



Preschool Handbook 2026/2027

"Fueling the light of Christ through faith, service and academic excellence."

Welcome to St. Robert School

Dear Parents,

We are delighted to welcome you and your child to St. Robert Catholic School. As a faith-based, Christ-centered school, our preschool is dedicated to providing a warm, nurturing, and enriching environment where children can explore, learn, and grow in both knowledge and faith. We believe that early childhood education lays the foundation for a lifetime of curiosity, creativity, and academic success..

At St. Robert Catholic School, we emphasize a play-based, child-centered approach that supports each child's intellectual, emotional, and spiritual development. Through daily experiences rooted in Christian values, our dedicated teachers and staff work closely with families to create a supportive learning community that nurtures every child's unique gifts and potential.

This Parent Handbook serves as a comprehensive guide to help you understand our school policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it provides important information on how we can partner together to ensure a positive, faith-filled, and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child, grounded in faith, love, and learning.

In Christ,

Jackie Danaho

Director of Early Childhood Education



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First Day Check List

Are you ready for the first day of school?

Here's a list of "must have's". Please label all items with your child's name.

- A full size backpack (large enough to hold a binder/notebook)
- Extra change of clothes, in a large baggie. This should include: pants, underwear, shirt, socks
- Reusable, labeled water bottle
- Peanut free snack
- Extra tennis shoes to leave at school to wear on the playground

FULL DAY STUDENTS ONLY

- Lunch (a microwave is available)
- Rest things in a bag and easy to carry (will come home every 2 weeks to be washed)



Cold Weather Policy

At St. Robert Catholic School, we value the gift of outdoor play as an important part of each child's growth and well-being. Whenever possible, we make every effort to provide children with time outside each day. As colder weather approaches, decisions about outdoor play will be guided by wind chill and the "feels like" temperature to ensure the safety and comfort of all students.

During the winter months, please send your child with appropriate outdoor clothing, including:

a hat, waterproof gloves or mittens, snow pants, and boots.

These items should be kept at school and **clearly labeled with your child's name**. When weather conditions require it, children will be dressed in full snow gear so they can safely enjoy time outdoors.

We recommend sending these items in a reusable shopping bag for easy storage.

Friendly reminders will be sent home as winter weather approaches.

Thank you for partnering with us to keep your child warm, safe, and ready to learn and play each day.

Curriculum

At St. Robert School, we believe that children learn best through play, exploration, and guided discovery. The goal of Preschool is to prepare every child to be successful in Kindergarten. We use a variety of resources, including Creative Curriculum, Pocket of Preschool, Play to Learn Preschool, Whole Brain Teaching, and many other sources to educate every child individually at their level. We will learn through play as much as possible, learning letters, sounds, shapes, numbers, colors as well as, integrating the following approaches:

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.

In addition to religion in the classroom, students will attend atrium once a week, where they will learn through Catechesis of the Good Shepherd. CGS is a Montessori-based religious formation program for children rooted in Sacred Scripture and liturgy. Please visit <https://www.cgsusa.org/> for more information.

We will attend our all school masses monthly.

Music, gym./large motor time, and art are also a part of our classroom curriculum.

Sample Preschool 3 Daily Schedule

<u>Tuesday</u>		<u>Wednesday</u>		<u>Thursday</u>	
7:30-7:45	Arrival	7:30-7:45	Arrival	7:30-7:45	Arrival
7:45 - 8:00	Table toys/ Clean up	7:45 - 8:00	Tabletoys/ Cleanup	7:45 - 8:00	Table toys/ Clean up
8:00 - 9:00	Atrium	8:00-8:35	Morning meetingand Snack	8:00-8:35	Morning meeting and Snack
9:00-10:00	Snack/ Centers & Small Group Activities	8:40 - 9:50	Centers/ SmallGroup Activities	8:40 - 9:25	Centers/ Small Group Activities
9:50-10:00	Clean Up	9:50-10:00	Cleanup	9:30-9:45	Library
10:00 - 10:45	Morning Meeting/ Music and Movement	10:00 - 10:45	Large motor time	9:50 - 10:45	Large motor time
10:45	Dismissal	10:45	Dismissal	10:45	Dismissal

Note: We will attend mass with the school at least once a month. Parents will be notified before hand so that they can have the opportunity to join us!

Sample Preschool 4 Daily Schedule

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
7:30-7:45 Arrival	7:30-7:45 Arrival	7:30-7:45 Arrival	7:30-7:45 Arrival	7:30-7:45 Arrival
7:45 - 8:00 Morning boxes/ Announcements	7:45 - 8:00 Morning boxes/ Announcements	7:45 - 8:00 Morning boxes/ Announcements	7:45 - 8:00 Morning boxes/ Announcements	7:45 - 8:00 Morning boxes/ Announcements
8:00 - 8:30 Morning Meeting	8:00 - 8:30 s Morning Meeting	8:00 - 8:30 Morning Meeting	8:00 - 8:30 Morning Meeting	8:00 - 8:30 Morning Meeting
8:30 Snack	8:30 Snack	8:30 Snack/ {Mass with buddies once a month}	8:30 Snack	8:30 Snack
9:00-10:00 Small groups/ Centers	9:00-10:00 Atrium Group 1 Small group/ Centers	9:00-10:00 Small group/ Centers	9:00-10:00 Small groups/ Centers	9:00-10:00 Small group/ Center 9:15-9:40 Library
10:00-10:45 Large motor break	10:00-10:45 Atrium group 2 Small group/ centers	10:00-10:45 Large motor break	10:00-10:45 Large motor break	10:00-10:45 Large motor break
10:45 Half day dismissal	10:45 Half day dismissal	10:45 Half day dismissal	10:45 Half day dismissal	10:45 Half day dismissal
11:00-11:30 Lunch	11:00-11:30 Lunch	11:00-11:30 Lunch	11:00-11:30 Lunch	11:00-11:30 Lunch
11:30-12:00 Story and rest time	11:30-12:00 Story and rest time	11:30-12:00 Story and rest time	11:30-12:00 Story and rest time	11:30-12:00 Story and rest time
12:00-1:00 Rest time/ quiet activities	12:00-1:00 Rest time/ quiet activities	12:00-1:00 Rest time/ quiet activities	12:00-1:00 Rest time/ quiet activities	12:00-1:00 Rest time/ quiet activities
1:00-2:00 Small group learning/group activity	1:00-2:00 Small group learning/group activity	1:00-2:00 Small group learning/group activity	1:00-2:00 Small group learning/group activity	1:00-2:00 Small group learning/group activity
2:00-2:15 End of day prayer and dismissal	2:00-2:15 End of day prayer and dismissal	2:00-2:15 End of day prayer and dismissal	2:00-2:15 End of day prayer and dismissal	2:00-2:15 End of day prayer and dismissal

Pick-Up/Drop-Off Procedures (PRESCHOOL)

A.M. DROP OFF

- Drop-off at the North School Entrance (upper parking lot adjacent to the school) is between 7:30am - 7:40am daily.
- School begins at 7:45am (At 7:45am, students are expected to be in their classroom for attendance and ready for class to begin).
- Please line up down Henry St., following the arrows from Maple St. You may not line up on Henry in front of the school as that is the bus zone!
- Please have your child seated so they exit the vehicle on the **RIGHT HAND SIDE**.
- Please do not exit your vehicle - the teachers will help facilitate the entry/exit of the vehicles so we can keep the line moving.
- If your child(ren) arrives late to school (after 7:40 a.m.), and an adult is no longer on the sidewalk to greet them, you must park and walk them to the main entrance where our secretary will let them in. Please ring the intercom and wait for directives spoken over the intercom.

P.M. PICK UP

- School will end at 2:15 p.m. on full days and 10:45 a.m. on half days for Preschool only.
- Students will be dismissed at 2:15 p.m. from the upper lot just as you arrived in the morning.
- Please line up down Henry St., following the arrows from Maple St. You may not line up on Henry St. in front of the school as that is the bus zone!
- Students need to enter the right side of your vehicle.



For ½ Day Preschool Students:

Students will be dismissed at 10:45 a.m. from the upper lot just as you arrived in the morning, or possibly from the playground. Students need to enter the right side of your vehicle.

If we are on the playground, you will see a nondescript flag flying above the porch steps. This is "code" for "We are on the playground" so that you are able to find them, without alerting the neighborhood of our location.

School Hours

Regular School Hours: 7:30 a.m. - 2:36 p.m.

Preschool Half Day Dismissal: 10:45 p.m.

Preschool Full Day Dismissal: 2:15 p.m.

Attendance & Tardy Policy

Regular, on-time attendance at school is vital to your child's success. Most of our learning activities take place in a large group setting and involve interaction with classmates. Many of our learning experiences take place in the first half of the day, so it is important to be at school on time. We understand that there may be instances when it is not possible to be here on time. However, please make every effort to have your child at school on time so we can begin our day together. Habitual tardies and absences may affect your child's academic progress.

If your child will be tardy or absent, please contact the school office letting us know the reason for absence by 8:00am.

Extended School Program (ESP)

Children who are enrolled at St. Robert School and are at least 4 years of age may attend the after school program. You must RSVP your child by Sunday night and paperwork must be filled out before your child may attend ESP.

The link for the RSVP, as well as, the ESP Handbook can be found on our school website at www.strobertschool.com

Take Home Folders and Teacher Communication

Your child will be bringing home an end of the week folder. On one side, it will be labeled "Keep at Home" and all contents should be kept at home. On the other side, it will say "Return to School" and all contents should be returned the next school day. Please return folders at the beginning of each week. Teachers will send weekly updates and reminders through email, Remind, and newsletters.

Snack and Lunch Procedures

All students are encouraged to eat independently; feeding of students is not permitted. Please make sure that the contents of their lunch can be easily opened by your child. A microwave is available to warm up food if desired.

Peanut/ Tree Nut Free Zone

Due to food allergies, we are a peanut/tree nut free school.

Rest Time

Per our licensing rules given by the State of Michigan:

R 400.8219 Sleeping, resting, and supervision.

(12) Naptime or quiet time must be provided when children under school-age are in attendance 5 or more continuous hours per day.

(13) For children under school age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together.

Each student should bring a bag, labeled, with rest things inside (small pillow/blanket/stuffie) to rest with. These will come home every 2 weeks on Fridays to be washed and should be brought back to school on Mondays. Students will have their own cot which will be sanitized after use daily.

Report Cards/Assessment

Students will be assessed on an ongoing basis through anecdotal records in the classroom as well as a more formal assessment done in the fall, winter and spring. We offer parent teacher conferences in the fall and spring to go over your child's progress.

Medication/Allergies

All medication must be turned into the office and a form signed for his/her file - we are not allowed to administer any medicine in the classroom. If your child needs an epi-pen or an inhaler, please be sure we have it in the classroom, with instructions from you and your pediatrician when it comes to your child's allergies.

Bathroom Guidelines

All children attending our program must be potty trained. We understand that young children can get distracted and "forget" to use the bathroom when needed. In our classrooms, children may use the bathroom whenever the need arises - they will not be told that they may not use the bathroom. If an accident occurs, we will supply your child with wipes to clean up and their extra clothing. They need to be able to dress themselves (within reason). We are not allowed to wipe your child after he/she uses the bathroom.

Please note: Due to licensing rules, children are not permitted to wear pull Ups/diapers while in our care.

Dress Code

Preschool students are not required to wear school uniforms. Please do not send your child in clothing that cannot wear "life" - we will be painting, drawing, coloring, playing and having fun. Comfortable clothing is key!

Closed toed shoes, socks and underwear are required.

Crocs and sandals are against the school dress code.

Extra clothing:

Accidents happen. Please be sure that there is a season-appropriate change of clothing in his/her backpack every day. This should include pants, underwear, shirt, socks and a change of shoes if you'd like.

Extra shoes:

Please send an extra pair of shoes to keep at school for days when it might be a little muddier on the playground, etc. These will be stored in the blue cubbies located in the hallway.

Birthday Policy

Out of a desire to make sure all children are celebrated equally and included, it is the school policy to not permit birthday treats or goodie bags. We will still celebrate birthdays in class and make sure every child feels special on their day!

Class Parties and Volunteering

Throughout the school year, parents will have the opportunity to attend various activities and parties during the school day. All visitors are required to adhere to school guidelines and submit required paperwork before attending or volunteering for any school function.

Program Licensing Notebook

The licensing notebook containing all of the licensing inspections and special investigation reports, as well as related corrective action plans will be available to parents during regular school hours. This is located in the main office. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

Maintenance of Premises

As part of the St. Robert Catholic School Pest Management Program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. Should you require prior notification, you may indicate so by contacting me via email.

Weather-Related Closings

St. Robert School, in collaboration with Flushing Community Schools and GCCS administration, will monitor all weather and local news stations to determine when it is appropriate to close school early or cancel for the following day. Every effort will be made to arrive at the decision prior to the beginning of the school day.

Emergency school closings during the day, due to unexpected situations, may occasionally occur. School closing information will be on all major television networks, radio stations and on the school's Facebook page.

Cancellation and early dismissal related messages will be sent through the school's messaging system and email.

Illness

Our first priority is providing a healthy, safe learning environment for all children. A child or staff member who becomes ill while at school must be removed from the classroom in order to limit the exposure of other children to a communicable disease. An ill child will be sent to the office to wait for a parent or guardian to arrive.

General health and sickness guidelines:

Children/staff will be sent home as soon as possible if any of the following is experienced:

Fever of 100.4 or greater; student must be fever free for 24 hours without fever reducing medication.

- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- Diarrhea is not associated with diet changes or medication; child may not return until diarrhea episodes stop for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed healthcare professional.
- Vomiting: The student may not return until the vomiting has resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the individual is not in danger of dehydration.
- Persistent abdominal pain that continues for more than 2 hours.
- Pinkeye (conjunctivitis): The student may return after treatment has been initiated for 24 hours and the eye does not weep.
- Head lice: The student may return after treatment and elimination of eggs and/or bugs.
- Scabies: the student may return after treatment has been completed.
- Tuberculosis: The student may return after a health care provider states that the individual is on appropriate therapy and can attend school.
- Impetigo: The student may return 24 hours after treatment has been initiated.
- Hand foot and mouth: The student may return once sores have dried and crusted and the child is fever free.
- Strep throat: The student may return after 24 hours of antibiotic treatment and the child is fever free.
- Chicken pox: The student may return when all sores have dried and crusted (usually 6 days).
- Pertussis: The student may return 5 days after appropriate antibiotic treatment has been completed.
- Mumps: The student may return 9 days after the onset of symptoms and the child is fever free. Measles: The student may return 4 days after the onset of the rash.
- Rubella: The student may return 6 days after the onset of the rash.
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.

St. Robert School reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Notice of Exposure and Reporting Disease

If a child or staff member is found to have a communicable disease, a written and/or an electronic notice will be sent home to all affected classrooms.

Injuries

If a child becomes injured while at school, the school will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the emergency card will be called. Children who are seriously injured will be sent to the office and remain under the supervision of administration until a parent arrives. Additionally, a Child Care Injury/Incident Report will be provided to the parent for their signature and a copy will be retained in the student's file. Should a child require immediate medical attention, the staff member who witnessed the emergency situation will remain with the injured child and instruct the nearest adult to call 911 and notify administration. They will accompany the child to the hospital, bringing the child's emergency card. Staff may not transport an ill and/or injured child in a personal vehicle.

Immunization

St. Robert Catholic School, in unity with the Genesee County Health Department, requires all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a waiver from the Health Department is obtained.



This Preschool Handbook is subject to change. If changes are made, families will be notified.

Updated July 27th, 2026