

# St. Joseph Catholic School Preschool & Pre-K Handbook

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# Program Philosophy

- Provides a loving, caring environment focused on the development of the whole child.
  - Emphasizes that each child is a unique and valued creation of God.
  - Supports development of:
    - Social skills (sharing, cooperation, kindness)
    - Decision-making skills
    - Independence and confidence
    - Listening and communication skills
    - Fine and gross motor skills
    - Early literacy, math, science, and social studies concepts
  - Catholic faith is integrated throughout the day through prayer, religious instruction, and daily experiences.
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## Program Goals

Children develop through:

- Group interaction
  - Self-identity and self-worth
  - Large and small muscle development
  - Perception and identification skills
  - Oral language development
  - Cognitive, emotional, and experiential learning
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## Eligibility Requirements

### Preschool

- Must be 3 years old before the first day of school.

### Pre-K

- Must be 4 years old before the first day of school.

### Both Programs

- Special circumstances for enrollment may be considered at the discretion of the teacher and school board.
  - Children must be fully potty trained and able to handle toileting independently.
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# School Schedule

- School year runs from August through May (same calendar as St. Joseph Catholic School).
  - Arrival: 7:45–8:00 AM
  - All students must be in class by 8:00 AM.
  - Half-day dismissal: 11:30 AM
  - Full-day dismissal: 3:00 PM
  - Follows school calendar for holidays and closures.
  - On 2-hour delay days:
    - Half-day preschool students do not attend.
  - School office is closed daily from 11:30 AM–12:15 PM.
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## Arrival & Dismissal Procedures

### Arrival

- Drop-off at Erie Road entrance when staff are present.
- After 8:00 AM:
  - Enter through main entrance on Manhattan Street.
  - Check in through the office.

### Early Pickup

Parent/guardian must:

- Enter through main entrance.
- Sign child out in the office.

### Dismissal

- Teachers bring students to front entrance by the St. Joseph statue.
  - Parents should park and walk to pick up their child.
  - Children will only be released to authorized individuals.
  - Notify teacher and office of anyone not permitted to pick up your child.
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## Dress Code

### Appropriate Clothing

- Comfortable play clothes.
- Tennis shoes recommended.
- Weather-appropriate outerwear.

## Required

- Extra change of clothes in backpack.

## Not Allowed

- Open-toed shoes
- Crocs
- Flip-flops
- Heels over 1 inch
- Spaghetti straps
- Off-the-shoulder shirts
- Midriff-baring shirts
- Jewelry (post earrings are ok)
- Dyed hair
- Distracting hair accessories
- Teachers discretion for other clothing or accessories that may be distracting or not safe.

## Shorts

- Must pass fingertip-length test.

## Dress Code Consequences

- 1st- Written warning (signed and returned)
- 2nd- Parent called to bring appropriate attire
- 3rd- Parent called to pick child up for the day

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## Daily Routine (May Vary)

- Arrival and independent activities
  - Circle time
  - Language arts, math, science
  - Snack
  - Small group activities
  - Outdoor play/music & movement
  - Religion
  - ½ day students dismissed
  - Lunch (full-day students)
  - Rest time
  - Afternoon snack
  - Pre-K academic work
  - Art, games, puzzles, organized play
  - Dismissal
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# Discipline Policy

- Expectations are age-appropriate and individualized.
  - Focus on:
    - Positive behavior
    - Logical consequences
    - Modeling appropriate behavior
  - Children may be temporarily removed from group activities when necessary.
  - Children are never isolated or left unsupervised.
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# Toileting Policy

- Students must be fully potty trained.
- No pull ups or padded underwear to be worn.
- Grace period for accidents until October 1.

# Continued Accidents After October 1

- Child pick up.
  - Parent meeting required.
  - Support plan developed.
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# Parent Volunteering

Volunteers must:

- Complete Protecting God's Children training.
- Pass Archdiocese and State of Michigan background checks.
- Follow mandatory reporting laws for abuse and neglect.

# Note

- Younger siblings should not accompany volunteers during classroom help.
  - Siblings may attend parties or special events with teacher approval.
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# Parent-Teacher Conferences

- Scheduled conferences discuss student progress.
  - Parents and teachers may request additional meetings as needed.
  - Children should not attend conferences.
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# Snacks & Lunch

## Preschool

- One healthy snack daily.

## Pre-K

- Two healthy snacks daily.

## Full-Day Students

- Bring lunch each day.

## Additional Guidelines

- Small water bottles with closable straws allowed.
  - No sippy cups.
  - Inform school of all food allergies.
  - Birthday treats allowed with teacher notification.
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## Special Events & Birthdays

- Holiday parties and classroom celebrations occur throughout the year.
  - Parents may be asked to assist.
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## Field Trips

### Required

- Signed Archdiocese permission form.

### Parent Chaperones/Drivers Must

- Complete Protecting God's Children training.
  - Submit Driver Verification Form.
  - Provide:
    - Driver's license copy
    - Proof of insurance
  - Ensure proper booster seat use.
  - Never seat children in the front seat.
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# Medical Requirements

Required before school starts:

- Physical examination form
- Immunization records
- Emergency medical form

Students without completed immunization documentation cannot attend school.

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## Illness Policy

### Do NOT Send Your Child to School With

- Fever over 100°F
- Rash
- Vomiting
- Diarrhea
- Head lice
- Possible pink eye

## Return to School

- Must be symptom-free and medication-free for 24 hours.

## If Ill at School

- Child will remain supervised.
  - Parents/emergency contacts will be called for pickup.
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## Emergency & Safety Procedures

- Fire drills
- Tornado drills
- Lockdown drills

## During a Lockdown

- Parents should not come to school.
  - Follow communication and instructions from school officials.
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# Medication Policy

Medication may only be administered when:

- Physician orders are provided.
- Medication Administration forms are completed.
- Parent permission is given.
- Medication remains in the original container and kept in office and administered by personnel (including cough drops).

School staff document all medication administered.

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# Child Orientation

- Spring classroom visits encouraged.
  - Families may visit before school starts.
  - Parents are encouraged to say goodbye at arrival and allow children to develop independence by walking in by themselves.
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# Enrollment & Tuition

## Enrollment Priority

1. Current school families (siblings)
2. Registered parishioners
3. Applications received in order

## Other Information

- Registration fee required and non-refundable.
- Tuition and fees managed through FACTS.
- Parents must:
  - Sign Child Placement Contract.
  - Acknowledge receipt of handbook.

School Office: 734-848-6985

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# Withdrawal Policy

The school may request withdrawal if placement is not beneficial for:

- The child's development, or
- The development of other students.

Parents who voluntarily withdraw:

- May not re-enroll until the following school year.
  - Tuition reimbursement is not guaranteed.
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## Licensing Information

- Licensing notebook available for review during school hours.
  - Contains inspections and reports.
  - Additional licensing information available through Michigan Child Care Licensing.
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## Quick Parent Reminders

- ✓ Child must be potty trained
  - ✓ Arrive by 8:00 AM
  - ✓ Bring healthy snacks daily
  - ✓ Full-day students bring lunch
  - ✓ Keep emergency and medical forms current
  - ✓ Keep sick children home and symptom-free for 24 hours before returning
  - ✓ Complete volunteer requirements before helping or attending field trips
  - ✓ Follow school dress code
  - ✓ Check both the Preschool/Pre-K Handbook and the St. Joseph Catholic School Family Handbook for policies and procedures.
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# Parent/Guardian Handbook Acknowledgment and Agreement

## St. Joseph Catholic School Preschool & Pre-K Program

I/We acknowledge that I/we have received, read, and reviewed the St. Joseph Catholic School Preschool & Pre-K Handbook.

I/We understand that the handbook contains important information regarding school policies, procedures, expectations, health and safety requirements, arrival and dismissal procedures, dress code, discipline policies, toileting requirements, illness guidelines, medication policies, volunteer requirements, tuition and enrollment information, and other program expectations.

By signing below, I/we acknowledge and agree that:

- My child meets the age and potty-training requirements for enrollment.
- I/we will comply with arrival and dismissal procedures.
- I/we will follow the Preschool & Pre-K dress code requirements.
- I/we understand the toileting policy and accident procedures.
- I/we will keep emergency, medical, and contact information current.
- I/we will comply with illness and medication policies.
- I/we understand volunteer and field trip requirements, including training and background checks when applicable.
- I/we understand emergency and safety procedures.
- I/we acknowledge the enrollment, tuition, and withdrawal policies.
- I/we understand that school administration reserves the right to interpret and enforce handbook policies.
- I/we understand that this handbook may be revised and updated as necessary.
- I/we agree to support the mission and philosophy of St. Joseph Catholic School Preschool & Pre-K.
- I/we understand that I/we are also responsible for reviewing and following the St. Joseph Catholic School Family Handbook.

### Student Information

Student Name: \_\_\_\_\_

Program (Circle One): Preschool / Pre-K

Teacher: \_\_\_\_\_

### Parent/Guardian Information

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Emergency Contact Verification

I/We verify that all emergency contact information, medical information, and authorized pick-up information provided to the school is current and accurate.

Parent/Guardian Initials: \_\_\_\_\_

Parent/Guardian Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete and return this page to the Preschool/Pre-K teacher.**