

# Immaculate Conception Catholic Preschool

3 & 4 years old program



Dear Preschool Parents,

Welcome to Immaculate Conception Preschool! You have taken a wonderful giant step into the future for your child. The world of preschool is an excellent bridge to learning for young children. In choosing Immaculate Conception, you have chosen a high quality developmental program in a loving and nurturing environment.

It is our highest goal to support you in the education and formation of your child. We help children to know and love God through prayer, discussions, and our Stories of God's Love program. We also help children learn about the world and to develop basic skills to succeed: from understanding colors and shapes, exploring letters through Zoo-Phonics, and interacting with our Smart Board, to sharing, communicating, and exercising large and small muscles. Most of all, we help children discover the fun of living and growing, and the wonder and excitement of learning.

Strong communication between teachers and parents is vital. Please note the email address and phone number at the bottom of the page. We want to work together to help your child to succeed. Your best opportunities to communicate occur at drop off and pick up, when you can talk to the preschool staff.

Welcome to all of the exciting possibilities and opportunities that an Immaculate Conception education provides!

Sincerely,

Kaylee Klebba  
Preschool Teacher

Email address: [kklebba@iccatholic.org](mailto:kklebba@iccatholic.org)  
School phone: (586) 725-0078

### PRESCHOOL MISSION STATEMENT 400.8146

The purpose of early childhood education is to foster confidence in all aspects of a preschooler's life. It should provide opportunities for "total" learning to take place. We believe that enhancing all areas of development – physical, social/emotional, intellectual/cognitive, creative and spiritual best accomplish this. All children develop differently according to their own timetable. The teacher will strive to provide a developmentally appropriate environment that reaches each individual child.

### PHILOSOPHY

In working with your child this year, our philosophy is to develop each child as an individual in a fun and enriching environment in all areas of development – social, emotional, physical, and cognitive. Great emphasis will be placed on independence and self-esteem. Social skills will be stressed so that children can develop self-discipline, self-control, and learn to trust and respect others. Our curriculum is implemented through many child-initiated activities, small group activities, learning by "doing", and open-ended discussions. Every child is a unique individual.

### ADMISSION POLICY

Immaculate Conception Preschool is open to any four-year-old. To conform with the State of Michigan's changing age requirement for kindergarten, students enrolling this fall should turn four on or before September 1<sup>st</sup>. The child must be toilet trained and able to communicate with others.

Enrollment is fifteen children per session with one teacher and one aide.

Enrollment is ongoing throughout the school year if there are openings. To enter our program, contact the school office at 725-0078. There is a non-refundable registration fee that will be applied towards tuition.

### SCHEDULE

The preschool program is three days per week, Monday, Wednesday, and Friday. There is a half day or full day option. Half day students attend 8:30 – 11:30. Full day students will go to lunch at 11:30. Full day dismissal will be at 2:50pm. The preschool will be closed for holidays when the school is closed as specified in the school calendar.

### DAILY ROUTINE

#### **4 Year-Old Preschool Schedule**

Monday Wednesday Friday

Half day: 8:30-11:30 a.m.

Full day: 8:30-2:50 p.m.

#### **3-Year-Old Preschool Schedule**

Tuesday, Thursday

9:00-11:30 a.m.

#### **4-year-old programming day**

8:45 Bathroom and hand washing  
8:55-9:15 Group time (Story, discussion, calendar, letters, songs)  
9:15-10:40 Self selection, including open snack, religion, journals, Weekly Reader, and art activity  
11:00 Clean up  
11:10-11:25 Gross motor activity (Gym on Friday)  
11:30 Half day dismissal  
11:30 Bathroom and hand washing  
11:35-12:05 Lunch  
12:05-12:20 Recess  
12:25-12:50 Rest time  
12:50-1:00 Put rest items away  
1:00-2:35 Self- selection, including snack, stories, and open-ended crafts  
2:35 Clean up  
2:40-2:50 Group game/movement activity  
2:50 Dismissal

#### **FEES**

4 Year Old Preschool

Half Day      \$2,150.00 (2025-26)

Full Day      \$3,950.00 (2025-26)

3 Year Old Preschool

Day: \$1,800.00 (2025-26)

#### **SNACKS**

Students will be provided with a snack during their session. Milk and crackers/cookies will be provided by the school with a nominal fee charged to parents. The fee will be \$75 full day and \$50 half day and is non-refundable. Full day students will also be provided with a snack in the afternoon.

#### **DISCIPLINE**

(1) Young children are just learning how to get along in a group. The role of the teacher is to help children learn acceptable ways to achieve the goals they seek. The overall discipline policy is aimed at helping children to develop internal behavior controls.

Our program consists of positive methods of discipline that will encourage self-control, cooperation and the overall safety of the environment. Good behavior will be encouraged through praise and recognition. Inappropriate behavior will be pointed out and a separation from the group for a brief period will follow. During this time, acceptable behavior will be discussed, and the child will have a chance to “cool down” if needed. The main goal is for the child to return to the group. At no time will physical punishment be used.

(2) The following means of punishment shall be **prohibited**:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child’s movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.

- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Depriving a child of outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

(3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.

## PARENT NOTIFICATION PLAN 400.8155 Health Care Policies and Resources

### PESTICIDES:

Parents will receive 48 hour advanced notification of pesticide applications and notices will be posted at the center main entrance. Per childcare licensing rule R 400.5940 (9)

- Advance notice must contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture. (800-858-7378)
- Liquid spray or aerosol insecticide applications may not be performed in a room of a child care center unless the room will be unoccupied by the children for not less than 4 hours or longer if required by the pesticide label use directions.
- The integrated Pest Management notification and requirements do not apply to the following:
  - \*Common products such as germicides, disinfectants, sanitizers, and antimicrobials.
  - \*Bait pesticide formulation
  - \*Gel pesticide formulation

### HAND WASHING AND SANITATION

Hand washing and sanitation are the most important ways to keep our environment healthy. Children and adults will wash their hands after using the rest room, before eating, and as needed. Adults model appropriate hand washing behaviors, and have children wash their hands whenever necessary.

Adults helping children after any accidents follow OSHA guidelines.

Tables are sanitized using the 3 Step Method at the beginning of each class session. The table being used for snack is cleaned and sanitized again before and after children eat.

## Illness 400.8155

To aid in keeping our classroom as healthy an environment as possible, please be sure that your child stays home from school if he or she is ill or extremely “under the weather”. If your child is diagnosed with a communicable disease, such as strep throat or chickenpox, please make the school aware and follow the physician’s guidelines as to when the child can return to school.

### **YOUR CHILD SHOULD STAY HOME WHEN HE/SHE HAS:**

- **A temperature above normal within the past 12 hours.** The child must be fever free for 24 hours (without the help of a fever reducing medication) before they may return to school.
- Earache
- Runny nose if not clean in color
- Nausea or vomiting
- Red eyes
- Diarrhea
- Chills or fever
- Undiagnosed skin rash
- Sore throat
- Any diagnosed, contagious, communicable disease

It is the parent’s responsibility to notify the school when their child will be absent.

If a child becomes ill at school, parents will be called to come and pick the child up. Please be sure that your emergency card is always up to date.

### Health Related Resources

Macomb County Health Department	(586) 469-5235
St. Clair County Health Department	(810) 987-5300

### Sickness, injury, incidents

Every precaution has been taken to endure a safe, comfortable environment for your child.

However, if a child is injured the following steps will be taken:

1. Basic first aid will be administered; i.e., cuts will be washed and bandaged.
2. Bumps will be treated with ice.
3. In the event of a serious injury, the parents will be notified by the principal or the school secretary. If the parents are not available, the person listed on the emergency card will be called. If the person(s) listed on the emergency card cannot be reached, the physician designated on said card will be called and the child will be taken to his office or hospital per the physician’s recommendations.

A parent/guardian will be notified via the emergency card phone number when Immaculate Conception observes changes in the child’s health; a child experiences an accident, injury, or incidents, or when a child is too ill to remain in the care of Immaculate Conception’s

program director. If the child's primary contact cannot be reached, a message will be left and the next contact on the list for the child will be contacted.

\*\*\*For minor injuries: will notify parent at time of pick-up

\*\*\*For major injuries: (head, breaks, etc) parents will be notified immediately

Immaculate Conception shall assure that if children become ill while in care, the child will be separated from the group to prevent further spreading of the illness to other children. The area or items of the ill child shall be sanitized immediately and or removed from the general attendance and sanitized when at first chance possible so that contraction of illness is controlled. If the illness is of a communicable nature, Immaculate Conception will notify the parents/guardians of the general population's group/class of the communicable disease name and the symptoms of that disease. Parent of emergency contact person(s) will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent.

A child, staff member, or volunteer will be excluded from child care if said individual is ill. It is the responsibility of the parent to notify the school if said child is ill and the symptoms the child is experiencing. If the individual that is ill is a volunteer or staff member, then the volunteer or staff member must notify the office of the ailment and symptoms and request replacement coverage for the child care period of time. If staff or volunteers become ill at Immaculate Conception, they will be sent home to prevent further spread of the illness.

#### FIELD TRIPS

Field trips will be organized by the teacher/school. Parents are to transport their own child to the field trip. They may take their child home from the trip. It is not necessary to return them to school. Preschool field trips take the place of a school day.

#### TOILETING

All 3 and 4-yr-olds will be potty trained (no pullups allowed) by time of entry to their respective program. Children are encouraged to do as much as possible for themselves in the bathroom. Please send them in clothing that they can easily manipulate on their own. We are always available for help. Please remember that accidents are common at this age, and we will help the child change clothes if needed. A complete set of clothing from home is kept at school in case of accidents or spills. No child will ever be shamed or punished for accidents. All children and adults will wash their hands after using the bathroom and before snack.

#### DISMISSAL

Under no circumstances will your child be dismissed to any adult unless authorized by the parent on the Child Information Record, or unless requested in writing by the parent. Please notify the teacher if anyone other than the parent will be picking up your child. Please notify the driver that they will be asked to show their driver's license.

## PRESCHOOL GOALS

### Social and Emotional Behavior

1. Can separate from family.
2. Plays cooperatively with other children.
3. Selects constructive activities during choice time.
4. Can resolve interpersonal conflict.
5. Identifies and understands feelings.
6. Expresses feeling appropriately.
7. Follows classroom rules and routines
8. Respects others.
9. Exhibits self-control.

### Spiritual Goals

1. Develops a positive feeling about faith formation
2. Knows that God made the world
3. Learns that Jesus is our friend and is always with us
4. Learns that we can pray to Jesus at any time and that He hears us.

### Self Help Skills

1. Can take care of personal needs (bathroom, hand washing).
2. Can dress self (including zipping).
3. Helps self at snack.
4. Overall desire to be independent.

### Cognitive/Language Skills

1. Focuses and completes simple tasks.
2. Communicates verbally so others understand.
3. Follows 2 step directions.
4. Listens quietly to stories.
5. Participates in group discussions.
6. Describes activities.

### Fine Motor Skills/Hand-Eye Coordination

1. Prints name.
2. Cuts with scissors
3. Can draw recognizable objects.
4. After listening to directions, can create art activity.
5. Puts together puzzles.
6. Builds/creates with blocks and other manipulative toys.
7. Holds crayon or pencil properly and with reasonable control.

### Gross Motor Skills

1. Can walk the balance beam.
2. Can balance on one foot.
3. Can identify and move body parts.



4. Can throw and catch a ball.
5. Participates in group games.
6. Demonstrates overall balance and coordination.

#### Other Readiness Skills

1. Knows basic colors.
2. Can identify simple shapes (circles, square, triangle and rectangle).
3. Can recognize their printed name.
4. Can state first and last name.
5. Can count to ten.
6. Can count out ten objects.
7. Can say or sing the alphabet.
8. Can rhyme words.
9. Can demonstrate spatial relations (over, under, behind, in front of, etc.)
10. Can tell events in sequence of how they happened.
11. Can make a pattern using beads or blocks.

REMEMBER: EVERY CHILD DEVELOPS AT HIS OR HER OWN PACE!\*

### CENTER AREAS

Math and Manipulatives: Your child will be introduced to counting, number recognition, 1:1 correspondence, patterns, matching and sequencing through the use of games, puzzles and toys

Sensory: Children will experience abstract concepts through the use of their senses.  
(Examples: sand table, play dough, taste tests, shaving cream, etc.)

Open Snack: Children will be introduced to self-serve snack. The snack table has room for 4 children at a time. Skills used are taking/waiting turns, pouring, using table manners, counting portions and cleaning up after self.

Language and Listening: Children will be read stories every day. Stories will be discussed (characters, setting, feeling, etc.). Books will always be accessible to the children for their own observation. A Listening Center with audio books will be available as well. Alphabet recognition and sounds will be introduced, as well as rhyming and counting/clapping syllables. Children will see their own words put in print through various language activities. Our classroom will also be alive with finger plays, songs and poetry that will assist with oral language development.

Art: Art activities pertaining to our weekly theme will be planned each preschool day. Children will use pencils, crayons, markers, glue, scissors and other materials to create their "project". Children will learn to follow 2 and 3 step directions.

Writing/Drawing: There will always be pencils and scrap paper available for children to practice free drawing, writing, etc. Stencils will be provided for tracing, as well as help to write words/names.

Science: Our science curriculum will revolve around our themes and seasons. Children will make simple hypotheses, as well as experience cause and effect relationships. Some themes will include seeds and leaves, apples and pumpkins, the many forms of water, hibernation/migration and a host of other concepts.

Blocks: Children will be provided with a variety of blocks for building and interacting. With blocks, children have the best of both worlds – they can have lots of fun, and learn important concepts at the same time! Language skills, cooperation, sharing and imagination are all used, while math (sizes, shapes), science (mass, weight), and even art (blocks can be arranged in a variety of ways!) are experienced.

Dramatic Play: This area will encourage children to develop social and problem solving skills through role-playing. Dolls, food, dishes, will always be provided. At times our area may become a Doctor's office, a restaurant or even a pet store!



### MEDICATIONS

No medication will be administered to any preschool child.

### **EMERGENCY PROCEDURES 400.8161**

Every precaution has been taken to endure a safe, comfortable environment for your child. However, if a child is injured the following steps will be taken:

1. Basic first aid will be administered; i.e., cuts will be washed and bandaged. Bumps will be treated with ice.
2. In the event of a serious injury, the parents will be notified by the principal or the school secretary. If the parents are not available, the person listed on the emergency card will be called. If the person(s) listed on the emergency card cannot be reached, the physician designated on said card will be called and the child will be taken to his office or hospital per the physician's recommendations.

## EMERGENCY DRILLS

All legal requirements for safety, including fire drills, fire extinguishers, and fire exits shall be met.

Per Archdiocesan Policy and State of Michigan General School Laws, fire drills, tornado drills, and lockdown drills are practiced.

Emergency routes and exits are posted in the classroom, as well as throughout the school building.

## FIRE EVACUATION

- The first person to discover a fire sees that the building is evacuated immediately; that is, sound the internal fire alarm. Call the fire department emergency number in area – give exact address and location of fire. Notify principal's office as soon as possible.
- The last one to leave a room shall check to be sure that everyone is out and then close the door.
- The teacher takes her class attendance record or register and takes roll to make sure that all students are accounted for. If one is missing, firefighter should be notified immediately.
- Speed is subordinate to control and order. There is no talking, running, pushing, or skipping.
- Teachers maintain control of students at a safe distance from the fire and firefighting equipment until they receive directions from the administrator.
- Emergency procedures for each school must be readily accessible to all personnel.

## RELOCATION PLAN

In the event that we are unable to return to Immaculate Conception, children will be relocated to the following location: The Parish hall (1) or the Church (2). Children will be relocated by - walking to the relocation site – parish hall/Church.

The following methods will be used to contact parents:

- Parents will be notified via mass email, or text message system.
- Staff will also use the emergency child information cards to contact parents for immediate pick-up.
- The center will post a notice with the relocation site address in a conspicuous location at the center that can be seen from outside.
- The center will notify the local law enforcement agency so they can let parents know where their children have been taken if a parent contacts the police department.

### SEVERE WEATHER

Snow day: If Anchor Bay Schools are closed we are also closed. Listen to the radio or watch channel 2, 4 or 7 news.

Tornado: In the event of a tornado warning the children will be taken to a room in the building without windows or what we consider the safest area possible.

### MANMADE – NATURAL 400.8161 (1c)

Disasters include but are not limited to: flood, blizzard, gas leak/chemical spill, sewer back up, and power outages. If any of the fore mentioned were to happen, the parent(s) will be notified immediately and relocation of child care to the church/parish hall made aware to the parent(s) for immediate/timely pick-up. Special needs children will be paired with a “buddy” during “relocation process”

### WITHDRAWAL

When your child is enrolled in our Preschool program, it is expected that he will remain for the full year. However, if it should be necessary for you to withdraw your child, you must give us two weeks notice in writing as to reasons for withdrawal. Tuition will be expected for the month during which the letter is received.

If the school staff feels that a child should be withdrawn from our program, the following steps will be taken:

1. The teacher will meet with the principal and discuss reasons for withdrawal.
2. The staff will meet with parents to discuss child’s best interest.
3. Final decision regarding withdrawal will be based on a mutual agreement between parents, teacher and principal after all consideration is given as to what is most beneficial for the child.

### **CONFERENCES:**

Parent teacher conferences will be scheduled twice a year. This will be an opportunity for you to meet individually with your child’s teacher to review their growth and progress and any areas of concern. Conferences are scheduled at 10-minute intervals. It is imperative that everyone be on time and limits their conference to the 10 minutes allotted. In the event that additional time is necessary for any child due to extreme concerns about progress or behavior, teachers may schedule additional conference time.

### **LICENSING:**

Each center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## VOLUNTEERS: 400.8125

All staff members who have duties involving child care shall have taken Protecting God's children offered through the Archdiocese of Detroit and screened through the following procedure checks such as complete application, Interviewing, Reference Checks, I-Chat, Michigan Sex offenders list, FBI fingerprinting, and DHS central registry Clearing Letter. Volunteers will work under the direction of staff and will be supervised by staff at all times. Volunteers will not be allowed to escort children to the restroom.

All volunteers will sign a Self-Certification statement attesting to the following:

- I have not been convicted of a crime falling under a listed offense as defined in section 2 of the sex offenders registration act, 1994 PA295, MCL 28.722
- I have not been convicted of Child abuse or neglect
- I have not been convicted of a felony involving threat or harm to an individual within 10 years immediately preceding the date of hire.

**A written statement shall be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:**

- The individual is aware that abuse and neglect of children is against the law.
- **The individual has been informed of the center's policies on child abuse and neglect.**
- **The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.**

A staff member/volunteer may not have unsupervised contact within Immaculate Conception (even if the parent is of an attending child) if he or she has been convicted of any of the following:

- a crime falling under a listed offense as defined in section 2 of the sex offenders registration act, 1994 PA295, MCL 28.722
- convicted of Child abuse or neglect
- convicted of a felony involving threat or harm to an individual within 10 years immediately preceding the date of hire.

*When I Play in the Sensory Table,  
I Learn...*

Measuring  
Sorting  
Textures  
Weights  
Use of 5 senses  
Creativity  
Imagination  
Problem solving  
Properties of matter

*When I Play with Art Materials,  
I Learn...*

Colors  
Color mixing  
Textures  
How things work  
Independence  
Pride in my work  
Creativity  
Cooperation  
Taking turns

*When I Play in Gym and When I Dance,  
Learn...*

Coordination  
Sequence  
Time  
Confidence  
Following Rules  
Position  
Safety

*When I Play with Puzzles and Games, I  
Learn...*

Problem solving  
Colors  
Shapes/ Sorting  
Sharing/Cooperation  
Counting  
New words

*When I Play with Blocks, I  
Learn...*

Balance and gravity  
Size and shape  
Hand-eye coordination  
Pride  
Design  
Numbers  
Creativity

*When I Sing and do Fingerplays  
I Learn...*

New words  
Counting  
Phrasing  
Following directions  
Taking turns  
Auditory discrimination  
Creativity  
Expression  
Rhythm

*When I Pretend, I Learn...*

New words	Sharing
Respect for others	Expressive language
Self-reliance	Cooperation
Clean-up	Role-playing
Self-confidence	

400.8146(2)

I have read and understand the policies set forth by Immaculate Conception regarding fees, expectations and care for our child above & have received a copy for my records.

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Parent/Guardian Signature

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Driver's License Number

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Date