

St. Michael the Archangel Catholic School

Academy of Angels Preschool



PARENT-STUDENT HANDBOOK

Anno Domini 2025-2026

St. Michael the Archangel Catholic School
723 Sutton Place, Findlay, OH
419-423-2738
www.findlaystmichael.org

Welcome/Statement of Philosophy

Welcome to St. Michael School, an apostolate of Saint Michael the Archangel Catholic Parish. We are pleased to have you as part of our school family. Our school is under the watchful care of the Roman Catholic Bishop of Toledo, who is considered the final authority over matters concerning faith and morals. At St. Michael School, we are committed to the following:

The Catholic Faith: We believe in, are faithful to, and seek to advance the religious and moral teachings of Sacred Scripture and Sacred Tradition as proclaimed by the Roman Catholic Church, especially as found in the *Catechism of the Catholic Church* and the official teachings of its Magisterium. We believe that our Catholic Faith is spiritually life-giving.

The Sacredness of Human Life: We believe in the dignity of all human life, as created in the image and likeness of God, from conception to natural death. We believe in the importance of demonstrating our commitment to these values.

The Christian Understanding of Human Sexuality: We believe that the human body is a gift from God and a temple of the Holy Spirit. We believe that God created us male and female (*Genesis 1:26*) and that the biological sexes are complementary. Our given biological sex is part of the divine plan, and that one's biological sex and gender expression are not to be disaggregated but should be seen in harmony, according to God's plan. We believe that human sexual behavior is properly expressed in the context of Holy Matrimony and that all persons are called by God to live chastity within their state of life.

The Nobility of Christian Marriage and Family Life: We believe that the only valid marriage is between a man and a woman who publicly, totally, and freely give themselves as a gift to the other. The Church has always taught that the marriage act is exclusively ordered to love and life within the confines of a life-long marriage between one man and one woman. The fruit of marriage is children. Called to give life, spouses share in the creative activity of God and by their biological right have been appointed by God as the first and principal educators of their children. Our parish school partners with parents in forming their children in living this Catholic philosophy.

The Practice of the Faith: We believe that learning and living the Catholic faith and participating in its liturgical, sacramental, and moral life is the center of the mission, life, and daily activities of Saint Michael School. We require parents, students, staff, and volunteers to recognize and respect the Catholic character of our school from the moment of enrollment, employment, or involvement.

Christian Works of Mercy: We believe in the value of serving others through Christian outreach and civic engagement.

The Communion of Saints: We believe that the sense of family and unity which exists at Saint Michael School has its source in the Communion of Saints and reflects that same Communion.

The faculty and staff of St. Michael School look forward to working with you! Together we pray that God who has begun His good work in us may carry it through to completion.

Reverend Adam Hertzfeld
Pastor

Mr. Matt Eckel
Interim Principal

Mrs. Pat Anderson
Director of Preschool

This document and the following policies have been established and approved by our preschool governing board. 3301-37-10



MISSION STATEMENT

St. Michael School is a Catholic community where we shape saints and scholars.

BELIEF STATEMENTS

- ❖ We are created in God's image and called to be saints.
- ❖ We are lifelong learners.
- ❖ Jesus is the center of our lives.
- ❖ We work better together.
- ❖ Love fosters growth.

Rationale:

It is the belief that the most natural way for a child to learn about his/her world is through exploration in a safe, Catholic environment, where virtues exist and faith is taught. Differences amongst children are accepted readily. Parents are supportive of the mission of the school and express a high priority for the education of their children.

Philosophy:

St. Michael Academy of Angel Preschool operates under the same philosophy as all the grades of St. Michael School. The focus is to provide a Catholic community, which fosters students to develop into saints and scholars. All aspects of the program focus on the principle that each child is an individual deserving of an environment of faith and love to learn and explore the world where they live. We will emphasize the uniqueness and special gifts of each child while gently providing many opportunities for physical, social, emotional, as well as cognitive development. The school setting will share the responsibility with the families to integrate the child's world.

Sensory, motor, perceptual, language, and social skills are introduced through materials and activities that are both child-centered and teacher-directed. Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times. Recognizing that children grow in predictable stages, we treat each child as an individual, working from the attained level and moving one step at a time. We teach a love of learning by allowing children to experience their stages of development and feeling success without pressure.

Objectives:

In our Preschool program, we strive to meet the following objectives:

- To provide a Catholic learning environment for our students
- To provide the opportunity for each child to develop a positive self-image
- To promote a warm and enriching environment for each child to interact with peers
- To develop and sense of belonging in the St. Michael school community
- To provide an atmosphere of structured learning experience with respect to each child's individual needs
- To provide each child with the important foundation skills needed for future academic pursuits

Admissions, Eligibility, Enrollment:

It is a requirement that children in this program be able to handle their own bathroom needs with little assistance. **No diapers or pull-ups.**

Admission Requirements:

- Registration forms with deposit
- Certificate of birth
- Certificate of baptism (if applicable)
- Physical and immunization record- all physicals required before a child can start school, no exceptions.
- Social Security Number

Eligibility:

Student eligibility for the following preschool classes is based upon the age of the child, with consideration for developmental readiness:

- 2-Day Preschool - serves children who will be 3 by July 31, 2025
- 3-Day Preschool - serves children who will be 4 by May 31, 2026
- 5-Day Preschool - serves children who will be 4 by July 31, 2025
- Kindergarten Readiness - serves children who will be 4 by July 31, 2025

Our preschool progression of classes allows for our 2 and 3-day classes to focus on foundational preschool skills while our 5-day and KR classes are focused on kindergarten readiness standards. Students enrolled in 2-day or 3-day classes should not plan to start kindergarten the following year.

Enrollment:

Enrollment takes place annually. New students may enroll throughout the school year as long as spots remain in the class sections. Registration for Academy of Angel classes begins in late winter. The non-refundable registration fee is \$50.00 per student or \$150 per family.

Non-Discrimination Policy:

In accordance with Christian principles, St. Michael School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities. In addition, the school is not intended to be an alternative of court administrative agency-ordered, or public school district-initiated desegregation

Arrival/Dismissal- KR Classes:

KR students will need a note on the first day of school stating how they will get home. Be sure to include the school district and bus number if riding a bus home. If this changes, you will need a note/email to the teacher each time it changes.

KR Car Arrival: NO VEHICLES ARE PERMITTED TO PARK AND WALK STUDENTS ACROSS THE LOT. IF YOUR CHILD NEEDS A MOMENT, PARK FIRST AND THEN JOIN THE END OF THE LINE.

- Drop off starts at 7:30 am and ends at 8:00 am.
- Students must be *in their room* by 8:00 am to avoid being tardy.
- All cars enter the SOUTH parking lot, turn left, and follow the outside perimeter of the lot.
- The lead car will pull up to the front cone and the next 5-6 vehicles will line up along the curb.
- Students exit vehicle/parents remain in the vehicle. Staff can help students needing assistance.
- Pull away slowly and exit to Bright Road:
 - If turning north, please pull under the bell tower, turn left in front of the church and exit from the north exit. If turning south, please continue straight to exit and turn right from the south lot.

KR Bus Arrival:

Students arriving on a bus will be dropped off at the front of the school. Students will enter the school and report to their classroom. Staff are at the doors to help students find their rooms.

KR Car Dismissal (2:28 pm):

All cars enter the SOUTH parking lot, turn left, and follow the outside perimeter to form 2 lanes. As you approach the curb, each lane will take turns entering a car into the curb lane. Please be sure your child knows their last name and you have a placard in the car with your last name to match. Students will be called to stand at a colored cone. Parents will stay in the car as staff load the students. You can pull up into a parking spot if you need to help secure your child's seat belt before exiting the parking lot.

Exiting to Bright Road:

- If turning north, please turn in front of the church and use the north exit to turn left.
- If turning south, please continue straight to the exit and turn right from the south lot.

KR Bus Dismissal:

Students will be walked to their bus locations by a staff member. It is best to have a tag on the outside of the bookbag indicating which school district and bus they ride.

Arrival/Dismissal- Preschool AM Classes

Preschool Arrival:

- Preschool students should be dropped off from 8:15 am through 8:30 am.
- Preschool student drop-off is on the south side (bell tower side) of the school. Staff will greet students at the cars and help them out. Parents will remain in the car. Parents may not walk their child up to the doors or park and walk their child across the line.
- Students will be supervised in the activity center while we unload all cars.

*****If tardy, students must be brought into the school and signed in by a parent or guardian before reporting to their classroom. Be sure not to drop and leave your tardy child at a locked door.*****

Preschool Dismissal:

- Dismissal will begin at 11:00 am.
- Each classroom will be dismissed from a designated spot. Teachers will let each class know where to pick up.

*****Students are expected to be picked up at 11:00 am. Students not picked up by the end of the dismissal line will be charged a fee of \$10.00/late pick up.*****

Attendance:

If a student is going to be absent, a parent or guardian must report the absence to the **school before 8:00 a.m.** Please advise the school of symptoms and the expected length of absence. If you do not notify the school, the school office will contact you and notify you of your child's absence.

School Phone: 419-423-2738

Attendance Email: attendance@findlaystmichael.org

Behavior Management Plan:

Using the State of Ohio endorsed **Positive Behavior Intervention & Support (PBIS)** we have developed student expectations for our building and in our classrooms. Our staff commit themselves to upholding these expectations upon employment and teaching or reinforcing them with students throughout the year. We expect our children to respect themselves and others. Classroom expectations are sent home for parents to review and talk about with their children. A parent's signature is required agreeing to help their child learn and follow the expectations. This signed statement is kept on file in the classroom.

All discipline is to be seen in the light of virtue formation. Discipline is part and parcel of making disciples of Christ who are strong in the virtues of faith and morals. Virtue is a strength of character used to shape saints and scholars.

Generally speaking, children are redirected, separated, talked to, and/or given verbal warnings as needed. If the child continues to break a classroom rule or expectations, after verbal warnings, s/he is given a time out and if the child continues to break the rules a note home to the parents explaining the rules that were broken and what was done as far as discipline.

The actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: (DCY Rule 5180-37-10)

1. There shall be no cruel, harsh, or corporal punishments given to the students.
2. No discipline shall be delegated to another child.
3. No physical restraints shall ever be used other than a protective hug to help the child gain control.
4. No child shall be placed in a locked room, enclosed area, or left alone.
5. No child shall be subjected to profanity, threats, or derogatory remarks about self or family.
6. Discipline shall not be imposed for failure to eat snacks, toileting accidents, or spills.
7. Techniques shall not humiliate, shame, or frighten a child in any way.
8. Discipline shall not include withholding food, rest, or use of the toilet.
9. If separation is used, a child would be asked to sit on a small chair away from the teacher, but so that he/she can be seen by the teacher.
10. Not only will the preschool teachers and aides not abuse or neglect any child nor will we allow any child to abuse or neglect another child in the class.

All parents will receive feedback, if needed, pertaining to the behavior of their child. Each child is a valued creation and special in God's eyes as well as ours.

Birthdays and Celebrations:

Teachers may have parties for their classes on special occasions, such as Halloween, All Saint's Day, Christmas, Valentine's Day, etc. Teachers may ask parents to assist in planning and coordinating the parties. Parents are encouraged to provide nutritious treats. Class parties are for all students and they should be treated equally. All parents must be aware of any food allergies that could be in their child's classroom. Birthday treats may only be shared with students in their homeroom. Interruption of other classrooms is not permitted. Home birthday party invitations, if passed out at school, must include the entire class. If a select private party is planned, please make other arrangements for the invitations.

Class Size: (DCY Rule 5180-37-04)

Ohio law mandates the following student/teacher ratio: 1:12 or 1:14 and 35 square feet per child. St. Michael Preschool will abide by these requirements and will not exceed the number of students allowed per square footage in the designated classroom. There will be 2 adults present.

Curriculum and Instruction: (DCY Rule 5180-37-03)

Our curriculum is aligned with the ODE early learning standards and guidance from the Diocesan Schools Office. Concepts and skills are introduced which are appropriate to each child's stage of development, and which reinforce social, emotional, physical, and intellectual growth. Concrete, hands-on activities, and experiences are planned according to a calendar of themes and units that are relevant to the children, providing meaningful learning.

Preschool Daily Schedule:

8:15 - 8:30 **Arrival** - welcome children, take attendance, and check for communicable diseases
8:30 - 8:45 **Morning Meeting** - prayer, pledge, calendar, counting and weather
8:45 - 9:20 **Learning Centers** - children learn through exploration covering a variety of topics
9:20 - 9:35 **Break** - go to restroom, wash hands, and eat snack
9:35 - 10:05 **Specials** - children will take part in library, music, or gym class 1x/week
10:05 - 10:40 **Language Development** - students will participate in story time and activities to work on their vocabulary, simple comprehension skills, and will explore written language.
10:40 - 10:50 **Clean-up Time** - Everyone will help clean up the room.
10:50 - 11:00 **Prayer and Dismissal**

KR Daily Schedule

7:40 - 8:10 **Arrival** - welcome children, take attendance, and check for communicable diseases
8:10 - 8:30 **Morning Meeting** - prayer, pledge, calendar, counting and weather
8:30 - 9:00 **ELA** - lessons and activities centered on written and spoken language skills
9:00 - 9:15 **Snack Time**
9:15 - 9:45 **Large Motor** - activities to support large motor skills
9:45 - 10:15 **Specials** - children will take part in library, music, gym, art, and technology
10:15 - 10:45 **Math** - lessons and activities focused on numbers, number sense, and other concepts
10:45 - 11:05 **Religion** - learning about the Catholic faith through stories, art, prayers, and activities
11:05 - 11:10 **Prep for Lunch**
11:10 - 11:40 **Lunch in classroom**
11:45 - 12:45 **Nap/Rest Time**
1:00-1:30 **Recess**
1:30 - 1:45 **Snack Time**
1:45 - 2:20 **Centers** - children learn through exploration covering a variety of topics
2:20 - 2:28 **Prayer and Dismissal**

Dress Code:

Our Preschool dress code encourages comfortable and loose-fitting clothing so that we can have freedom of movement in our large motor activities. Preschool students do not need to wear uniforms; however, uniforms are permissible.

- KR students are required to keep a clean pair of tennis shoes at school for use in the gym.
- Tennis shoes are preferred for safety during playtime.
- All shoes must have an enclosed toe and heel or ankle strap.
- CROCS, fashion boots, sandals, and shoes that light up, roll, or are platform style are not permitted.
- Boots may only be worn to/from school or during recess (regular shoes will be worn in the classroom).
- Socks must be worn at all times.
- **JEANS are not permitted.**
- Be sure the clothing allows for the child to easily use the restroom by themselves.

Extended Day Services:

For a fee, we also provide extended day services before school and after school for KR students only. Students may arrive starting at 7:00 am. Afternoon care will close at 5:55 pm. There is a separate enrollment form and fee that must be completed prior to use of this program. Information is available on the school website or in the school office.

A student with an older sibling enrolled in KR-8 may be dropped off from 7:40 am - 8:00 am with the older sibling. These early drop-off preschool students will be supervised by a preschool teacher who is determined yearly.

Family Education Rights and Privacy Act (FERPA):

St. Michael the Archangel School recognizes the Buckley Amendment in regard to the privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept confidential within the student file. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Field Trips:

Periodically, field trips are scheduled. Written communication will be sent in advance notifying parents of the date, time, cost (if any), and nature of the event. Signed forms must be returned to the school prior to the trip.

KR Field Trips: KR students and staff will travel by bus to their field trips.

Preschool Field Trips: Parents will meet teachers at the site of the field trip. Students will be dismissed to go home with their parents at the conclusion of the trip.

Health Related Policies:**Allergies:**

St. Michael the Archangel School recognizes that allergy conditions affect many students. Parents must complete an Allergy Form for any child with a food allergy and/or on an epi-pen. A classroom will be deemed NUT-FREE if a child with a nut allergy is assigned to that classroom. Staff members are provided with information about student allergies and given periodic training on first aid procedures and the use of various types of epi-pens. Epinephrine devices of preschool students will be stored in preschool classrooms.

Communicable Diseases: (DCY Rule 5180-37-11)

Preschool staff are trained to look for signs and symptoms, listed below, and will conduct a check for communicable diseases daily. If your child has any of the following signs or symptoms of illness within the past 24 hours, the state requires your child to be kept home.

If these symptoms appear during the school day, your child will be removed from the group, evaluated by the nurse, and you may be called to pick up your child. We will send a child home as opposed to risking exposure to fellow classmates.

Staff cleans tables and hands often to help keep germs at bay. If a child is sent home with a communicable illness a notification will be sent to each family letting parents know that their child was exposed to an illness and what illness it is.

Signs or Symptoms of Communicable Diseases:

- Severe pain or discomfort
- Vomiting more than one time or when accompanied by any other signs or symptoms of illness
- Diarrhea- 3 or more abnormally loose stools within a 24 hour period
- Severe coughing- causing child to become red or blue in the face, makes a whooping sound
- Sore throat or difficulty swallowing
- Difficult or rapid or shallow breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain
- A temperature of 100°F taken by the auxiliary method
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool; blood in urine
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Evidence of communicable diseases: chicken pox, measles, whooping cough, strep throat, influenza, tuberculosis, COVID-19, etc...)

Emergency Medical Procedures:

A form is issued annually to parents asking for detailed procedures that are to be followed in case of a medical or dental emergency. A copy of this form must be on file at all times. It is imperative that all of the information provided be current. Should a change occur any time during the school year, parents are asked to notify the teacher. **Permission to medicate forms with a YES marked anywhere must be signed by a physician.**

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information please visit <https://medicaid.ohio.gov/home>.

Illness: (DCY Rule 5180-37-11)

Parents are asked to keep children at home when there are any signs present of developing illness.

Please report the absence to the school by 8:00 a.m. by calling 419-423-2738 or emailing

attendance@findlaystmichael.org.

Children who become ill during school hours will be removed from the group and sent home only after contact has been made with the parent(s) or the person(s) named to be contacted. Students who experience a fever of 100° F or higher, vomiting, diarrhea, sore throat, or other communicable symptoms need to remain home for 24 hours after their last symptom.

A note stating the reason for the absence must accompany the child upon his/her return to school. Notes will be kept in the student's file for 2 years.

Mildly Ill child:

DCY Rule 5180-37-11 C-4 defines a mildly ill child as a child who is experiencing minor common cold symptoms, but is not exhibiting any of the symptoms specified above as a communicable disease or a child who does not feel well enough to participate in activities, but also is not exhibiting any communicable disease symptoms specified above. The school nurse or other designated school employee will contact parents to determine if the student should remain at school or be sent home to be monitored.

Immunization Requirements: (DCY Rule 5180-37-08 B-2-c)

According to State Law, all children must be immunized before entering school. Written evidence must be presented to school office indicating the child has received the following immunizations:

- Four doses of DPT
- One dose of Measles, Mumps, and Rubella (MMR) - this must be received on or after the child's first birthday.
- Four doses of HIB (If the HIB is begun on or after 15 months of age only 1 dose is required)
- Three doses of Hepatitis B vaccine.

Injuries: (DCY Rule 5180-37-08)

Minor incidents resulting in bumps/bruises/scratches will be treated by a preschool staff member or the school nurse and documented. Any significant injury will result in a call to the parent and/or emergency medical services to ensure the proper course of treatment is followed.

Medication: (DCY Rule 5180-37-08 B-2- b-e)

If a student must take medication during school hours, the medication must be delivered to the nurse by the parent/guardian in its original container. **Before a student will be allowed to take the medication in school, the appropriate physician request and parent release forms must be on file and available to the person designated by the school to administer the medication.** Inhalers and epinephrine injectors are kept in the classroom of the child. No expired medication will be allowed. Any unused medication not claimed by the last day of school will be destroyed.

Parents are asked to notify the teacher if a student is taking medication (in or out of school) on a regular basis that might affect the child's performance and/or behavior in school, especially psychoactive medications.

Physical and Shots:

State law requires a physical by a physician and that the child has all immunizations **before** school begins. If a child is not current within 14 days of school beginning, the child will be dismissed from school until the necessary immunizations for the child's age are obtained.

Hours of Operation:

Generally, the Academy of Angel classes will follow the calendar of St. Michael School. Our students in our preschool classes will begin a week later and end a week earlier than our KR-8 students. They also have extra days off around Christmas break and in the spring for Parent-Teacher Conferences.

- 2 day program meets on Tuesday and Thursday from 8:30 am – 11:00 am
- 3 day program meets Monday, Wednesday, and Friday from 8:30 am – 11:00 am
- 5 day program meets Monday through Friday from 8:30 am – 11:00 am
- KR program meeting Monday through Friday from 8:00 am - 2:25 pm

2-hour delay schedule:

KR - **10:00 am - 2:25 pm**

Preschool classes - **10:30 am – noon**

Cancellations:

No classes will be held. Any planned school activities are canceled.

Lunch:

Students in KR will eat lunch between 11:10 am and 11:45 am. Lunches are required to follow the Recommended Dietary Allowances (RDA). Children may buy or pack their lunches. They may also purchase milk only with a packed lunch. Purchased school lunches meet the RDA requirements. Packed lunches must meet the requirements below. Staff must send a note home explaining what was missing if RDA is not met.

1. meat/meat equivalent group (1) (meat stick, lunchmeat, eggs, cheese, nut butter...)
2. bread/bread alternative group (1) (whole grain pasta, crackers, bread...)
3. milk group (1) (milk, yogurt, cheese, pudding...)
4. fruit group (1) *a second vegetable can replace the fruit group* (apples, bananas, strawberries...)
5. vegetable group (1) (broccoli, carrots, celery, cucumbers...)

Example lunch: ham sandwich (meat and bread), carrot sticks (vegetable), applesauce (fruit), milk (milk group)

Modified Diets:

DCY Rule 5180-37-09 states that “if a child requires a modified diet that eliminates an entire food group, written instructions for a physician, physician assistant, clinical nurse specialist, or certified nurse are to be obtained and provided to the school. To the extent possible, a family’s preferred dietary preferences (i.e. vegetarian/vegan) should be accommodated.

Parental Participation: (DCY Rule 5180-37-03)

We value the active involvement of parents in our program, through meetings, informational sessions, conferences, and classroom participation. With parents and teachers working together, preschool then becomes a shared experience that will hopefully continue throughout each child’s educational experience. All parents are provided a Handbook for information and guidance.

Parent Recourse:

St. Michael Preschool operates under the guidelines established for 3, 4, and 5 year olds by the State Department of Children and Youth. One of the guidelines provides the opportunity for parents to have recourse to an ombudsman. Parents may contact this person at 1-877-OHIO EDU to share any complaints and reports regarding our program. Parents will have first sought to resolve any problem at the local level through communication with the classroom teacher, principal, and/or pastor. The number is also posted on the Early Childhood Parent Bulletin Board.

Our inspection report is posted on the bulletin board by the preschool rooms. If you would like a copy of the report please let your child’s teacher know.

Through DCY Rule 5180-37-07 any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his or her child, evaluate the care provided by the program, the premises, or for other purposes approved by the Director of Preschool. Upon entering the premises, the parent shall report to the school office.

Progress of Child: (DCY Rule 5180-37-03-F)

2 and 3-day students are assessed two times throughout the year. 5-day students are assessed 4 times per year. Parent conferences are held twice a year. The first conference is in November and the second conference will be scheduled in the spring. From time to time written reports, notes or checklists will be sent home. If needed, additional conferences may be requested throughout the year, if a particular concern arises. Our goal is to resolve issues quickly rather than prolonging the situation.

Rest/Nap Time: (DCY Rule 5180-37-03-D)

All full day classes require that children have a “rest” time of 1 hour to 1.5 hours each day. Each child will have a resting cot with their name on it. The napping cots will be disinfected daily. Children are not required to sleep, but are required to rest on the cot. Children who do not fall asleep, will have access to quiet activities that they can do on their cot. Children may bring a travel size pillow and small blanket. Both items should be able to fit in a 10x10 cubby. Pillows and blankets will be sent home each Friday to be washed and returned.

Roster and Other Forms: (DCY Rule 5180-37-07-D-5-b-c)

Each year a parent or guardian will receive forms that require a parent signature. These forms will allow us to know if you would like to be on the class roster, if pictures can be taken of your child, and technology use policy, if applicable.

School Reputation:

At St. Michael the Archangel School, the conduct of students, parents, and faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend or work here, can be disciplined/dealt with according to our disciplinary code. This could be removal of the family from the school.

School Safety and Emergency Plans:

St. Michael the Archangel School considers the safety of all of our students, staff, parents, and visitors to be a top priority. We have a comprehensive School Emergency Operations Plan that is approved by the State of Ohio and local emergency management agencies. We conduct regular, monthly practice drills throughout the year to prepare for school intruders, fires and evacuations, and severe weather. Staff members receive annual training and updates on safety issues.

Our school building uses one monitored entrance to the building during the school day. We have limited access key-card readers on our entrance doors and several security cameras throughout the building and playgrounds. An armed school resource officer will be present on school grounds throughout the school day. Preschool students will be directly supervised by preschool staff as they load and unload from cars each day.

Snacks: (DCY Rule 5180-37-09)

All students will have a simple daily snack in the morning and KR students will have an additional snack in the afternoon. Parents will send in juice and a snack to share each quarter. Two different food groups are to be offered. A choice from two of the groups listed below must be served for snack:

- ❖ Meat/meat equivalent group
- ❖ Bread/bread alternative group
 - popcorn, whole grain crackers, Goldfish, pretzels
- ❖ Milk group- milk shall be fortified with vitamin A and D; low-fat or skim
 - pudding made with milk, yogurt, cheese
- ❖ Fruit group - must be 100% fruit juice

- apples, bananas, strawberries, blueberries, peaches, pears, raisins, grapes, melon
- ❖ Vegetable group
 - broccoli, carrots, cauliflower, celery, cucumbers

Example of a snack could be: 100% fruit juice and goldfish crackers or milk and pretzels.

Modified Diets:

DCY Rule 5180-37-09 states that “if a child requires a modified diet that eliminates an entire food group, written instructions for a physician, physician assistant, clinical nurse specialist, or certified nurse are to be obtained and provided to the school. To the extent possible, a family’s preferred dietary preferences (i.e. vegetarian/vegan) should be accommodated.

Supplies:

Each class will post their supply list on the school website. These will be ready by the end of the previous school year, so families can shop over the summer. Supplies will need to be replenished throughout the year. A pair of clean tennis shoes to be kept at school are required for KR students. There is a \$60.00 school fee/child enrolled in Academy of Angel classes. These fees cover special projects and supplies that are used with the students.

Teacher Request:

Academy of Angel students are assigned to classrooms based on birthdates. This generally serves our students and staff well to have children with similar developmental needs together. It is preferred that parents do not request specific teachers for their students. If you have a specific concern for your child’s placement, this must be addressed in writing to the Director of Preschool by August 1.

Transition to Kindergarten:

St. Michael School offers a variety of ways for the children and families to transition from the preschool setting to kindergarten at St. Michael School:

- Open House - to see classrooms and meet the teachers
- Kindergarten screening
- Enrollment forms shared with parents
- School Tours
- Parent-Teacher Conferences

Tuition and Fees:

Tuition is set annually and will be listed on the enrollment forms. Tuition is to be paid in full unless you have made plans to use the EFT withdrawal from your checking account. Refunds are given **ONLY** when a family moves outside of the district served by this program. There is an additional \$60.00 school fee that will be due at the start of the school year to cover the cost of special projects and supplies your student will use in the classroom.

Weather Information:

If St. Michael School is closed because of inclement weather, the Academy of Angels classes will also be canceled. In the event of a 2-hour delay, *KR classes will begin at 10:00 am and dismiss at 2:28 pm*, while *preschool classes will begin at 10:30 am and dismiss at noon*. St. Michael School sends a text alert to all school families if school is delayed or canceled. Local radio stations also broadcast this weather information (we will follow Findlay City Schools decisions).

Withdrawal from Program:

Parents should inform the lead teacher and the Director of Preschool in writing about withdrawing their child from the program.

ACKNOWLEDGEMENT OF RECEIPT OF PARENT/STUDENT HANDBOOK:

I have read the St. Michael School Academy of Angels handbook. I understand, accept, and promise to abide by the rules, educational codes, policies and Statement of Philosophy herein, including the following expectations:

- ❖ *Arrive at school on time each day and be picked up on time at the end of the day*
- ❖ *Be dressed in accordance with the school dress code*
- ❖ *Have all books, supplies, and completed assignments each day*
- ❖ *Actively participate in school activities such as Parent-Teacher Conferences*
- ❖ *Meet all financial obligations to the school in a timely manner as determined by the school*
- ❖ *Inform the school about any special situation regarding the student's well-being, safety, and health*
- ❖ *Read school newsletters, notes, and emails to stay informed*
- ❖ *Support the religious and educational philosophy of the school*
- ❖ *Attend Mass each Sunday and teach the Catholic faith by word and example*
- ❖ *Support and cooperate with the discipline policy of the school*
- ❖ *Treat school staff members and volunteers with respect and courtesy in discussing student problems*
- ❖ *Refrain from making/posting negative comments about students, teachers, administrators, the parish, or the Catholic Faith on social media or in any other manner.*

Student(s) Name(s) :

_____	_____
_____	_____

Parent(s) Name(s): Parent(s) Signature(s)

_____	_____
_____	_____

Date:_____