

ST. MICHAEL PRESCHOOL PROGRAM PARENT HANDBOOK



Information, Guidelines, Policies and Procedures

OUR REASON FOR BEING

St. Michael Preschool is an important part of the mission of St. Michael Catholic church. We provide a caring environment in which children can grow socially, emotionally, mentally, creatively and spiritually. In this catholic preschool, children discover the inherent goodness in all that they are and how God is part of their everyday lives.

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LETTER FROM THE DIRECTOR

Dear Parents:

I recognize that you as parents are the primary teachers of your children. As Catholic preschool educators, we also play a very important role in your children's lives. It is our goal to help prepare your children for formal education by providing them with a loving, caring, safe environment in which to learn. We also accept the responsibility to inform you periodically concerning the concepts and skills that your children are learning through play.

All children are unique and special. The staff at the preschool strives to bring out the uniqueness in each child. We recognize that children whose basic emotional, social, spiritual and physical needs are met and nurtured through the preschool years will be ready and eager to learn the academics in elementary school. Consequently, we make age appropriate materials available in such a way that inquiry is a way of life. The curriculum for each age level is based on thematic units developed so that every child can experience success, and children's self-initiated investigations are encouraged and supported.

Thank you for entrusting your children's very special years to us. I am looking forward to a wonderful year.

Sincerely,

Marianna Toscano

PROGRAM INFORMATION

Faith development, music and movement, language and literacy, creative expression, math, and science are all included in our everyday activities in the classroom. Learning objectives within each of these areas are addressed as children participate in hands-on activities that engage their curiosity and interests, while helping them to develop self-confidence in a fun and safe Catholic community. Parent and caregiver participation is welcome at our preschool. Saint Michael preschool staff and parents work together to support the preschool's vision and mission.

There are 12 to 16 children in the three-year-old classrooms and 16 or 18 children in the four and five-year-old classrooms taught by a teacher and an assistant. Two-year-old classrooms have 10 to 12 children in each class with a classroom leader and an assistant.

All our teachers in our three, four, and five-year-old programs have either a bachelor's degree in education, or are certified or working toward an Early Childhood Credential. Staff members receive first aid and CPR training and are expected to take continuing education classes each year. All of our programs offer a developmentally appropriate curriculum and each level builds on the previous one. Whether exploring the many facets of dinosaurs, traveling to Mexico, England, or the moon, play-acting famous fairy tales, collecting bugs, or experimenting with erupting volcanoes, our goal is to expose the children to a wide variety of wonderful units and provide an atmosphere of learning through play. Units are designed to develop readiness skills and they all provide developmentally appropriate activities directed toward that end.

In addition to regular classroom activities and outdoor play, the children go to the music room for music and movement with our music teacher.

Two-Year-Old - Two Day (M/W or T/TH)

In this program parents work with classroom leaders to provide a play experience for toddlers. It is an opportunity for parents to have time away while their children play and socialize in a safe, caring environment. However, depending on the needs of the children and the class as a whole, parents or caregivers may be required to help in the classroom on a rotating basis between September and December. Activities are developmentally appropriate for the age of the children.

Three-Year-Old - Two Day (T/TH) or Three Day (M/W/F)

There is a significant emphasis in this program on socialization. The teachers strive to help the children build self-confidence and self-esteem while they learn through play. We encourage and promote interest in socializing, imaginative play, group activities and solitary play. All of these activities are enriched with stories and music.

Four-Year-Old - Three Day (M/W/F), Four day (M-TH) or Five Day (M-F)

Both the four-year-old and the Developmental Kindergarten programs encourage children to look for peer relationships, to play cooperatively with others, to share, contribute and interact with others in a group and to explore and create. These programs consist of a vast array of units and themes which concentrate on continuing to develop social skills and strengthen the child's confidence and self-esteem, while introducing kindergarten readiness activities in a fun, exciting, and developmentally appropriate way.

Developmental Kindergarten – Five Day (M-F)

The luxury of five days affords the teacher the opportunity to more fully explore each unit with the children. Teachers encourage readiness to learn and question, utilization of the children's developing sense of responsibility and their interest in pretend play, construction and simple games. This program offers a

“kinder, gentler” approach for children who need an extra year to grow before entering a full day kindergarten.

LUNCH PROGRAM

St. Michael Preschool offers a lunch program for children in the three, four, and five-year-old classes. Children have the opportunity to stay from 12:30-1:30 on Tuesdays and Wednesdays for a fee of \$6.00 per day. Students bring their lunch, and weather permitting, will go outside on the playground after they have finished eating.

Parents will be notified of the lunch day schedule during orientation and will need to come to the office to sign up and pay the fee in advance. Space is limited and therefore will be on a first come first served basis.

ADVENTURE CAMP

An afterschool experience for ages 3 and up.

Children will explore, create, cook and much more!

Cost is \$12 per camp

- 16 Action packed camps to choose from
- Camps are held once a month
- On select Thursdays and Fridays, 12:30-1:45
- Choose 1 day or 2 days a week
- Children will bring their own lunch.

(No peanut or nut products)

ENTRANCE AGE REQUIREMENTS

2 day (M/W or T/TH) 2-year-old	-	2 by 8/31/2018
2 day (T/TH) 3-year-old	-	3 by 8/31/2018
3 day (M/W/F) 3-year-old	-	3 by 8/31/2018
3 day (M/W/F) 4-year-old	-	4 by 8/31/2018
4 day (M-TH) 4-year-old	-	4 by 8/31/2018
5 day (M-F) 4-year-old	-	4 by 8/31/2018
5 day (M-F) 5-year-old	-	5 by 10/31/2018

A copy of your child's birth certificate is required for our file.
The director reserves the right to extend the cut-off date for enrollment in all programs.

GOOD FAITH

Children are accepted in good faith. Occasionally, however, it is necessary to remove a child from the program. The director reserves the right to dismiss a child, if after a conference with the parents, she determines that it is in the best interest of the child and the center.

Independent Toilet Training

All children in the three, four, and five-year-old classes must be independently toilet trained when school begins. Pull-ups, training pants and diapers are not permitted. **No Exceptions.**

What it Means to be Independently Toilet Trained at Saint Michael Preschool

Children enrolled in our 3, 4 and 5-year-old classes are expected to be able to use the toilet independently **before** attending Saint Michael Preschool. Fully toilet trained children must be able to do

the following without adult assistance and minimal adult prompting:

- Be accident-free in regular underwear (not training pants or disposable pull-ups) for a two-week daytime period
- Recognize and be able to tell a teacher in words that they need to use the toilet before they have to go
- Hold their toilet need until they can get to the bathroom from a classroom or the playground or while waiting in line for other children to finish using the toilet
- Get on and off the toilet mostly independently
- Pull down/up their pants/underwear or lift dress/skirt (teachers can help with difficult snaps or buttons if needed)
- Wipe themselves after using the toilet
- Flush the toilet
- Wash/dry their hands

Please be aware that performance in a preschool setting may not be the same as it is at home. The children have access and are certainly able to go to the bathroom whenever they need to, in addition to scheduled toilet breaks for the entire class. With 12-16 children in the class, teachers will do their best to encourage and remind children but are not able to monitor each individual child continuously for non-verbal cues as the day's activities proceed. There are a lot of distractions at preschool with friends, toys and fun activities that a less confident, not completely independent toilet trained child may have trouble maintaining dryness/cleanliness. We encourage you to foster this independence at home and in public.

We certainly do grant grace and will care for all children. If a child has an accident, teachers will help him/her change into dry clothes, mostly encouraging him/her to change. The wet/soiled clothes will be sent home in a bag. If accidents persist, parents may be called to come in to clean the child and conversations will be had about the child's readiness. Please note that this policy is not in place to

shame or punish a child or inconvenience the family. Rather, cleaning accidents in a preschool setting (the child, seat, floor/rug etc.) is time consuming, our 3, 4 and 5-year-old classrooms are not outfitted for this, and it takes teachers away from spending time interacting with and facilitating the entire class in a fun and safe manner. Teachers are simply not responsible for toilet training. It is the responsibility of parents. This policy is intended to ensure the safety and happiness of all children and staff at the preschool. Thank you for your understanding.

REGISTRATION INFORMATION

Priority for enrolling children in our programs is given to children whose parents are members of St. Michael parish provided they register during the priority enrollment period. Once our parishioner's needs are filled, we open enrollment to Catholics from other parishes and then the general public. St. Michael Preschool admits students of any race, color, and national or ethnic origin.

Registration information will be sent home with currently enrolled children in January and published in the church bulletin in January and February.

When the number of applications exceeds the number of spaces available in a program, enrollment in that program is by lottery.

TUITION AND FEES

2018/2019 Tuition:

- Developmental Kindergarten/5 Day Four:
Full tuition: \$3540/yr. - Stewardship Family: \$3000/yr.

- 4 Day Four-Year-Old Program:
Full tuition: \$2830/yr. - Stewardship Family: \$2400/yr.
- 3 Day Four-Year-Old Program:
Full tuition: \$2130/yr. - Stewardship Family: \$1800/yr.
- 3 Day Three-Year-Old Program:
Full tuition: \$2545/yr. - Stewardship Family: \$2155/yr.
- 2 Day Three-Year-Old Program:
Full tuition: \$1690/yr. - Stewardship Family: \$1440/yr.
- 2 Day Two-Year-Old Program:
Full tuition: \$2010/yr. - Stewardship Family: \$1700/yr.

Payment Schedule:

Tuition is a yearly fee, payable as follows:

- Tuition payment in full by June 5, 2018 **or**
- One-half payment by June 5 and one-half by December 5 **or**
- Ten monthly payments
June 2018 and August 2018–April 2019
(No payment will be collected in July.)

Please note that absences cannot be deducted from tuition, and we are unable to provide prepayment or multiple child discounts.

Registration Fee:

Unless your child is placed directly on a waiting list, payment must accompany the application; the registration fee is \$125.

The registration fee is non-refundable.

Sponsorships:

Limited sponsorships may be available for children who would be unable to attend the program for financial reasons. To discuss this or to obtain an application, please contact the director at (919) 468-6110 or mtoscano@stmichaelcary.org.

Refunds:

Unless tuition is paid in full, ***TUITION PAYMENTS ARE NOT REFUNDABLE FOR ANY REASON ONCE THE SCHOOL YEAR HAS BEGUN.*** However, if a family is moving out of the

area and the year has not begun, one-half of the June payment and the August payment will be refunded if they were received on time and the space can be filled from our waiting list. Notice of withdrawal must be in writing.

Late Payment Fee:

A late fee of \$15 per month applies to payments that are not received by the due date.

Late Pick Up Fee:

Parents will need to pick their children up in the office after 10 minutes. Except in the case of emergency, a fee of \$10 for each ten minutes past dismissal is charged when children are picked up after 12:40 in the preschool office.

Return Fee:

Your account will be assessed a fee equal to the charge that the preschool pays for any returned checks.

Withdrawal:

If a child is withdrawn without 30 days written notice, parents are responsible for paying an additional tuition payment.

REQUESTS FOR TEACHERS

A great deal of thought and planning go into forming classes, and it is difficult to honor parent requests while considering the best interests of all the children. Therefore, unfortunately requests to place children with specific teachers cannot be honored. Teacher recommendations for the placement of children for social and/or developmental reasons have top priority. Consideration is also given to parent requests to separate children. Finally, it is our policy to consult parents of same age siblings regarding their wishes to have the children placed together or separated.

SCHOOL HOURS

School begins at 9:30 each morning and ends at 12:30 each afternoon. Children need to know that someone will bring them to school on time and be waiting when school is over. Therefore, please be prompt both in bringing your child to school and in picking him/her up. Center activities begin promptly each day and are disrupted by late arrivals. Teachers will open their classroom doors at 9:25 to welcome children, and open again at 12:30 for pick up.

EARLY ARRIVAL

An Early Arrival program is available for all enrolled children Monday through Friday at 8:15. The cost is \$6 per day, or \$5 per day if your child attends weekly throughout the school year. Children are escorted to their regular classrooms at 9:15.

CALENDAR/WEATHER CLOSINGS

The Center is **closed** when Wake County Schools are closed due to adverse weather conditions. *

When Wake County **delays** the opening of school, the preschool office opens at 10:30 and **children bring lunch and attend from 11-1**. We understand that this later dismissal time may interfere with younger children's nap schedules. Please use your judgment in sending your younger preschooler on these days.

Parents will be informed of school closings and delays via ***Blackboard Connect*** telephone messaging system and can also call the office phone at 468-6110 for up-to-date information. Wake County announces school closings and delays on local radio and television stations and on its website www.wcpss.net.

**The director reserves the right to open/close the center even if Wake County does not.*

Make-up Days:

In the event of excessive closure due to unforeseen circumstances, make-up days are to be determined by the Director

HEALTH AND SAFETY

Health and Immunization Record:

A current medical form, including immunization records and a physical exam within twelve months of the beginning of school must be on file in the preschool office before you drop your child off on his/her first day. All children must have their vaccines up to date by the first full day of school.

Peanuts/Peanut Products and Nuts/Nut Products:

In an effort to maintain a safe environment for children with life-threatening allergies, snacks may not contain peanuts/nuts or peanut/nut products. ***This includes foods that have been produced in a plant with nut products.*** Please read the labels on the food you send.

Chronic Conditions / Allergies / Asthma:

Chronic Conditions including allergies and asthma must be brought to the attention of the director and teachers. If your child's food allergies are severe enough to warrant the use of an epi-pen if exposed to allergens, **you must** provide your own snack daily for your child. On special birthdays and holidays in the classroom, please remember to send a special treat for your child also.

Medication:

Please talk with your child's teacher and the director if your child will need medication during school hours. Staff will administer medication only if a child's parent or guardian provides written consent, and the medication is available in an appropriately labeled

and stored container with written instructions from the child's physician on proper administration of the medication.

Absences:

Please inform your child's teachers if your child will be absent. You may do this by calling the office. Voice mail operates 24 hours a day.

Communicable Disease:

Any incidence of a communicable disease, contagious infection or parasite must be reported to the preschool office. The preschool office will notify parents of any such cases and provide any necessary information. Cleaning and sanitizing of the preschool following proper protocol will be done immediately to make every effort to stop the spread of disease, infection or parasite.

Illness:

For the well-being of all the children and the staff, your child should not be sent to school if any of the following conditions exist:

1. **Fever and vomiting.** In case of fever or vomiting, your child must be kept home for 24 hours **after** his/her temperature is normal and/or vomiting has ceased.
2. **Frequent and productive coughing and sneezing.**
3. **Runny nose accompanied by green drainage or runny noses that require constant wiping.**

Note: Sick children will be sent home. If your child arrives sick he/she will not be permitted to stay. Also, if your child becomes sick during the morning, you will be called and required to pick him/her up immediately.

Rest:

It is important that small children go to bed early. School is not fun for children who are tired when they get there. The day is a

burden instead of a pleasure when that happens. Please be sure that your child gets enough rest and eats a well-balanced breakfast.

Clothing:

Children should wear close-toed shoes with rubber soles. Sandals and leather-soled shoes pose a safety hazard when children play on equipment. ***In addition, all strings must be removed from jackets and shirts (hoods and hems). They pose an immediate danger to children when they play on equipment.*** All clothing should be suitable for outdoor play and easy to manage.

Outdoor play is a regular part of our day and your child must be well enough to go outdoors with the other children at all times. ***Please dress your child appropriately for the weather and be sure to put sunscreen on him/her before he/she comes to school.***

All items that your child brings to school should be marked with his/her first and last name.

Fire /Severe Weather /Emergency Evacuation Drills:

Fire drills are conducted monthly. Severe weather and emergency evacuation drills are conducted periodically.

Emergencies:

If you need to reach the preschool staff in an emergency, call the preschool office (468-6110) or the parish office (468-6100).

Around the Grounds:

It is fun to visit before and after school, and the children may play sidewalk games, or if the St. Michael School classes are not outside, they may play on the playground or on the grass area behind the church. For the safety of the children, please do not allow children to play on the hill near the parish offices or on the outside staircases. Please be considerate when playing near trees and flower beds.

Running is not permitted in the classrooms or hallways.

Hand Washing:

Studies have shown that proper handwashing is one of the most effective ways to prevent the spread of germs. In an effort to provide as germ free a learning environment as possible, the children are required to wash their hands when they arrive at school.

At the beginning of the school year, as children learn the drop off routine, parents may be asked to take their children to wash their hands before leaving them in the morning. There are bathrooms and sinks both in the hallway and in the classrooms.

Infant/Toddler Safety in Preschool Classrooms:

The three, four, and five-year-old preschool classrooms are not toddler friendly. They are equipped and developmentally appropriate for three to six-year olds, and some of the toys and equipment may be hazardous in the hands of little ones. Consequently, to ensure the safety of all the children, please keep your infants and toddlers with you at all times when they come with you to drop-off or pick-up.

SAFE ENVIORNMENT: Ensuring the Safety of Children

Safety and well being are vital to the growth and development of children. Helping to ensure the safety and well being of the children in our care is part of our job as teachers, part of our duty as citizens, and part of our partnership with parents. Children should be given every chance to live and grow, free from abuse and neglect.

In accordance with North Carolina Law, staff members will report observations or suspicions of child abuse and neglect to the Department of Social Services. By our institutional guidelines, suspicion that a minor has been abused or neglected will be

reported to the Director. She has the duty to ensure that the allegation is reported to the Child Protective Services Division of the Department of Social Services. The Director will also notify the Pastor of Saint Michael and the Superintendent of Catholic Schools that such a report has been made and follow the guidance of the Child Protective Agency regarding notification of parents or legal guardians.

Suspicious of child sexual abuse by a member of the staff, other church employee or volunteer, will be reported to the Director of the Diocesan Program for Child and Youth Protection, 1-866-535-SAFE. In addition to notifying Diocesan officials, the civil authorities will be notified. A staff member, volunteer, or church employee who is accused of child sexual abuse will be suspended, reassigned, or given leave pending the investigation. When the allegation involves church personnel or volunteers, the parents or legal guardian of the child or children will be notified of the allegation of abuse. Any staff member/volunteer who admits, is found guilty of, or pleads no contest to charges of child sexual abuse will be dismissed.

FIELD TRIPS

Diocesan policy regarding field trips, NC law and other safety considerations, prohibit us from taking field trips. However, efforts are made to bring the community to the children and parents are encouraged to plan after-school outings that enhance what the children are learning in the classroom.

DROP-OFF AND PICK-UP

For the safety and security of the children and staff, the following procedures have been established.

Parking:

Parents and others who bring children to, or pick children up from, the preschool should park in the lot in front of the Parish Center. It is important to park only in lined spaces, to follow directional signals, and to use extra care when driving through the parking lot. Please do not park in any fire lanes indicated, you will be subject to ticketing by the Cary police if you do so. **Also, please carry or hold your children by the hand as you walk to and from your car.**

Entering and Exiting the Building:

Drop-off/Pick-up:

Parents and others who are dropping children off or picking up may use either the main courtyard (front) entrance or the entrance nearest the playground if they arrive between 9:20 and 9:40 or the main courtyard entrance if they arrive after 9:40. Individuals dropping off or picking up children are required to sign the attendance sheet outside the classroom. Children are not permitted to come into the building alone.

Please note: Children will not be dismissed to anyone other than a parent or legal guardian without prior written permission and proper identification.

Visiting:

Visiting when children are present: Parents and other individuals should enter through the courtyard doors, and unless dropping off or picking up children, sign in and obtain a VISITOR badge at the office. Any doors may be used to exit the building.

Locked Doors:

For security reasons, the Trinity Center doors are locked from the outside after 9:40 and until 12:20. It is not locked from the inside and is always available as an EMERGENCY EXIT.

PARENT INVOLVEMENT

Visiting the Classroom:

At least one day a week in our three, four, and five-year-old program is “Parent Participation Day.” Parents are offered the opportunity to sign up to spend the morning assisting in their child’s classroom. Our Parent Participation Day Guidelines are printed on page 16. We promise an exciting morning! In our two-year-old program, parents are scheduled on a rotating basis to help in the classroom. Schedules will be given out during parent orientation.

Volunteers:

Many activities depend on parents volunteering their time and talent, therefore, there will be various times during the year that we ask for help. We invite you to play an important role in your child’s early education.

Encourage your Child:

You will be surprised at the intense thinking that goes into your child’s pictures and “projects.” Saying such things as, “tell me about your picture” will help encourage your child’s best efforts. Find a special place to keep pictures and other items your child has made and watch his/her improvement as the months pass. Each piece of work is important to your child, so please don’t let your child see you toss his/her work in the wastebasket. Your child’s artwork is a result of his/her own creativity and development. Throughout the year, *process, not product*, is our goal.

Conferences and Evaluations:

In all our preschool programs, teachers communicate verbally and in writing with parents in an ongoing manner during the school

year to convey information about the progress of their children. Formal conferences for our three, four, and five-year old children are held in January.

In addition to formal conferences, parents or teachers may request meetings at any time during the year. Parents who wish to discuss their child should make an appointment with their child's teacher. This may be done in person, by email or by leaving a message for your child's teacher in the office at 919-468-6110.

Please remember that morning drop-off and afternoon pick-up are not appropriate times for conferences.

Three, Four, Five-Year-Old Parent Participation Guidelines:

Thanks for joining us for Parent Participation Day, we know that you'll have fun and we ask you to please remember:

- To sign in at the office and obtain a VISITOR badge before you go to the classroom.
- To ask your child's teacher what activities you will be helping with and what expectations she has for you.
- That you are here to spend the morning with all the children, not just your child.
- Positive conversation ... Use lots of praise and encouragement ...ie: I beat you are proud of the
- To wash your hands and wear gloves when helping with snack.
- To encourage the children to help you clean up in centers, games, projects or in any other area in which you work with them.
- Never discuss any child's progress, behavior or development with his/her parents or with the parents of another child.
- To be discreet in sharing details of the morning with others.

We appreciate your cooperation with these guidelines and we hope you have as much fun in our classroom as we do!!

SEPARATION ANXIETY

Some young children go through a stage of difficulty in separating from a parent in a new or unfamiliar environment. Many times, as preschool educators we see this occur at the beginning of the school year, but it can occur at other times. Generally speaking, most children pass through this phase quickly and become comfortable with being at school and separate happily from parents. However, the way we address this issue is vitally important to the child, the parents, and the preschool classroom.

Most often, staying in the classroom with a child who is having difficulty prolongs his/her anxiety. So, we generally encourage parents to drop their child off and leave the room. * We work with parents to formulate a strategy for a happy drop-off, and we comfort a child who is having difficulty in ways he/she is used to, and we always assure the child that either Mom or Dad will return soon. We learn these ways from information you provide on the "About My Child" form, from talking with you at orientation, from consulting with you if the situation arises, or at any other time that you have a concern.

* Concerned parents are welcome to watch their child through the observation window in the classroom, to wait for a time in the office, or to call during the day to see how their child is doing.

BEHAVIOR

Appropriate behavior is encouraged and praised.

A number of our teachers have been trained in the Second Step violence prevention program, and they have effectively incorporated many of the strategies in the classrooms.

When undesirable behavior occurs, positive guidance and redirection of a child's attention is generally sufficient action to end it. In extreme situations, a child may be given time out to think about his/her actions in the classroom, or be removed from the classroom to give him/her a chance to think about and/or talk about their behavior. Physically aggressive behavior, such as biting, kicking, hitting, etc. cannot be tolerated. To protect all of the children and encourage acceptable behavior, staff will intervene immediately if a child becomes physically aggressive.

Staff will make every effort while children are at school, and we will always work closely with parents, to help children cope successfully in the world around them. However, parents must understand that consistently aggressive or disruptive behavior is not acceptable and may result in dismissal from the program.

SPECIAL NEEDS

A child's successful adjustment in the classroom may be affected by his/her special needs. Teachers will consult with parents in these circumstances, and an opportunity for outside professional consultation can also be made available. The goal of intervention is the child's successful adjustment to the classroom. Classroom modifications may be made if the needs of all students can be reasonably met. A parent may be asked to spend time in the child's class to smooth his or her adjustment. If modifications and interventions are ineffective in helping a child to successfully assimilate to the classroom, the Preschool staff will be available to work with parents in finding an appropriate and beneficial alternative for the child.

SCHOOL BAGS

We expect the children to bring a bag to school each day. This gives them the opportunity to be responsible for their own show-and-share, hats, gloves, etc., as well as artwork done at school. In addition, the bags will be used to send information home.

We prefer a bag that is open on top for each child. However, backpacks and other bags with zippers and fasteners will be fine.

ADDRESS/PHONE NUMBER/E-MAIL CHANGES

Please contact the office if your address, phone number, e-mail address or emergency information changes.

PLAYGROUND RULES FOR SAFETY

St. Michael parish playground is designed and developmentally appropriate for use by children between the ages of two and seven. The smaller playground is specifically designed for use by children three and under, the large playground for children 3-7. When the center is open, the playground is reserved for use by the children who attend preschool programs. Children who attend St. Michael School often use the big playground early in the morning and in the afternoon. The playground is open for use by parishioners at other times. At no time, however, are children permitted on the playground without adult supervision.

Listed below are the rules that we teach the children. We request your cooperation in following the rules and in reinforcing them.

1. Wait your turn.
2. DO NOT THROW ROCKS OR SAND.
3. Please don't push ahead when standing or walking in line.
4. Swings
 - Walk far behind, or far in front of the swings so you won't be hit.
 - Please, do not swing on your belly.
 - Only one person at a time on a swing.
5. Play with trucks only in the special areas we show you.

6. Only one child at a time on ladders, slides, and pole.
7. Slide down the slides, feet first, on your bottom.
8. Parallel Bars are for upper body use only.
 1. Do not climb or stand on bars.
 2. Do not spin around on them. They are too close together.
9. Never leave the playground without a teacher.
10. Listen to **EVERY** teacher on the playground, not just your own classroom teachers.
11. **DO NOT CLIMB ON THE FENCE.**
12. Spiral: **GO UP ONLY.** Use the slides, the stairs, or the fireman's pole to go down.

ASSESSMENT AND IMPROVEMENT

Here at St. Michael Preschool we take pride in providing high quality programs for young children. To help assure that such programs continue, the Diocese of Raleigh Early Childhood directors, in conjunction with the Diocesan Director of Instruction, have developed and implemented the use of an assessment tool for evaluating and improving our early childhood programs. It is based on **NAEYC** accreditation standards, American Montessori Standards, NC Childcare requirements, the Diocesan Handbook for Administrators and the Early Childhood Quality Assessment Instrument.

ADMINISTRATIVE AUTHORITY

St. Michael Preschool was established in 1983. The Preschool is operated under the rules and regulations set by the pastor of St. Michael the Archangel Church and the director.

QUESTIONS, COMMENTS, CONCERNS:

Communication is crucial to the success of our program. Anything that is unclear should be addressed immediately.

- Questions or concerns about your child or classroom activities should be discussed first with your child's teacher. If your child's teacher is unable to satisfy your concerns, contact the director.
- Questions, comments and concerns about the facilities, program, staff, or policies should be referred to the director. If the director is unable to satisfy your concerns, you should seek a meeting with Father Douglas Reed, our pastor, 468-6112.

How to Reach Us:

*St. Michael Preschool
804 High House Road
Cary, North Carolina 27513*

Office Phone: 468-6110

FAX: 468-6130

Marianna Toscano, Director, mtoscano@stmichaelscary.org
The preschool office is located on the middle floor of Trinity
Center.

Office Hours: 9am until 1pm from August through May
Summer hours are by appointment