

# St. Joseph Catholic School

2675 Third Street, Trenton, Michigan 48183  
734-676-2565 (School Office)  
[www.stjosephschooltrenton.com](http://www.stjosephschooltrenton.com)



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2023/2024

# Preschool Handbook

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## VISION STATEMENT

St. Joseph Catholic Preschool is a faith based developmentally appropriate program for 3 and 4 year old children to help them grow socially, emotionally, physically, and spiritually.

## Preschool Objectives

Our goal is to provide sensory development, fine and gross motor activities, pre-academics, and spiritual awareness, which will prepare your child to become more independent. He/she will develop social skills in a safe and nurturing environment. There will always be two adults in our preschool classrooms. Pre4 student to teacher ratio is 12:1 and Pre3 is 10:1, per state law. Teachers are certified in Michigan to teach early childhood.

- To help each child build a good self-concept through continuing success and positive reinforcement.
- To provide a rich background of new experiences, group interaction, and group projects in which each child can develop listening and speaking skills.
- To provide an opportunity for socialization with peers, in which each child can grow in independence and responsibility.
- To provide learning center activities in the following areas to meet the individual needs of each child; gross motor, fine motor, language, and developmental readiness skills.
- To provide opportunities for exploring language and building vocabulary through age appropriate literacy centers.
- To help each child learn new concepts through social interactions and to develop a sense of independence and understanding of others.
- To help each child come to know God's love as they experience the love of family and friends.

### Classroom Play Objectives:

- To get along with others, to be cheerful, polite, and fair.
- To share with others, toys, games, and experiences.
- To explore new things.
- To express himself or herself with words, playdough, paint, crayons, and music.
- To plan what to do next.
- To listen to stories and directions.
- To look at books and learn how to use them.
- To use new words learned from live experiences.
- To spot differences in colors, sizes, shapes, and sounds.
- To care for self and belongings by cooperatively picking up.
- To write by dictating words for the teacher to write.
- To count by relating numbers to specified groups of objects.
- To play inside/outside developing muscles and taking turns.
- To eat with others learning to relax, and practice good manners.
- To care for pets and plants by giving them food and water.
- To think of others on classmates birthdays and making gifts for parents.
- To protect self and to know whom to turn to for protection.

**Spiritual Objectives:**

The preschool curriculum will emphasize the Biblical statement to “train a child in the way he should go, and when he is old, he will not turn from it.” (Proverbs 22:6) The early education program partners with the home and St. Joseph Church to allow each child to grow and develop using a developmentally appropriate and balanced curriculum. It will follow standards that stress spiritual, intellectual, social, physical, kinesthetic, and emotional development as being equally important.

**Spiritual Development/Bible:**

Christian, moral and spiritual values are taught in the curriculum and integrated through each day’s lessons in an age-appropriate manner. Bible stories from the Old and New Testament are introduced and presented and taught in ways that are appropriate to the child’s developmental level, Catholic Prayers are introduced and practiced daily. Bible verses will be taught and applied to daily situations. Christian character traits will be modeled and given application in daily interactions. Worship songs and prayer are a natural part of each day.

## **General Preschool Information**

**Drop off and pick up policy:**

Drop off will begin at 7:40am for 3’s and 7:45am for 4’s until 8:00am. If you are here after 8:00am, please use the front double doors of the school and bring your child to the office to get checked in. When picking up or dropping off, we will utilize the alley behind St. Joseph school and church. Please drive from the north end entrance at Elm St., down the alley towards St. Joseph St. where you will stop at the preschool door to drop off or pick up. When waiting for pick up or drop off, please stop before the parking lot on the East side of the alley. The teacher will help your child out of the car at drop off. For pick up, the teacher will load your child into the car, but will not buckle them. You may pull to the very end of the alley or into the parking spots along St. Joseph St. to buckle your child before leaving. Please wait until 7:40am for 3’s and 7:45am for 4’s for drop off, 11:00am for half day pick up, and 3:00pm for full day pick up to enter the alley. We do share the alley with other local businesses, so we CANNOT block the alley before those times. If an obstacle does arise in the alley, please utilize the parking spots along St. Joseph St. and walk your child to the preschool door where the teacher will be waiting. Please pick up your child at the end of the day in a timely manner. If you arrive after pick up and the door is closed, please park and enter the front of the school where your child will be waiting at the office. Teachers cannot begin their clean up and prep until all children have been dismissed for the day.

Parents will be asked to volunteer monthly for morning hallway duty. Your job will be to help the children get their belongings into their assigned cubbies and to manage the hallway until class begins. This is a volunteer position that will count towards your yearly volunteer hours.

**Discipline:**

All members of the St. Joseph Catholic School community have the right to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and a positive learning environment.

Our discipline policy centers around helping the child maintain self-control and preserve his or her dignity.

We accomplish this by setting realistic and developmentally appropriate expectations. We uphold classroom rules consistently, plan ahead in an effort to avoid problems, encourage children to talk to each other and work problems out, redirect and/or suggest other possibilities when a problem arises. We stay in close contact with parents, communicating strengths and areas for growth. When necessary, reflection time will be used as an opportunity for a child to regain control of their thoughts and feelings.

Our program reserves the right to terminate services to children who present a danger to other children or adults after ALL other avenues have been explored by teacher and parent. Teachers and administrators will make every effort to modify inappropriate behavior, using the techniques mentioned above. Behavior difficulties will be discussed with parents before termination is put into effect, unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.

**Communication:**

Communication with parents is important. The email is filled with information about school, parish, and community happenings. It may include permission slips, newsletters, and more. We include all school information, even if you do not have older children in the school. Teachers will also communicate with you weekly by e-mail. Please check your child's backpack daily.

- **FACTS:** All school correspondence will be sent via email. When filling out your registration form, in order to receive messages either by email, text or automated calls you must provide us with an email address and a cell phone number. You will receive an email from FACTS asking you to create a password for your account.
- **Website:** For additional information, and general school policies, please visit [www.stjosephschooltrenton.com](http://www.stjosephschooltrenton.com)

**Conferences:**

The teacher will request to meet with you at least once throughout the school year. These meetings are important for sharing information on your child's development. Teachers do regular assessments and will want to share those with you so you can see progress on different skills and social areas throughout the year.

**Lunch:**

Full day students will have lunch at 10:55-11:15am. The children will eat lunch in the cafeteria. Hot lunch and milk is available to all children at the school. Hot lunch is ordered monthly and milk is ordered biyearly. All payments for hot lunch and milk will be drafted via FACTS. There is no option to heat lunches, so please keep that in mind when packing lunch.

**Snack:**

Snack will be offered every morning for all students, and every afternoon for full day students. Morning snack is done on a rotating schedule where you provide snack for the entire class. Afternoon snack for Preschool 3 is a group snack provided by the classroom. Afternoon snack for the Preschool 4 class should be sent in daily for your own child. We are not a peanut/tree nut free school, however we do ask that you keep that in mind when choosing group snacks. If your child has a food allergy, we do ask that you send in your own snack for both morning and afternoon.

**Water Bottles:**

Preschool is allowed to have a water bottle in the classroom. The children are allowed to have water in the classroom only (no juice, sparkling waters, etc.). The schools policy is that the bottle be translucent and no glass.

**Calendar:**

Preschool follows the regular school calendar, although the preschool begins later and ends earlier than the regular school year. Preschool specific, monthly calendars will be available.

**Absences:**

Please call the school office at (734) 676-2565 and leave a message by 8:00 a.m. if your child will miss school for any reason. Children who are ill should be kept home. See under "Health Care Plan" for more information. If your child will be out for a planned absence, please let the teacher know ahead of time. All missed work can be picked up after 3:00pm the day of the absence or when the child returns to class.

**Dress:**

Students should dress in appropriate play clothing that is okay to get messy. Uniforms are not required for preschool. Students should also have appropriate outdoor clothing, as outdoor play is part of the daily schedule. All students need a full change of clothing to be left at school, including undergarments in case of an accident. The children should be in an enclosed style shoe (no sandals, no Croc style, no jelly shoes). Also, no light up or

Heely style shoes. Please wear gym shoes to school on days when your child will be attending gym class. Per the Michigan Health Department, socks must also be worn with shoes.

### **Supplies:**

Teachers will publish a school supply list on the school website under the Parent Resources tab. School supplies will be requested in August and January, please see supply list for specifics. Teachers may ask for additional things for special projects throughout the year.

### **Fire/Tornado/Shelter in Place Drills:**

There will be 5 fire drills, 2 tornado drills, and 3 shelter-in-place drills conducted each year. This is in compliance with state and diocesan guidelines. Emergency routes are posted in each classroom.

### **Movies in the Classroom:**

To enrich our lessons we may watch movies in the classroom. Movies with a rating of PG or G are considered acceptable.

### **Party Invitation Policy:**

In the event that your student is hosting a party (birthday or other), please know that the policy on invitations is that invitations cannot be passed out at school unless each student in the class receives an invitation. A boy student can invite all the boys, a girl student can invite all the girls, or the entire class can be invited. If only a few students from class are invited, invitations CANNOT be passed out on school grounds or at school events. If invitations are passed out at school that do not include everyone, the invitations passed out at school will be returned to that student and must be taken home. Thank you for supporting the feelings of all of our students.

### **Birthday Treats:**

St. Joseph School DOES NOT ALLOW edible birthday treats (cupcakes, donuts, etc.) to be brought into school and/or distributed to students during snack time or lunch time. Non-edible treats (stickers, pencils, etc.) are allowed and can be distributed. They will be handed out at dismissal to be opened at home/with parental supervision and discretion.

## **Admissions**

### **Enrollment Policy:**

St. Joseph Catholic preschool admits children of any race, nationality, religion, or ethnic origin. Students must be 3 or Preschool 3, or 4 for Preschool 4 by September 1 of the current school year to qualify. **Students must be completely toilet-trained. Pull-ups are not accepted.**

### **Required Documents:**

- Emergency Form (completely filled out with no blank lines)
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization record
- Health Appraisal Form
- All new families must sign a Concussion form

St. Joseph Catholic school tuition is paid through the FACTS Management Program. FACTS is the payment plan provider most widely used by private, faith-based, and public schools nationwide. It helps families meet their financial obligations in a simple, convenient way that is completely confidential and secure. Every family must use the FACTS program even if there is a one-time tuition payment.

To register in FACTS: <https://online.factsmgt.com>

To enroll your child, you will have to fill out a registration form, provide required documents, register on FACTS and pay a **Registration fee of \$200.00.**

(Registration Fee waived if you have a child that attends St. Joseph Catholic School K-8 and you have already paid a \$200.00 registration fee).

<b>Program</b>	<b>Yearly Tuition</b>
3 year old preschool Tues & Thur Half Day	\$1, 509
3 year old preschool Tues & Thur Full Day	\$2,286
4 year old preschool Mon./Wed./Fri Half Day	\$1,859
4 year old preschool Mon./Wed./Fri Full Day	\$3,058

**Exiting your child from the program:**

Parents must give a two week advance written notice of removing their child from the program. In accordance with your tuition contract, tuition will be paid through that current quarter with no refunds.

**Volunteering:**

Each preschool 3 family will be asked to volunteer 8 hours of their time from June 1, 2023 to May 31, 2024. Each preschool 4 family will be asked to volunteer 12 hours of their time from June 1, 2023 to May 31, 2024. Hours can be earned by volunteering for lunch duty, classroom preparation and assistance, chaperoning field trips, running fundraisers, and much more. For preschool 3 you must volunteer 2 of your required hours at one of our big events (auction, golf outing, or fish fry). For preschool 4 you must volunteer 3 of your required hours at one of our big events (auctions, golf outing, or fish fry). Families unable to donate their time may “buy out” their hours. A fillable form will be available on the website to help track your hours under the Parent Resources tab. Hours left unfilled will be charged a rate of \$20 an hour for the 3 year old program and \$30 an hour for the 4 year old program.

**Protecting God’s Children & Criminal Background Check**

For the safety of all of our school children, you must have completed a Protecting God’s Children (PGC) workshop sooner than January 1, 2020 and have a yearly Criminal Background Check on file with the office in order to participate in any in school volunteering opportunities and events. To register for an in person PGC workshop, please visit the website [www.virtus.org](http://www.virtus.org). The form for a Criminal Background Check is available on the school website under the Parent Resources tab. This applies to parents, grandparents, guardians, etc. ANYONE that would like to come into the school for events.

**Health Care Plan**

**Hand washing policies and procedures:**

All staff and students routinely use soap and water to wash hands utilizing the rules posted in each hand washing area.

**Handling of Bodily Fluids:**

Universal precautions are used when handling bodily fluids. Rubber gloves are available in each classroom and biohazard waste containers are located in the office area.

**The following steps are used in sanitizing:**

Washing the surface with soap and water, rinsing the surface with clean water and sanitizing the surface with the appropriate sanitizing spray mixture.

### **Illness and Criteria for keeping your child home from school:**

If your child has any of the following symptoms or ailments, he or she must remain at home for the health and safety of the rest of the children, and teachers, until symptoms are free for 24 hours:

- Diarrhea or vomiting two or more times in the past 12 hours
- Oral temperature above 100 degrees
- Consistent cough or runny nose
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis
- Undiagnosed rash
- Hand, Foot, and Mouth Disease
- Chicken Pox, Mumps, or Measles
- Lice: In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect administration to do a final check upon return.

For communicable diseases, a child must be on prescription medication for 24 hours before returning to preschool.

Parents are asked to notify the school 734-676-2565 if a child will not be attending preschool for any reason. If a child is not attending due to illness, please be specific on diagnosis as we need to report it to Wayne County Disease Control Division. If an illness is one that can be spread throughout the class, parents will receive a note if the illness has been reported to the office.

\* Health resources: Several local health resources are available in the area including Red Cross, & Wayne County Health Department.

### **Illness or Accident During the School Day:**

If your child becomes ill or has a medical emergency at school, you will be notified and will be expected to pick him/her up as soon as possible.

### **Dispensing Medication at School:**

Whenever possible, for short-term prescription drugs such as antibiotics, we ask that your doctor dose the medication so your child can take it before or after the school day. If your child needs to take medication during school time, either a prescription or over the counter medication, including cough drops, there is a form on the school website under the Parent Resources tab that needs to be filled out by your physician before medication is dispensed.

### **Reporting Obligations**

School staff and Administration are obligated by law to report the reasonable suspicion of physical abuse and/or neglect.

The school cannot contact parents in advance of making a report to the Family Independence Agency. This is followed up by a written report within 72 hours of the complaint.

## **Licensing**

### **Parent Notification of the Licensing Notebook Child Care Organizations Act, 1973 Public Act 116 Department of Human Services**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all corrective action plans. The notebook will be available for review to parents during regular business hours. Licensing

inspection and special investigation reports from at least the past two years are on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Hand Washing Procedures** – The following procedures will be used for hand washing: Have a single service towel available; turn on water to comfortable temperature between 60 and 120 degrees; moisten hands with water and apply soap, rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds; rub areas between fingers, around nail beds, under fingernails, and jewelry, and back of hand; rinse hands under running water until free of soap and dirt; leave water running while drying hands; dry hands clean with disposable paper towel or single use cloth; turn off tap with disposable paper or single service towel. The following are no approved substitutes for soap and running water: Hand sanitizers; water basins; pre-moistened cleaning wipes.

**Body Fluid Handling** – The center will use precautions when handling bodily fluids as instructed in the blood borne pathogen training. Steps used will include: staff will put on gloves; clean up bodily fluid(s); wash area with soap and water, rinse, and sanitize area; wash hands of child; take off gloves and wash hands.

**Cleaning and Sanitizing** –The following steps are to be followed for cleaning and sanitizing: wash area and surface with warm water and soap and sanitizing; rinse area and surface with clean water; submerge, wipe or spray the article or surface with a sanitizing solution; let area or surface air dry.

**Sanitizing Solution** – Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water; commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions.

**Controlling infections** – See universal precautions above; toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty; Bedding will be stored so that it does not come into contact with other children's bedding. Cots/mats will be washed daily if used by different children or daily if used by one child; children who have any type of communicable disease/ condition will be removed from care and may only to return to care with a doctor's note; Children who become ill will be moved away from the children until they are picked up.



## **Mrs. Breish's 4 year old Preschool Program**

Class is on Monday, Wednesday, and Friday

8:00 a.m. – 11:00 a.m. Half Day Program

### **Daily Half Day Schedule:**

8:00 a.m. Arrival

- Hang up backpack
- Morning Prayers and Pledge of Allegiance
- Attendance with name chart

8:00-8:30 a.m. Carpet Time

- Welcome activities
- Calendar, weather, colors, shapes, Days of the week, numbers, etc.

8:30-8:50 a.m. English

- Letter of the Week
- Sight Word of the Week

8:50-9:10 a.m. Math

- Number of the Week
- Shape of the Week

9:10-9:30 a.m. Gross Motor

- Grosse motor activity/gym
- Inside Play
- Outside Play

9:30-9:50 a.m. Snack

- Clean up and bathroom break

9:50-10:10 a.m. Religion

- Daily/Weekly Religion lessons

10:10-10:30 a.m. Science

- Daily/Weekly Science lessons

10:30-10:50 a.m. Carpet Time

- Songs, stories, etc.

10:50-11:00 a.m. Closing Activities/Pack Up

11:00 a.m. Dismissal

**\*Specials classes (Music, Gym, Spanish, Library) may alter this schedule slightly**

## **Mrs. Breish's 4 year old Preschool Program**

Class is on Monday, Wednesday, and Friday

8:00 a.m. – 3:00 p.m. Full Day Program

### **Daily Full Day Schedule:**

7:40-8:00 a.m. Arrival

- Hang up backpack, line up in hallway before entering classroom

8:00-8:30 a.m. Carpet Time

- Welcome activities, morning prayer, attendance
- Calendar, weather, colors, shapes, days of the week, numbers, etc.

8:30-8:50 a.m. English

- Letter of the week
- Sight word of the week

8:50-9:10 a.m. Math

- Number of the week
- Shape of the week

9:10-9:30 a.m. Gross Motor Play

- Grosse motor activity/gym
- Inside play
- Outside play

9:30-9:50 a.m. Snack

- Clean up and bathroom break

9:50-10:10 a.m. Religion

- Daily/Weekly religion lessons

10:10-10:30 a.m. Science

- Daily/Weekly science lessons

10:30-10:50 a.m. Carpet Time

- Songs, stories, etc.

10:50-11:00 a.m. Closing Activities/Pack Up

- Closing Prayer/Pack up for half day students
- Lunch prayer/Line up for full day students

11:00-11:50 a.m. Lunch/Recess

11:50 a.m-12:00 p.m. Bathroom/Hand Washing

12:00-1:00 p.m. Rest Time

1:00-1:30 p.m. Wake Up/Quiet Time

- Activities that align with what was taught during the AM schedule

1:30-1:45 p.m. Afternoon Snack

1:45-2:15 p.m. Enrichment

- Activities that align with what was taught during the AM schedule

2:15-2:45 p.m. Gross Motor Play

- Grosse motor activity/gym
- Inside play
- Outside play

2:45-2:55 p.m. Carpet Time

- Closing prayer, song

2:55-3:00 p.m. Clean up/Pack up

3:00p.m. Dismissal

**\*Specials classes (Music, Gym, Spanish, Library) may alter this schedule slightly**

**Mrs. Vassar's 3 year old Preschool Program**

Class is on Tuesday & Thursday

8:00 a.m. – 11:00 a.m. Half Day Program

**Daily Half Day Schedule:**

8:00 a.m. Arrival

- Hang up backpack
- Morning Announcements
- Begin transition time activities

8:15 a.m. Circle Time

- Good morning song/prayer/show & tell
- Calendar, weather, ABC's, 1-2-3's, shapes & colors
- Finger plays, songs, stories

8:45 a.m. Centers and Religion

- Self-directed activities (dramatic play, bricks and blocks, etc.)
- Teacher guided activities (small groups, core academics)
- Pre-reading, math, science, art, and small motor activities

9:45 a.m. Religion

- Daily/weekly Religion Lessons

10:00 a.m. Snack

10:30 a.m. Gross Motor

- Gross motor activities in gym
- Indoor play
- Outdoor play

10:45 a.m. Closing Activities/Prayer/Pack up

11:00 a.m. Dismissal

**\*Specials classes (Music, Gym, Spanish, Library) may alter this schedule slightly**

## Mrs. Vassar's 3 year old Preschool Program

Class is on Tuesday & Thursday  
8:00 a.m. -3:00 p.m. Full Day Program

### Daily Full Day Schedule:

8:00 a.m. Arrival

- Hang up backpack
- Morning Announcements
- Begin transition time activities

8:15 a.m. Circle Time

- Good morning song/prayer/show & tell
- Calendar, weather, ABC's, 1-2-3's, shapes & colors
- Finger plays, songs, stories

8:45 a.m. Centers

- Self-directed activities (dramatic play, bricks and blocks, etc.)
- Teacher guided activities (small groups, core academics)
- Pre-reading, math, science, art, and small motor activities

9:45 a.m. Religion

- Daily/weekly Religion Lessons

10:00 a.m. Snack

10:30 a.m. Gross Motor

- Gross motor activities in gym
- Indoor play

- Outdoor play

10:45 a.m. Closing Activities/Prayer/Pack up

11:00-11:50 a.m. Lunch/Recess

12:00-1:00 p.m. (Thursday) Rest Time

1:00-2:00 p.m. Enrichment

- Activities that align with core academics taught during the AM schedule

2:00-2:15 p.m. Afternoon Snack

2:15-2:30 p.m. Grosse Motor Play

- Gross motor activity/gym
- Indoor play
- Outdoor play

2:30-2:45 p.m. Carpet Time

- Songs, stories, etc.

2:45-3:00 p.m. Clean up/Pack up

- Closing prayer, song, pack up, line up

3:00 p.m. Dismissal

**\*Specials classes (Music, Gym, Spanish, Library) may alter this schedule slightly**



## Preschool Handbook Agreement

Dear Parents,

Please read the St. Joseph Preschool Handbook and discuss any important information with your child(ren) so that everyone is aware of our school's policies and procedures for the entire year.

Please sign and return this form by Friday, September 8, 2023. You only need 1 signature form per preschool family.

- I have been made aware of the Licensing Notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans. These are available for review on site at the preschool. I understand that this notebook will be available for parents to review during regular school hours.
- I have read the handbook with my child(ren), and we agree to abide by all the policies and procedures listed in the Handbook:

Parent's Name (Please print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

Student Grade (circle):            Pre 3                            Pre 4