

# 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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2020/2021

# 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:** The parking lot/play yard cannot be used for 8:00 drop off. Please drive from the north end, down the alley. The teacher will help your child out of the car. All children must be signed in and out each day. Please pick up your child in a timely manner. Teachers cannot begin their clean up and prep until all children have been dismissed for the day.

### **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 or paper. Please check your child's backpack daily.

- **Renweb:**

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 Renweb asking you to create a password for your account.

- **Website:** For additional information, and general school policies, please see the Parent/Student handbook, available at [www.stjosephschooltrenton.com](http://www.stjosephschooltrenton.com)

### **Conferences:**

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 skill and social areas throughout the year.

**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.

**Sick Policy:**

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.

**Dress:**

Students should dress in appropriate play clothing that is okay to get messy. Dress code is 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 closed toes shoes as well.

**Supplies:**

Teachers will publish a school supply list. 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.

**Admissions**

**Enrollment Policy:**

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

**Required Documents:**

- 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 \$100.00.**

(Registration Fee waived if you have a child that attends St. Joseph Catholic School K-8 and you have already paid a \$150.00 registration fee).

<b>Program</b>	<b>Yearly Tuition</b>	<b>11 payment plan</b>
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3 year old preschool Tues & Thur Half Day	\$1, 210	\$110.00 monthly
3 year old preschool Tues & Thur Full Day	\$1,832	\$167 monthly
4 year old preschool Mon./Wed./Fri Full Day	\$1,476	\$134 monthly
4 year old preschool Mon./Wed./Fri Full Day	\$2,428	\$221 monthly

**Exiting your child from the program:**

Parents must give a two week advance written notice of removing their child from the program. The two weeks must be paid in full.

**Volunteering:**

Each preschool 3 family will be asked to volunteer 8 hours of their time from June 1, 2020 to May 31, 2021. Each preschool 4 family will be asked to volunteer 12 hours of their time from June 1, 2020 to May 31, 2021. Hours can be earned by volunteering for lunch duty, classroom preparation and assistance, chaperoning field trips, running fundraisers, and much more. 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. 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.

**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 at school, you will be notified and will be expected to pick him/her up as soon as possible. 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 in the office that needs to be filled out by your physician.

**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.

**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

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

Class is on Monday, Wednesday, and Friday

8:00 a.m. – 3:05 p.m. Full Day Program

### Daily Full Day Schedule:

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.

8:20-9:05 a.m. (Friday) Music Class

- In classroom Music with Mrs. Parker

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

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

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

11:55 a.m. 12:46 p.m. Gym Class

- In the gym with Mrs. Gore
- Wednesday – 11:55 a.m.-12:25 p.m.
- Friday – 12:00-12:46 p.m.

12:00-12:30 p.m. Weekly Zoom

- Zoom hours for Independent Remote Learners

12:35-1:45 p.m. (Wednesday) Rest Time

12:55-2:00 p.m. (Friday) Rest Time

12:30-2:00 p.m. Enrichment

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

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

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

- Grosse motor activity/gym
- Inside Play
- Outside 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

3:05p.m. Dismissal



## **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

9:15-9:45 a.m. (Thursday) Music with Mrs. Parker in our room

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

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

Class is on Tuesday & Thursday

8:00 a.m. -3:05 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

9:15-9:45 a.m. (Thursday) Music with Mrs. Parker in our room

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

11:55-12:25 p.m. (Tuesday) Gym Class

11:55-12:25 p.m. (Tuesday) Weekly Zoom

- For Independent Remote Learners

12:35-1:35 p.m. (Tuesday) Rest Time

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

3:05 p.m. Dismissal



# Yearly Themes

## **All year**

All about me  
Jesus, prayer  
Colors  
Shapes  
Numbers  
Counting  
Weather

## **October**

Fire prevention  
Pumpkins  
Halloween

## **November**

Pilgrims  
Turkeys  
Thanksgiving

## **December**

Advent  
Gingerbread  
Christmas/Holy Family

## **January**

Happy New Year  
Winter  
Snow/Penguins

## **February**

Groundhog Day  
Valentine's Day  
President's Day

## **March**

Dr. Seuss  
St. Patrick's Day  
The Holy Trinity  
Lent

## **April**

Spring  
Gardening  
Easter/Resurrection

## **May**

Mary – Mother of Jesus  
Animals  
Mother's Day