

St. Mary of the Angels Preschool Parent Handbook 2018-2019



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Orlando, FL 32809
407-851-4723/ www.stmaryspreschool.org

Our Vision is: Through quality education & dedicated teachers we strive to instill a life long love of learning while always putting the relationship with our families first. To show Christ's love through ministry & service to all who enter our preschool.

Our Mission is: To serve children and their families by offering a high quality early education program in a safe, nurturing Christian environment.

Focusing on LIFE:
Laying the Foundation In Faith, Family, Friends, & Education

Welcome to St. Mary's Preschool!!

Thank you for choosing St. Mary's Preschool for your child's early education. We are confident that we can provide your child with an exciting, enriching and educational preschool experience in a Christian environment.

St. Mary's Preschool does not discriminate based on race, religious orientation, or sex. All children will be admitted to the school on a first come first serve basis according to the approved Policies of the Preschool.

St. Mary's Preschool has an open door policy. Parents are welcome any time at our school.

Our curriculum is based on educating the whole child through play. We provide daily activities and schedules to promote growth in all areas of child development: emotional, physical, cognitive, and social. We have a faith-based curriculum incorporating core Christian beliefs with weekly Children's Chapel and meal time prayers.

Our teachers plan lessons around the individual needs of each child. All children learn at different speeds and in different ways. We offer lessons that will allow all children to participate at their own level and at their optimum rate.

Parents are an important part of our preschool. We feel that children gain more from their early school experience when parents are actively involved. We offer many opportunities for parents to become involved such as conferences, POPS (Parents of Preschoolers), workshops, and volunteering. If you are interested in being involved at the school please talk with your child's teacher or the director. We encourage you to become an active participant in your child's preschool education.

We will mainly be communicating through email and Smartcare (program management software). Please check your email address you provided on your enrollment form regularly.

Please feel free to call or visit the school with any questions, concerns, or suggestions.

Thank you for allowing us the opportunity to teach your child. Our staff is dedicated to serving you and your child with love, respect, and understanding.

"Prepare the child for the path, not the path for the child."

DCF Licensed~~~~~

St. Mary's Preschool is licensed by the Department of Children and Families. We have quarterly inspections to remain in good standing with our license. Our license number is C09OR0360.

Confidentiality~~~~~

We have a strict confidentiality policy regarding our student files. Our staff is not permitted to share any information from a child's file.

Parents are not allowed to share pictures with names, personal information on students with other parents or on any social media site. This is to protect our students and their families.

The preschool reserves the right to terminate the preschool – parent relationship without cause at any time.

Mandated Reporters~~~~~

All school employees are mandated reporters. We are required by law to report any suspension and / or cause for concern that may be due to any type of abuse or neglect.

Parent Code of Conduct~~~~~

We have high expectations of the behavior from our students and their families. We ask that all parents, friends etc. refrain from the following behavior while on campus at any time to help us ensure a positive and safe place for our families and students:

- Swearing/ Cussing
- Threatening of staff, parents or children
- Physical/ verbal punishment of your child or other children
- Smoking
- Not abiding by our safety policy
- Quarreling with other parents or staff
- Violating the confidentiality policy
- No mid- drift shirts
- No pajamas worn to campus
- NO Cell phones at drop off or pick up

Class Schedules & Fees~~~~~

Preschool hours are 9:00 am- 12:00 noon with Early Care available at 7:00 am, Lunch Bunch available until 2:00, and Extended Day available until 5:30 pm.

The following classes are available:

2 year old-	MWF	\$2860.00 annually/	\$286.00 per month
2 year old-	T/TH	\$2470.00 annually/	\$247.00 per month
2 year old-	5 days	\$4220.00 annually/	\$422.00 per month
3 year old-	MWF	\$2540.00 annually/	\$254.00 per month
3 year old-	T/TH	\$2150.00 annually/	\$215.00 per month
3 year old-	5 days	\$3900.00 annually/	\$390.00 per month
VPK A & B- 5 days	Paid by State		
Non VPK:		\$3150.00 annually/	\$315.00 per month

DROP IN RATES:

Early Care: 7:00-8:50 am \$6.00 per day
Lunch Bunch: 12:00-2:00 \$8.00 Per day
Extended Day: 12:00-5:30 pm \$22.00 per day

PRE PAY EXTENDED CARE DISCOUNTS

All discounted rates are listed below. These are monthly charges that will be automatically be charged at the beginning of each month with your child's tuition, regardless of days attending. (Discounts have been given based on 36 weeks of school not weeks per month) There are no credits given for days your child doesn't attend.

You must sign up no later than September 1ST for these discounts. If you do not enroll in pre pay by September 1st you will not be eligible for pre pay. If you withdraw from pre pay at any time you will not be able to re-enroll until the following year.

<u>EARLY CARE – 7:00 – 8:50</u>		<u>LUNCH BUNCH - 12:00-2:00</u>		<u>EXTENDED DAY – 12:00-5:30</u>	
5 Days:	\$80.00	5 Days:	\$130.00	5 Days:	\$220.00
4 Days:	\$64.00	4 Days:	\$104.00	4 Days:	\$198.00
3 Days:	\$49.00	3 Days:	\$78.00	3 Days:	\$140.00
2 Days:	\$31.00	2 Days:	\$52.00	2 Days:	\$100.00

Admission Age ~~~~~

In keeping with the Orange County Public Schools all children must be the age of the class he/she will be entering on or before September 1st. Exceptions have been given for children entering our 2 year old class with the director's discretion; however the latest birthday accepted for our 2 year old class would be November of that school year. For example: To be in the 2 year old class the child must be 2 years old on or before September 1, 2018. If an exception is made for a 2 year old it is with the understanding of the parents that the child will be in the 2 year old class for 2 consecutive years.

Children must be fully potty trained to enter the 3 year old class. (*Fully potty trained means with underwear/ panties and no diapers or pull ups*) They have the option to move to a 2 year old class until they are potty trained providing space is available; however a space cannot be held in the 3 year old class for the child. Once the child is fully potty trained he/she will be able to return to the 3 year old class if space is available. If your child begins class in the 3 year old class and is not fully potty trained the director will discuss the option of the child moving to the 2 year old class or may be dismissed until the child is fully potty trained. If the child is dismissed, you will not be entitled to a refund of tuition paid or registration fees.

* children in the 2 year old class that are not potty trained we do not allow pull ups. Diapers only!

Class Size ~~~~~

Our classroom teacher to child ratio is well under the DCF licensing requirements. I have noted the state required ratios under our ratios.

St. Mary's Teacher to Student ratios:

2 Year Olds	12 Students	1 Teacher/1 Assistant
3 Year Olds	14 Students	1 Teacher/ 1 Assistant
4 Year Olds	16 Students	1 Teacher/ 1 Assistant

DCF Licensing required Teacher to Student ratios:

2 Year Olds	1 Teacher to 11 Students
3 Year Olds	1 Teacher to 15 Students
4 Year Olds	1 Teacher to 20 Students (VPK 1 Teacher to 10 Students)

Waiting lists will be available if classes are full.

Preschool Hours including extended hours~~~~~

9:00 AM to 12 Noon

Lunch Bunch until 2:00

Extended Day until 5:30

Our staff will be in front of the school from 8:50 AM to 9:10 AM to greet your child and escort them to their classroom. Please be on time so your child will benefit from a full morning of curriculum.

Preschool pick-up will be in front of the school at 12 noon. In order to assure your child's safety, we request you buckle your own child into their car seat. If you have not picked up your child by 12:10 your child will be taken to Lunch Bunch and you will be charged for extended care charges depending on the time the child is picked up. (\$8.00 before 2:00 and \$22.00 if past 2:00 per child)

Lunch Bunch pick – up will be in front of the school at 2:00. The teachers will be out front until 2:10. If you have not picked up your child by 2:10 he/ she will be taken to extended day and you will be charged for extended day (\$14.00 per child).

Extended Day pick – up is in classroom #1 and is 5:30PM sharp for extended care. You will be considered late at 5:31 and charged \$2.00 per minute you are late per child.

All times will be determined by the St. Mary's clock. (The clock in room #1 is self - setting and accurate)

Any late charges will be paid to the teachers working. Cash only is accepted and is expected to be paid by the following day.

Habitual offenders could have Extended Day privileges denied for a period of time.

Children can only be released to a parent, legal guardian or to an alternate person(s) over 18 years of age listed on the registration form. A state issued photo I.D. must be presented for release of the child to ensure the safety of each child.

We will not release a child to any person(s) who shows signs of being intoxicated or impaired.

All children are required to be signed in and out daily.

All persons approved to pick up must be in writing. Email or phone approval will NOT be accepted.

BE ON TIME! It is disruptive to the class when a child arrives late, and the child is missing important learning time with the class.

Registration & Tuition~~~~~

Upon registering for class at St. Mary's Preschool we will need a copy of your child/children's birth certificate, health and immunization forms with 30 days of enrollment.

The registration fee is a non-refundable fee payable upon enrolling your child. This is used to cover the cost of paperwork and consumable supplies.

Your tuition payments enable us to make St. Mary's Preschool a healthy and adequately supervised Christian environment for your child.

Tuition is a yearly fee and, for your convenience, is divided into 10 equal payments. Tuition is due on the first of each month. We accept personal checks and money orders only in the school office, or you may pay online through Smartcare. No cash is accepted for tuition payments. **Once your child has attended class the months tuition is non-refundable.** A 10% discount will be given to siblings. The discount will be taken from the lesser of the tuition. You can enroll with your bank for auto pay and have payments mailed directly to the preschool. Please be sure to choose or write St. Mary's Preschool.

Tuition is payable within the first 10 days of the month. If payment is received after the 10th a late fee of \$40.00 will be charged. If you have not paid tuition and the late fee by the 15th of the month your child will not be able to attend St. Mary's until the late fee and tuition have been paid in full.

Any payments returned will be charged a \$35.00 check return fee and payment is expected by money order immediately. After receiving two returned check payments you will be expected to make all remaining payments for the school year by money order only.

Student Withdraw Procedures~~~~~

We require a 2 week written notice of withdraw. If you withdraw your child without proper notice you will be held responsible for any tuition or extended care charges due up to two weeks after the child's last day of attendance. For example: your child's last day of attendance is October 27th and we do not receive a notice on or before October 13th (in writing) you will be charged full tuition for November plus any extended care charges that may be on your account.

St. Mary's Teaching Staff ~~~~~

The teaching staff at St. Mary's Preschool welcomes you and wishes to thank you for choosing St. Mary's. We will do our best to see that your child has a happy and positive school experience.

You can feel confident that all of our teaching staff have been fingerprinted and thoroughly screened according to the Florida State Department of Child and Families (DCF) guidelines and have been trained in Child Development, Nutrition, Child Abuse, and DCF Rules and Regulations.

In addition all of our teaching staff is certified in First Aid and CPR (recertified every 2 years). The teaching staff is initially required to complete 45 state training hours of Early Childhood Education and 10 Florida State continuing education hours per year.

School Calendar ~~~~~

Our school calendar follows the Orange County Public Schools traditional calendar. When Orange County Schools are out, St. Mary's Preschool will be closed. St. Mary's Preschool will be closed on Good Friday. You will be provided a copy of this calendar upon enrollment.

We follow Orange County closures in regard to emergency and inclement weather. If there is bad weather in our area, please listen to local radio/ TV stations regarding closures. If Orange County Public Schools are closed, we will also be closed.

Early Care, Lunch Bunch & Extended Day ~~~~~

Early Care starts at 7:00 AM and lasts until 8:50 AM. The fee for Early Care is \$6.00 per day. Lunch Bunch is offered daily from noon until 2:00. The fee is \$8.00 per day. Extended Day is offered daily from noon until 5:30PM. The fee is \$22.00 per day. It is not necessary to sign your child up ahead of time for these programs, however, we do offer pre pay discounts.

Extended hours are only available for children on the day(s) they attend regular school hours.

Our program is staffed by our preschool personnel and offers children an afternoon of games, arts and crafts, movies, music, and more. Children attending Extended Care should bring a sack lunch and a snack. Lunches will be refrigerated; but cannot be reheated. Snacks will not be refrigerated.

Early Care, Lunch Bunch and Extended Day charges may be paid daily or added to your next month's tuition bill, except in the month of June. These charges may be paid by the **week** during May.

Meals ~~~~~

We do not provide meals including snacks for the children. We ask that each parent send in a daily morning snack **labeled as A.M. snack**. If your child stays for lunch bunch please pack a healthy lunch. All lunches will be refrigerated. Please pack an additional PM snack if your child will be attending Extended Day. Please put snack(s) in your child's backpack and **label AM Snack or PM Snack**. Parents may send a drink or water will be provided during all meals. Snacks will not be refrigerated.

Do NOT place all snacks in the same container!

We also ask that you pack nutritious and healthy snacks for your children. We will request your child to eat the healthy food firsts before chips, desserts etc that may be in their lunch.

No candy is allowed. (Some teachers give out skittles on the last day of week as a reward. Each child is given 1 skittle. If you would prefer your child not to receive this please speak with the teacher.)

If your child brings candy in their snack or lunch it will be sent home.

Birthdays ~~~~~

All children enjoy celebrating their birthdays with their classmates. We are happy to have you bring a special snack for the class on your child's birthday; however we ask that you not plan to have your child's party during school hours. Please inform the teacher ahead of time of a special snack in case of allergies.

Suggestions for Birthday Snacks: mini cupcakes, cookies, donuts or munckins, muffins

Staff Babysitting ~~~~~

Teachers/ Staff are not allowed to babysit any child(ren) enrolled at the Preschool after hours of operation.

Field Trips ~~~~~

The Preschool does not participate in many field trips. Our field trips are walking field trips with the exception of a 2 year old field trip in the Spring to the park. We do not transport children at any time. Transportation to a field trip is the responsibility of the parent. For walking field trips we ask for parent volunteers to attend and walk with us to help with supervision. Field Trip permission slips are always required for a child to attend a field trip. If a child is not able to attend for any given reason the preschool does not have care for that child on campus the day of the trip.

Curriculum & Instruction ~~~~~

Our curriculum is designed to reinforce social, emotional, physical, and cognitive growth. Concrete, hands on activities and experiences are planned according to a calendar of themes and units which are relevant to the children, thus providing meaningful learning.

Sensory, motor, perceptual and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Activities are planned which emphasize 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 active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed to balance structure and free choice, as well as, active and quiet time.

Our 2 and 3 year old classes use Beyond Centers and Circle Time while our VPK classes use Nemours Bright Beginnings. Both are approved curriculums by Florida State VPK program and the Child Development Education Alliance. It is a comprehensive curriculum which ensures the development of the whole child. Its goals are to foster each child's natural love of learning and help him become a confident and productive human being.

We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure.

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Toys from home are NOT allowed. The only exception is if your child's classroom teacher requests the child bring something from home, for example for show and tell.

## **Television/ Video ~~~~~**

Television or videos are only used when they pertain to the current lesson and are limited to only 30 minutes. Videos may only be used occasionally and never on a regular basis. Television shows are never permitted. On occasion a class will have a movie day for a special holiday, for example end of the year party.

## **Communications with Parents ~~~~~**

Parents are informed of the activities of the preschool through newsletters and calendars. On occasion we will also send any notices home in backpacks and/or by email provided by the parents.

The classroom teacher will post weekly lesson plans in the classroom that will include the week's theme and class activities, including field trips.

There will be one parent conference offered during the year; usually in January. You will receive progress reports in January and in May. Either the parents or teacher may request an additional conference any time there is a concern.

**\*\* Our #1 way of communication is through the Smartcare and email.  
Please be sure to have a working email address and check it regularly.**

**Please put all Preschool phone numbers in your cell phone so you know it's us calling.**

Preschool Office phone: 407-851-4723

Preschool Cell phone: 407-867-7900 (used by extended care)

Brandi's Cell phone- 407-201-9568

# **Discipline Policy** ~~~~~

## **PHILOSOPHY:**

Children cannot become self-disciplined unless adults teach them right from wrong. At St. Mary's Preschool, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in the school.

St. Mary's Preschool will utilize positive discipline and guidance techniques. The purpose of discipline is to help children develop self-control, and to teach children that each person is responsible for his own actions. Our goal is to help the children develop self-control and responsibility for their actions. Behavior guidance used by each teacher will be constructive, positive, and suited to the age of the child at all times.

## **DISCIPLINE PROCEDURES:**

To prevent unacceptable behavior from occurring the teachers will:

- Model appropriate behavior
- Arrange the classroom environment to enhance the learning of acceptable behaviors
- Use descriptive praise when appropriate behavior occurs
- Encourage children to use their words when having a disagreement with another child.  
Facilitating children in their attempts to settle their own disputes
- Use redirection – substitute a positive activity for a negative one
- Use distraction – change the focus of the activity or behavior
- Use active listening to determine the underlying cause of the behavior and counsel child individually about their behavior
- Separate child from the group – is used as a last resort, only when less intrusive methods have been tried and/ or behavior of the child is dangerous to himself or others. This time is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is requesting, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior. The time the child is removed from the group will be no longer than 1 minute per year of age (4 min = 4 year old)

\* The use of any of the following is prohibited at all times: corporal punishment, threatened or actual withdrawal of food, use of the bathroom, abusive/ profane language, any form of private or public threats of physical punishment, or emotional abuse including shaming, rejecting, terrorizing or isolating a child.

## **DISRUPTIVE BEHAVIOR:**

Distracts from the full benefit of the preschool program

The following behaviors are considered disruptive:

- Requires constant attention from the teachers
- Inflict physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Verbally threatens other students or teachers

\* Discipline Procedures for disruptive behavior:

Disruptive behavior will be addressed in an incident report. This will be completed to document the behavior that directly impacts other children, teachers, or the group as a whole. This report will be shared with the parents/ guardians. It is to be signed by the teachers, parent/guardian and the director. The report will be kept in the child's file.

If a child has difficulty managing his/her behavior on a recurring basis, the director will request a parent/ teacher conference.

If the child's behavior continues to be inappropriate, consistently disruptive, and/ or dangerous, it may be necessary for the child to be sent home for the remainder of the day, asked to stay home for a pre-determined number of days or dismissed from the preschool.

### **BITING:**

If a child bites another child, parents of both children (biter and bitten) will be notified. The child can be dismissed from the program depending upon the severity of the bite, at the discretion of the staff and director. This is seriously considered when the health, safety, and welfare of the child/ or that of another child or children in the group are at risk.

### **CHILDREN WHO ENDANGER OTHER CHILDREN OR TEACHERS:**

At St. Mary's Preschool one of our primary goals is to provide a safe, nurturing, and pleasant environment for all of the children we serve. We recognize that one of our jobs is to help children learn appropriate ways to handle conflict. However, at times a child's behavior may endanger others we want to ensure parents that we will address such behavior immediately following these guidelines:

- **1<sup>st</sup> incident** will be reported to the parents with an incident report and possibly a call from the director
- **2<sup>nd</sup> incident** will result in a parent/ teacher conference with the director to be held within 2 days of incident to discuss the behavior and establish a plan of action
- **3<sup>rd</sup> incident** will result in the parent/ guardian being called immediately to pick the child up from school. A conference with the director will be scheduled before the child can return to school to discuss the previous action plan and the possibility of referrals.
- St. Mary's Preschool reserves the right to dismiss a child if any further incident occurs, or if we feel that any of the following conditions exists:
  - The Preschool cannot meet the child's needs
  - The parents are not able to work with the preschool to find a acceptable solution
  - The continuing behavior endangers the well-being of other children, and/ or the child engaging in the behavior

# Health and Safety ~~~~~

## Pre-Enrollment Requirements:

Each child is required to have a complete up to date immunization record on file or religious exemption certificate. Not all children follow the same immunization schedule. This is per licensing regulations. Each child is required to have a physical examination form filled out by a licensed medical professional and the form must be on file in the preschool office. Health/ Physical forms are good for 2 years. The immunization forms have an expiration date located at the bottom of the form. There is NO grace period for these forms expiring. I must have current, up to date forms on file at all times per Department of Children and Families licensing regulations.

## Severe Allergies:

For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, form which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completed by the child’s physician and parents/ legal guardians, and must be updated every 6 months, or more frequently as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases St. Mary’s Preschool from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided St. Mary’s Preschool exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

## Communicable Diseases:

St. Mary’s Preschool follows all health/ communicable disease policies as outlined by the Department of Children and Families.

Parents are required to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 30 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note state they are no longer contagious and can return to the program if they miss 3 or more days. St. Mary’s Preschool reserves the right to refuse to allow a child to return in the preschool director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, with fever reducing medication, for a full 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hour period of time. Children may not return to the program when normal bowel movement resume.

If your child will be absent due to illness, we request that you notify the preschool director. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with the staff on a need to know basis. If your child has a communicable disease, we ask that you share the diagnosis with the preschool director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Mary's Preschool will take all measures to protect your child's confidentiality.

### **Dispensing Medication:**

St. Mary's Preschool will only dispense over –the-counter and / or prescribed medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. St. Mary's Preschool will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a medication form for the medication to be dispensed. Medication Forms can be found in the director's office.

### **Head Lice:**

Many schools at one time or another will have a problem with head lice. If you child gets head lice we ask that you please let the school know. At St. Mary's Preschool we will have regular head checks of all children. This is the best way to keep our school and the children here safe from the problem. Parents should make it a habit to have regular head checks at home as part of your child's routine.

We have a **nit-free** policy. If your child has head lice they must be **nit free** before they return to school. When they return to school their head will be checked thoroughly before they return to class. If your child has had head lice he/she (and family members) must be on treatment for a minimum of 24 hours before returning to school to help ensure your child is nit free.

### **Fire/ Emergency Drills:**

St. Mary's conduct monthly fire/ emergency drills. Parents, staff and children will not be made aware of the drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/ evacuation plans.

During fire/ emergency drill or real fire/ emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents are required to participate in the evacuation if present at the time of a drill or real situation.

In the event of a real fire/ emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the campus with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 30 minutes of the call.

Parents wishing to sign their child out of the program during a fire/ emergency drill or real situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous situation.

### **Alternate Safe Location:**

Should the administration of St. Mary's Preschool or any emergency personnel determine the building to be dangerous to be occupied, the staff and children will be taken to Cornerstone Charter Academy located on Orange Ave. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 30 minutes of the telephone call.

### **Incident/ Accident Reports:**

Should your child be involved in an incident/ accident during the course of the school day, a staff member will complete an Incident/ Accident Report. The incident/ accident report will be placed on the clipboard folded over with only your child's name showing and/ or emailed to you for an E-signature.

Parents or persons designated to pick up the child are required to sign any reports from the day at pick up. If you feel it is necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a date because the teacher is responsible for supervising the remaining children in the classroom. Failure to sign the report can result in your child's exclusion from the program until such time as the report is signed. If you would like a copy of the report, we are happy to give you a copy but the original must be kept in your child's folder. Please allow 24 hours for a copy to be sent home, as teachers are in class and may not be able to make a copy of the report immediately.

### **Peanut Free Policy:**

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in the some children, St. Mary's Preschool will make decisions annually as to classrooms that may be peanut free. Extreme peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanuts oil residue left on a counter top, not only from consuming peanuts or peanut products.

If your child's classroom is designated as peanut free you are responsible for providing foods that are peanut and product free for the child's lunch/ snack. We have included for your reference a list of acceptable food items that are peanut, and peanut product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut, peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods which we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, plain chocolate M&M's have this statement of the label.



**Other Allergies:**

**Please be sure to check with your child's teacher in case there are other severe allergies in the class. A list of approved snacks will be given to you to help with planning snacks.**

**Firearms and Weapons:**

At no time is any person permitted to carry any type of firearm, ammunitions, and/ or weapon on campus for any reason. Violation of this policy will result in immediate dismissal from the program.

**Volunteering ~~~~~**

**St. Mary of the Angels Preschool asks all parents to volunteer.** This can be done in many different ways from helping with POPS meetings, organizing fundraisers, there are even things that can be done at home. Please talk with the director regarding needs of the school and where you can help. POPS is a vital part of our Preschool and we look forward to working with all of our parents to continue to be able to offer the quality and high standards in early education.

**Parents of Preschoolers (POPS) ~~~~~**

Parent involvement at St. Mary of the Angels Preschool is imperative to our success; this is why POPS was started. POPS is made up of parents with children currently enrolled in our preschool. They organize and hold fundraisers to help support programs, the purchase of new equipment and materials for the classrooms, as well as, celebrations and activities for the children.

**Dress Requirements ~~~~~**

St. Mary of the Angels Preschool does not require uniforms, but we do require children to wear comfortable play clothes. We expect all children to wear clothes that fit properly and are age appropriate. If a child arrives at school dressed inappropriately we will have them change clothes using the extra clothes in their backpack or school clothes

Socks and sneakers are required shoes. NO sandals, flip flops, crocs, or Cowboy boots

No dangle earrings. Only post earrings are allowed.

No make – up.

The child's name should be placed on all clothing and other belongings including coats and extra backpack clothes. This will help ensure the return of these belongings to the owner.

Special preschool t-shirts are available for purchase in the preschool office in both adult and children sizes. We ask that any child participating in a field trip wear the school t-shirt to be easily identified.

## Preparation for Preschool ~~~~~

*In order to make you and your child's experience at St. Mary of the Angels Preschool a positive one we offer the following suggestions.*

Be very positive about school while talking with your child before school starts. Point out that you are excited about his/her going to school because it will be so much fun. Talk with your child about school as a place where he/she will learn lots of new things and meet new friends.

Become aware of your own concerns and fears about your child's new experience. If you are experiencing any fears, your child will pick up on them and become scared as well. The best way to deal with your concerns is to remind yourself that you picked St. Mary's Preschool because you felt confident that the staff would take care of your child. Remember you are always welcome to school to talk with your child's teacher and/or the director about any concerns you may have.

You may want to read some books together about the first day of school. You can check out some great books on this subject at your local library. Children associate with the characters in books and if they are experiencing some anxiety the story may help him/her express those feelings.

Listen to your child's concerns. Answer his/her questions, and reassure him/her that everything will be fine. If he/she expresses fears, do not deny them. Be understanding about them and tell him/her that most people get scared before they try something new.

Visit the classroom together before school starts. You will be contacted the week prior to the beginning of school about "Meet the Teacher Day". This will give you and your child the opportunity to visit the classroom and meet the teacher before the first day of school.

Remember-During the first few days of school, it is normal for children to cry when parents leave. Usually the crying stops within the first few minutes after your departure. It is better for your child if you say good-bye and leave rather than remain in the classroom. Our teachers have lots of experience calming down crying children.

## Preschool Information:

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## PARENT PRAYER

O Heavenly Father, make me a better parent.

Teach me to understand my children, to listen patiently to what they have to say, and to answer all their questions kindly.

Keep me from interrupting them or contradicting them.

Make me courteous to them as I could have them be to me.

Forbid that I should ever laugh at their mistakes or resort to shame or ridicule when they displease me.

May I never punish them for my own selfish satisfaction or to show my power.

Let me not tempt my children to lie or steal.

And guide me hour by hour, that I may demonstrate by all I say and all I do that honesty produces happiness.

Reduce, I pray, the meanness in me and when I am out of sorts, help me, O Lord, to hold my tongue.

May I ever be mindful that my children are children and I should not expect from them judgement of adults.

Let me not rob them of the opportunity to wait on themselves and to make decisions.

Bless me with the bigness to gran them all their reasonable requests and the courage to deny them the privileges I know will do them harm.

Make me fair and just and kind.

And fit me, O Lord, to be loved and respected and imitated by my children.

Amen