning art, a good comment might be “Tell me about your picture”. Remember there is no right or wrong way for art (trees can be purple and the sky green). To keep your child enthusiastic about bringing home his/her work you might establish a place where the child can display it (refrigerator, closet door, bedroom door or wall).

## SPECIAL PROGRAMS

- Field Trips – Teachers will plan field trips to compliment their units of study. Parents are required to provide transportation for their child and attend field trips.

## SCHOOL POLICIES

The parents will be notified in writing of significant changes in the services, policies and procedures of the Preschool program.

- **Age Acceptance**  
Children 3 to 5 years  
Children should be 3 years old by October 1<sup>st</sup> to begin school.
- **Registration**  
Registration for fall classes begins in late January. Parents are encouraged to do a tour, prior to registering a child, to observe the classroom, teachers and the program set up. During the tour you will be able to see all areas of the school.  
Directions:
  1. Complete online registration forms with TADS. Go to [www.stmichael-aurora.org/preschool](http://www.stmichael-aurora.org/preschool).
  2. The non-refundable registration fee of \$150 must be paid when registering. You may pay by credit card through TADS. Your child’s place in class is guaranteed after the registration fee is paid.
  3. If payment is not received within 10 days of registration, your child’s name will be removed from the class list.
  4. All other registration forms should be completed at your earliest convenience.**Immunization records and general health appraisals, which requires a doctor’s signature need to be submitted before the first day of class. Please plan ahead!**
  5. Families wishing to apply for financial aid should check the box on the registration form. The Director will contact you with more information. Financial aid award will be communicated to you by mid-July.

### **Tuition Rates for 2024-2025**

Class Schedule	Yearly	
TTH Half Days, AM or PM	\$2,100	
MWF Half Days, AM or PM	\$2,670	
5 Days, AM or PM	\$4,330	
TTH Full Days, AM and PM	\$4,040	
MWF Full Days, AM and PM	\$5,080	
5 Full Days, AM and PM	\$8,240	

- **Tuition Payments**

Tuition is due each month, according to your payment plan in TADS. Tuition received more than 5 days after your due date will be assessed a \$50 late fee from TADS. If your tuition payment is not made on your due date, your child will not be allowed to return to class until tuition is paid and current.

- **Tuition Contract**

Every student must have a tuition agreement signed by a parent/guardian through TADS. This agreement is legally binding.

- **Medical Requirements**

Upon enrollment, children will need a prior medical exam (within the last 12 months) and immunization record or immunization waiver.

- **Disruptive Behavior**

Our mission is to provide a safe, secure environment for all our children and staff. If a child is found to be aggressive, violent or disruptive in the classroom, they may be dropped from enrollment. Prior to dropping a child from a classroom, we will:

1. Conference with parents to talk about the problem(s)
2. Recommend proper professional consultations
3. Require parents to follow through with consultations and work with preschool staff. If your child's behavior precipitates bringing in an extra teacher for classroom management, there will be an adjustment to your monthly tuition.
4. The child will be put on a 30-day probation and reassessed by the preschool staff.
5. For the safety of the staff, if a child is extremely violent and a teacher is bruised, hit or bitten, the family may be asked to leave immediately.

- **Diapering and Toilet Training**

It is not required that children be potty trained before school begins. St. Michael's does NOT have a diaper changing facility. If your child is **not potty trained**, we ask that you send them to class wearing regular underwear; not diaper-like underpants.

- **Videos/Movies**

No videos/movies will be shown to the children at St. Michael's Preschool.

## SERVICES OFFERED FOR SPECIAL NEEDS

In compliance with the Americans with Disabilities Act, the Preschool can accept children with disabilities as long as we have trained personnel and facilities to accommodate the specific needs of the child. The Preschool will make a reasonable effort to accommodate children with disabilities. It is understood that the Preschool staff are not therapists and cannot replace a child's special needs therapist(s). The parents are encouraged to continue outside support.

## HEALTH

Within the school setting, teachers encourage healthy habits. Children are reminded to use tissues when sneezing and coughing. All children wash their hands as they enter the classroom, after using the bathroom, changing activities, before and after snack time, after coming in from the playground and as needed. The school uses all strict precautions to ensure a healthy environment.

[C:/Users/Disciple/Downloads/ChildCare\\_How\\_Sick\\_Is\\_Too\\_Sick\\_English.pdf](C:/Users/Disciple/Downloads/ChildCare_How_Sick_Is_Too_Sick_English.pdf)

The staff will notify you when there is a contagious disease in the school or when we know your child has been exposed. Contagious diseases such as strep and conjunctivitis (pink eye) will be posted in an email for your information. In order to safeguard the health of the group, please keep your child home if he/she has one or more of the following symptoms: a cold with sneezing or coughing, a fever, sore throat, rash, stomach pain, runny eyes, diarrhea, or a severe (green) runny nose.

Be sure your child is free of any symptoms mentioned above for at least 48 hours before returning him/her to school. Please contact the Director's office at 303-690-6523 to leave a message concerning the child's absence and the reason (state the child's name and class). Should any of the above symptoms appear in your child while at school, the Director will notify you and the child will be isolated in the school office area until you can pick them up.

As per Colorado Licensing Regulations, parents will apply sunscreen every school day before school.

These policies are in the best interest of all the children. Thank you for your cooperation.

For communicable diseases, please contact your pediatrician about when your child may return to school.

**Child Find is part of Colorado's system for identifying children suspected of having a delay in development. If a young child is not meeting typical developmental milestones, or the teacher is concerned about the child's growth or learning, child find teams will evaluate how the child plays, learns, speaks, behaves and moves. The purpose of the evaluation is to determine if there is a significant delay or if there is a need for early intervention or special education services. Evaluations conducted by Child Find teams are at no cost to parents. After Child Find assessments, we will provide individual social and emotional intervention strategies.**

***All parents must report, to the school office, any outside exposure to communicable diseases including, but not limited to Hepatitis, measles, mumps, meningitis, diphtheria, rubella, covid-19, salmonella, T.B., giardia and shigella.***

## **MEDICATIONS**

If a medication must be administered at school, a “Release to Give Medication” form must be completed and signed by your physician before administering. If your child suffers from allergies or asthma and requires a constant or frequent administer of medication, the appropriate forms must be completed and kept up to date.

All medications must be kept in its original container bearing the original pharmacy label showing the prescription number, name of the medication, date filled, expiration date, physician’s name, child’s name, and directions for dosage. **PLEASE DO NOT PLACE MEDICATION IN CHILD’S BACKPACK. PLEASE GIVE THE MEDICATION TO OUR TEACHERS** along with a completed release form from your doctor

If your child requires life-saving medications for a pre-existing condition; including but not limited to Severe allergy, asthma, Seizure, etc., **All medication forms must be completed by the physician and turned in to the office on or before the first day of class.**

Over the counter medications will typically not be accepted for the school to administer. These medications are ordinarily for the **temporary** relief of symptoms, which indicate that the child will be better off staying home to rest and recuperate.

Pursuit to the Rules Regulating Child Care Centers – the center’s licensed health consultant must observe and document the competency of each staff member involved in medication administration and must delegate to one or more the child care staff the task of medication administration, to include routine medications only. For medication not covered in the medication training, the health consultant must provide additional training, delegate on a one-to-one (1:1) basis, and provide ongoing supervision.

## **SUNSCREEN**

As per Colorado Licensing Regulations, children need sunscreen every school day before they go outside. Please apply sunscreen to your child before their school day begins.

## **REPORTING OF CHILD ABUSE**

Any staff member of the program who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report the circumstances to The Department of Human Services, the Preschool Director, and the Office of Catholic Schools.

It is also our responsibility to inform you as the proper way to report child abuse should you ever need to make such a report. You are to call the local police department or Arapahoe County Human Services Department at 303-636-1750.

## **REPORTING OF LICENSING ISSUES**

If there are problems which concern you, or to file a complaint about St. Michael’s Preschool, please make a report to the Colorado Department of Human Services, Division of Childcare. Reports can be made either in writing to 1575 Sherman St., Denver, CO 80203-1714 or by phone to 303-866-5958 or 1-800-799-5876.

## **ACCIDENT OR INJURY OF A CHILD**

If a child has a minor scrape or bump, a staff member will wash the injury and apply ice if necessary. The parent will be informed of the injury or accident when the child is picked up. An Accident Report will be completed and signed by the teacher on duty and the Director. The Director will retain a copy of the Accident Report in the child's file and the original will be given to the parent(s).

In the case of a more serious injury, the parents will be notified immediately. If they cannot be reached and it is determined immediate medical attention is needed, 911 will be called to request professional assistance. If emergency personnel determine the child must be transported to a medical facility and the parents still cannot be located, the Director or Assistant Director will go with the child, taking his/her full file which contains the medical release form. Throughout this procedure someone will be assigned the task of locating the parents through the use of available phone numbers: home, work, cell, and emergency contact people.

## **CLOTHING**

Dress your child in clothing appropriate for school – clothing that can be subjected to the dirt of the playground and activity of the classroom. Encourage your child to be independent by teaching him/her to dress themselves (to zip and button his/her own clothing). The simpler the fasteners, the easier it is at toileting time. **Outdoor clothing must be LABELED with the child's name.** We will be outdoors almost every day, so dress your child accordingly – ***mittens, hats and boots on cold snowy days.*** Extra clothes must be sent for each child in a **large Ziploc** bag with the child's name and kept at school, in case of accidents.

## **TOYS**

Please do **NOT send TOYS** to school. The classrooms are well equipped with materials for your child's development. If a child wants to bring something in to show his/her classmates and/or teachers, they will be encouraged to "show and tell" early in class and then asked to put it in their special "cubbie" for safekeeping.

## **PERSONAL BELONGINGS**

All children will have a "cubbie" area labeled with their name where tote bags, backpacks and any other personal belongings can be kept during class. These items should be taken home at the end of the day. The school will not assume responsibility for any items brought from home.

## **PARENT/TEACHER CONFERENCES**

Conferences and daily communication are essential to implementing parents as partners in their child's social and cognitive development. Twice a school year, January and May, written child evaluations will be completed. The evaluations will cover developmental, social, emotional and motor areas. Evaluations are based on classroom observations by the teachers. There is no testing. Conferences are scheduled in the winter to share the evaluation information with the parent(s). In October your child's teacher will call you to discuss your child's start to the school year.

## **NEWSLETTERS AND LESSON PLANS**

You will receive two newsletters at the first of the month: a school newsletter and a classroom specific newsletter. The newsletters and weekly lesson plans will be emailed to you.

## **SNACKS**

The school provides all snacks. Snacks such as fresh fruit, vegetables, cheese and crackers are generally the rule. We serve water at snack time. No meals are provided.

## **BIRTHDAYS**

You are welcome to bring in a simple, store purchased treat on your child's birthday. **PLEASE NO CAKES OR CUPCAKES.** Please check with your child's teachers to schedule a mutually convenient date and check on any allergies in the classroom

## **FIELD TRIPS**

The teachers plan field trips at various times of the year. Prior to any field trip, notification is made in the classroom newsletter. Since most outings cost a nominal fee, the teachers will collect the cash, in advance. Each class may take 3 to 4 field trips per year. All children must be accompanied by a parent or guardian on each field trip. Carpools may be arranged with other parents, but not through St. Michael's Preschool or the teaching staff. If a student does not attend the field trip, alternate care is not provided. **St Michael's Preschool will not provide transportation.**

## **RELEASE OF A CHILD**

Children will only be released to registered parents or to people that the parents have listed on the emergency form. We **MUST** have written authorization from the parent for any person other than the parent to pick up a child (including carpools). If the parent is not picking up, then identification must be provided to determine that the person is on the emergency form or a parental note before releasing the child. On occasion, a parent may want to give a one-time release authorization to a particular person. The parent will provide a note that is signed and dated stating the person's name and the date(s) involved for permission of release.

## **SIGN IN/ SIGN OUT SHEETS and ARRIVALS/DEPARTURES FROM CLASS**

The Red Doors are unlocked during drop off and pick up. Daily sign in and sign out are online. The parent or designated person shall sign his/her child in and out for each session. Teachers will count the children at the beginning of class and at each transition time. Please arrive when class begins and be **prompt** in picking up. Staff needs time to prepare for the next class. In case of a late pickup, a staff person will call:

1. Parent(s) at all numbers provided.
2. The emergency contact information for an authorized pickup.

If you have not made prior arrangements and you are 10 or more minutes late, you will be assessed a fee of \$1.00 per minute upon arrival, payable in cash at that time.

In case a child is abandoned at the Preschool:

1. Staff will attempt to call the parent(s).
2. Proper authorities will be called and a staff person will stay with the child until pick up.

## **VISITORS**

Currently, we are limiting visitors to the school. School doors remain locked at all times.

## **SCHOOL CLOSURES AND CALENDARS**

Parent(s) will receive a 10month school calendar upon enrollment. The calendar will list special events, vacations and any planning day closures. We start in August and end in May. We have all major holidays off including Thanksgiving week and Christmas. We also have a spring break.

## **WEATHER RESTRICTIONS**

We go outside to play when the temperature is between 32\* F and 90\* F. All students must be appropriately dressed for the weather conditions. In Colorado the weather can change in an instant. If it is too hot, too cold, or too wet, the students will have large motor skill activities on our inside play equipment. Remember to layer up!

## **SNOW CLOSURES**

**SCHOOL IS CANCELLED WHEN THE CHERRY CREEK SCHOOL DISTRICT IS CLOSED. IF CHERRY CREEK SCHOOL DISTRICT ACTIVATES A STORM SCHEDULE DUE TO SNOW, THE PRESCHOOL SCHEDULE MAINTAINS REGULAR SCHOOL HOURS.** In case of inclement weather, you can check school closures with your local tv station. Note that the school will be closed for a full day. Closures are made by 7:00 a.m. You may check St. Michael's Preschool Facebook for closure information.

## **DISCIPLINE**

Our philosophy of discipline includes two principles based on age appropriateness.

1. We reinforce positive behavior. We state expectations in a positive manner. We see discipline as helping the child learn acceptable behavior and by encouraging positive social interaction with other children.
2. To allow children to have the opportunity to make choices and to experience natural consequences.

We strive to allow children to settle their own differences as much as possible. We observe and monitor what is taking place to see how they might work things out. It is a desire for children to develop skills to solve their own problems of interaction. If a child comes to us with a problem, we help the child with vocabulary he/she might use in solving a problem. We praise positive behavior at all possible times. We seek ways to accentuate the positive in all children. The Director with the parents' involvement supervises unusual discipline concerns.

Careful and safe limits are set in the classrooms and the playground the 1<sup>st</sup> month of school. Children are helped to feel secure about what they can and cannot do. Problem solving skills (the child's) and redirection are used whenever possible, with teachers remaining alert to the total situation. Children are encouraged to learn self control, and raise self esteem through the use of language and socially accepted interactive skills (guided by the teachers). "Time Out" is rarely needed, but if used for an "out of control" situation, the general rule is 2-3 minutes, at the end of which the teacher(s) speak with the child. St. Michael's Preschool reserves the right to terminate enrollment of a child due to discipline problems.

## **EMERGENCY INFORMATION**

Each child **MUST** have an emergency sheet on file at St. Michael's Preschool. The form also includes a photo of your child. The photo is provided by St. Michael's Preschool. The emergency form is kept in the child's classroom.

## EMERGENCY PROCEDURE

- **FIRE** –Monthly fire drills are practiced. Children exit out of the nearest door, and leave the building with their teachers. A “head count” is done to ensure all children have evacuated. In case of an actual fire, all children will be escorted to the Parish Rectory located just south of the church at 3320 S. Cathay St., until a parent or guardian picks the child up.
- **TORNADO** – All staff and children will seek shelter in the Church basement. Children will NOT be allowed out of the building during a disaster warning, until the “all clear” signal has been given.
- **EMERGENCY SNOWSTORMS** – As we are a 3-hour program, we do not anticipate any problems with blizzards. **School is cancelled when Cherry Creek District cancels.** If Cherry Creek District activates a STORM SCHEDULE due to snow, **THE PRESCHOOL MAINTAINS REGULAR HOURS.** Parents should listen to the TV for announced school closures.
- **LOCKDOWN & ACTIVE SHOOTER DRILLS** – Lockdown drills are conducted during the school year. We practice the most common type of drill in which students and staff practice sheltering in place, staying away from doors and windows, and staying quiet.
- **NOTIFICATION, REUNIFICATION OF FAMILIES & CONTINUITY-** All preschool families have been given written plans for emergency notification of parents, reunification of families following an emergency or disaster and continuity of operations after a disaster.

## LOST CHILDREN

All children are under the care of our teachers while attending class. Attendance is taken the first part of class so staff will know the head count for that particular day. When coming and going to the playground, etc., the staff is also required to do a head count. In case of a lost child on the premises, the Director will check all exits to the building. The Church staff and parent(s) will be notified along with the proper authorities, if needed.

## YOUR CHILD’S FIRST DAY

The first day at Preschool can be a very traumatic experience or it can be very positive, happy and exciting. To help your child through the first few days of school, we suggest a very positive, open approach on your side. It is helpful to discuss, BEFORE your child’s first day what they can expect. School should be viewed as a warm and loving experience and expressed in those terms. Let your child know that it will be a time ALONE from you, a time to enjoy other children.

During the first few days of school, it is sometimes difficult for both the parent and the child to “let go”. This is a normal process and the first month of school is regarded as an adjustment period. Making sure you say good-bye, give a hug and a kiss and returning **PROMPTLY** at the end of class will soothe any fears of being deserted at the school.

## PARENT INVOLVEMENT

- **Parent Involvement** – At St. Michael’s Preschool, we feel you and your family are the first and foremost in your child’s development. We are here to supplement and guide your child’s development and appreciate your support. We encourage parent interaction through our monthly school newsletter, parent socials and educational events.
- **Room Parents** --Room Parent is another program for parents who may not be able to give time during the day at school. This is where one parent, per classroom, per month will assist teachers in the myriads of small tasks that need to be done to have a classroom run smoothly. Tasks could be anything from cutting and preparing papers, making flannel



board cut-outs, etc. The involvement during your month would take approximately 2 – 5 hours of your time.

- **Parents of Preschoolers Organization (POPs)** – This organization is a wonderful tool for parents that want to get to know St. Michael's Preschool better. POPs sponsor such events as: family potlucks, social activities, parent education, charity and preschool fundraisers and provides assistance to the preschool. All POPs sponsored events are open to the entire Preschool. POPs work in conjunction with the Director and the teachers, as well as getting to meet a lot of other Preschool parents. POPs are a special organization to benefit the preschool and its parents. Be sure to join POPs in planning another great year at St. Michael's Preschool.