

FROM THE TEACHER...

Welcome to St. Paul the Apostle Preschool!
There are many days of learning and fun ahead. The first five years of a child's life are an ideal time for learning. Research shows that the brain has a great capacity for growth during early childhood. I'm excited to work with you and your child toward the growth and gains that will become their foundation for future learning.

At St. Paul the Apostle preschool, students are engaged in "learning fun" while they work. It is well documented that play is an important part of child development and needs to be part of their learning process. Work and play go hand in hand in preschool.

The preschool classroom is a safe, nurturing and fun place, where students can explore and engage in developmentally appropriate activities that promote their physical, emotional, cognitive, social and spiritual growth. I believe each child is wonderfully made and I'm grateful to be part of their first school experience.



Mrs. Schipper

PURPOSE

To provide a safe and stimulating environment designed to promote social/emotional, intellectual, spiritual, and physical growth and development.

GOALS



SOCIAL

- treat each other with respect
- learn to work together
- begin to solve conflicts



EMOTIONAL

- understand that we are each unique with special gifts from God
- make decisions and become more independent
- take pride in effort and deed

CREATIVITY

- practice skills for visual art, music, and drama



COGNITIVE DEVELOPMENT

- increase attention span
- appreciate the use of senses to gather information
- practice readiness skills for reading and math

COMMUNICATION SKILLS

- listen and follow directions
- increase vocabulary and language usage
- love and appreciate books



SPIRITUAL

- introduce that God made each of us special
- develop an awareness of God's love
- use prayer to talk and listen to God
- become aware of God's family and our own family
- learn to recognize and respect God's gift of creation



PHYSICAL

- improve fine and gross motor skills
- increase body awareness
- promote good health habits



ADMISSION

Admission will follow the St. Paul the Apostle Admission Policy criteria. Preschool admission does not guarantee placement in the kindergarten program.

THREE YEAR OLDS

To attend the three year old preschool program a child must reach age three by September 1 and be **fully** toilet trained.

FOUR YEAR OLDS

To attend the four year old preschool program a child must reach age four by September 1.

All preschool children must have a ***green health form*** with required up-to-date examination and immunizations on file **by the first day of attendance** to comply with State law. In addition, copies of your child's birth and Baptismal records are needed for the student file.

WITHDRAWAL

A two week notice is requested.

St. Paul the Apostle Admission Policy

This policy covers all grades of SPA school, including preschool and kindergarten. Admission to SPA preschool is not considered automatic admission to SPA kindergarten and grade school. Upon admission to kindergarten, admission to subsequent grades is automatic, absent violation of other policies and procedures.

POLICY: When the number of students seeking enrollment at St. Paul the Apostle School is greater than the number of available openings; admission to St. Paul the Apostle School will be granted on the basis of the following criteria, listed in order of preference:

1. Active SPA parishioners with student(s) currently enrolled at SPA School, in order of seniority. Date of parish registration will determine seniority. A parishioner is considered active if he/she worships and contributes both financially and through volunteer work to the parish on a regular basis.
2. Active parishioners of SPA without students enrolled in SPA School, in order of seniority. Date of parish registration will determine seniority.
3. Non-parish families with student(s) currently enrolled in SPA School.
4. Non-parish Catholic families who are currently attending a school or are members of a parish with whom SPA School has a reciprocal agreement.
5. Non-parish Catholic families with membership in a parish without a grade school.
6. Non-parish Catholic families with membership in a parish with a grade school.
7. Non-Catholic families. Children with another faith may be admitted if, on the basis of an interview, the principal considers the family's intent and motivation to be in accord with the ideals of Catholic education.

DAILY SCHEDULE

THREE YEAR OLDS

Three year olds will meet on Tuesday and Thursday morning from 8:00 – 10:55 a.m. The classroom doors will be open at 7:50 a.m.

FOUR YEAR OLDS

The three day morning session will be held Monday, Wednesday, and Friday from 8:00 – 10:55 a.m. The classroom doors will be open at 7:50 a.m.

The three day afternoon session will be held Monday, Wednesday, and Friday from 12:05 – 3:00 p.m. The classroom doors will be open at 11:55 a.m.

FIVE DAY FOUR YEAR OLDS (Available when enrollment = 8+ students)

The five day program meets five afternoons from 12:05 – 3:00 p.m.

DAILY ROUTINE



The day begins with free exploration of centers during Table Time.

Circle Time consists of prayer, job assignment, and concepts for the day.

Religion introduces and deepens a knowledge of the Catholic faith and relationship with God.

P.E. time allows for gross motor development and skill practice.

Free Choice helps to build social/emotional and language skills as well as decision making and personal expression.

Story Time/Library develops literacy skills.

Music time develops rhythm, movement, and expression.

Computer time introduces technology skills. (Fours only)

Snack develops healthy eating choices, good manners, and independence.

Outdoor recess enhances gross motor development and a healthy lifestyle.

(P.E., Music, and Computer are special activities which may not be available during all sessions.)

DROP-OFF AND PICK-UP PROCEDURES

DROP-OFF

For morning sessions parents may bring their child to the classroom at the beginning of each session, or a child may be dropped off at the west entrance (church side) between 7:45 and 7:55 a.m. Please bring your child to the preschool classroom for the afternoon sessions.



DISMISSAL

At the end of the morning sessions children will be dismissed from the classroom. At the end of the afternoon sessions; parents, car pool driver, child care provider, or older sibling may pick-up your child from the classroom, or your child can be picked-up at the west entrance (church side) between 3:00 and 3:10 p.m. Afternoon preschoolers can be dismissed to a sibling's classroom who is 1st grade or older.

Your promptness is appreciated. Any change in the established routine requires a written note from the parent or guardian.

ABSENCES

Please call the school office (949-1690) as soon as possible if your child will be absent for the day.

SNACK

Parents are asked to send a **nutritious** snack each day with their child. Milk may be purchased (see Tuition Contract). Please notify school and teacher of any food allergies.

CLOTHING

Preschoolers should wear comfortable, washable clothing appropriate to the season/weather and activities. Outdoor play will be part of most sessions. Gym shoes are best suited for most activities, and jeans are permissible. Pull-ups are not allowed as children must be toilet trained at the time of entrance to preschool.



FEES

Information is on the Tuition Contract. Any questions regarding fees should be directed to the school office (949-1690).

ST. PAUL THE APOSTLE PRESCHOOL

HEALTH PLAN

Daily Steps to Keep Children and Adults Healthy

To provide for a healthier and safer environment on a daily basis the following steps will be taken:

1. **Wash hands** of children and adults *frequently* with soap and warm water especially after toileting, and nose wiping, as well as before handling food.
2. **Dry hands** with single service paper towels or an air blow dryer.
3. **Provide tissues** throughout the classroom. Staff should use tissues, individually and often, to wipe young children's nasal drainage. Remember to wash hands after each wipe.
4. **Teach children** (and adults) to cough or sneeze into tissue or inside bend of arm at elbow and not onto others, food or food service utensils.
5. **Alert observation** by staff for a change in a child's appearance or behavior that might indicate beginning illness. Observations should be communicated to the parent so that medical advice and diagnosis can be sought.

6. **Clean and sanitize toys and play equipment** regularly. Equipment and toys that are mouthed by a child should be washed before they are handled by another child. Toys used in infant/toddler rooms should be cleaned daily. Implement a sanitation checklist for keeping track of what is washed, by whom, and when.

***Sanitizing Solution**

Prepare Fresh Daily

1 tablespoon chlorine bleach to each gallon of water

7. **Immediately wash, rinse, and sanitize** articles or surfaces that have been soiled with a discharge such as urine or nasal drainage. Spray or wipe, with a *sanitizing solution, those things which cannot be submerged into a *sanitizing solution. **Air dry. Do not towel dry.**

8. **Assign** each child their own separate clothing storage container or space.

9. Some microorganisms which cause disease multiply in warm, dark, damp, dirty environments. **Keep environmental surfaces clean, uncluttered, and dry** by cleaning, sanitizing and air drying. Use sunlight wherever and whenever possible to aid drying.

Steps to Minimize Further Spread of Disease to Children and Adults

If a communicable disease is suspected or is diagnosed in the preschool, the following recommendations for handling communicable diseases should **promptly** be taken:

1. **Notify** the local health department.
2. **Communicate** with parents on when to exclude a child suspected of having a communicable disease.
3. **Report** to all other parents and staff what illness children have been exposed to and what symptoms to watch for. In unusual or serious cases, call your licensing consultant and the local health department.
4. **Sanitation** procedures must be strictly followed and extra precautions taken regarding hand washing by staff and children; as well as general cleanliness of toys in the environment.
5. **Re-admission** should be upon the advice of the child's doctor, and the local health department.

ST. PAUL THE APOSTLE SCHOOL **PRESCHOOL DISCIPLINE PLAN**

It is our policy at St. Paul the Apostle School to discipline first by setting up our room and activities to eliminate problems. When a problem does arise, we can often solve it by merely appearing on the scene - such as sitting by the child.

Children need to know what is expected. Rules and routines are established and discussed to allow children to meet expectations.

Children learn by example. Modeling of respectful and kind language and behavior is an important characteristic of the St. Paul School environment.

Redirection is a very successful tool in the early childhood arena. Often children are having difficulty making an appropriate choice and welcome a productive suggestion. Children are told why a choice is inappropriate.

When a conflict involves two or more children, the opportunity to learn how behavior and words affect others arises. Children are encouraged to use their words to solve conflicts by describing their feelings and listening to how others are feeling.

On the occasion that a disruptive behavior continues to occur, a time away from the activity is required. When disruptive behavior continues, and none of these actions seem to be effective, the parent is consulted. We work together to decide on a mutual plan of action.

LICENSING NOTEBOOK

St. Paul the Apostle Preschool is licensed by the State of Michigan Department of Licensing and Regulatory Affairs (LARA).

1. A licensing notebook is available on premise to parents during regular business hours.
2. The licensing notebook contains all licensing inspections, reports, and corrective action plans since May 28, 2010.
3. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare

Exclusion Policy for Staff, Volunteers and Children

Exclusion Policy for Children:

The school will call a parent to pick up a child or to exclude a child from care for the following reasons:

1. Fever – A child has a temperature of 100 degrees F taken by mouth or 99 degrees F taken under the arm. The child should not return until 24 hours of no fever, without using fever reducing medications.
2. Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by new foods a child has eaten, but call the parent to find out if this is the likely cause.
3. Vomiting – If the child is vomiting. Exception: Some babies may burp/spit up following a feeding – this is not vomiting.

4. Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease.
5. Crying and Complaining – Any time a child is not his/herself, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Exclusion Policy for Employees and Volunteers
Employees and volunteers should be excluded when:

1. Diagnosed with a “Big Five” illness: • Typhoid fever (Salmonella typhi). • Shigellosis (Shigella spp.). • Escherichia coli O157:H7 infection (E. coli O157:H7). • Hepatitis A (hepatitis A virus). • Norovirus infection.
2. Jaundice has occurred within the last seven days.
3. Experiencing noro-like symptoms (vomiting and/or diarrhea). Note: It is also recommended the employees and volunteers stay home if ill with symptoms such as fever, cough and sore throat.

The employee or volunteer can return to work:

- When diagnosed with a “Big Five” illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
- When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
- When excluded for Noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or food ware for another 24-48 hours.

Staff and Volunteer Screening Policy

- (1) A staff member cannot be present in the center if they have been convicted of any of the listed offenses:

- (a) Offenses as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
 - (b) Child abuse or neglect
 - (c) A felony regarding harm or threatening harm
- (2) Before hire, all staff members are background checked and checked by DHS that he or she has not been named in a central registry case as a perpetrator of child abuse or neglect.
- (1) A volunteer cannot have been convicted of any of the listed offenses:
- (a) Offenses as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722
 - (b) Child abuse or neglect
 - (c) A felony regarding harm or threatening harm
- (2) Before working with children, all volunteers are background checked and checked by DHS that he or she has not been named in a central registry case as a perpetrator of child abuse or neglect.
- (3) Volunteers will be supervised while working with children

EMERGENCY PLANS

The safety of our children is an important part of the mission of St. Paul the Apostle School. In an effort to be prepared in the event of natural or man-made emergencies, plans have been developed to increase the awareness of staff and children. The Preschool Emergency Plans document can be reviewed at any time on the website: www.stpaulschool.org or is available in the preschool classroom and school office during regular school hours. The school wide Emergency Guidelines can be viewed in the preschool room or office upon request. St. Paul the Apostle Mission Statement St. Paul the Apostle

School will provide a God-centered education, fostering spiritual, intellectual, aesthetic, social and physical growth which will enable students to live as faith-filled Catholics in a diverse world