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ST. IGNATIUS OF LOYOLA CATHOLIC SCHOOL

# PRESCHOOL

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*Parent Handbook*  
*2023-2024*

*545 S. Third St.*  
*Rogers City, MI 49779*  
*989-734-3443*  
*[stignatiusparishschool.com](http://stignatiusparishschool.com)*

*\*\*\*Note: This handbook is in ADDITION TO the Parent/Student Handbook presented to St. Ignatius of Loyola Catholic School families. You will receive a copy of both handbooks and are asked to sign off on both. The Parent/Student Handbook supersedes all.*

## **STATEMENT OF PURPOSE**

The St. Ignatius Catholic School preschool program is designed to ignite a love of faith and learning while providing an unparalleled first academic experience. By engaging the whole child in authentic, hands-on learning experiences, students emerge as happy, confident learners ready to succeed at every stage in their education.

## **MISSION STATEMENT OF ST. IGNATIUS SCHOOL**

St. Ignatius Catholic School provides a Christian education through the cooperation of our families, the primary teachers of our children. Guided by the Holy Spirit, the love of God, and Christ-like living, St. Ignatius is committed to nurturing all children through a strong formation of faith, academic excellence, and compassionate discipline.

## **ADMISSIONS**

The following forms must be filled out in full before your child can attend the program:

- Registration paperwork and an established FACTS account
- Child Information Record
- Annual Child Health Statement
- Immunization Record
- Health Appraisal
- Birth Certificate

St. Ignatius of Loyola Catholic School is dedicated to providing a Catholic education ensuring educational quality for all families willing to enter into a partnership to develop each child to his or her fullest spiritual and academic potential. This partnership with parents is highly valued; however, situations can arise where the partnership is significantly damaged. In these situations, administrative discretion may be used to ask a family to leave the school and deny future enrollment.

*St. Ignatius of Loyola Catholic School preschool admits children of any race, color, faith, nationality, and ethnic origin.*

## **AFTERCARE**

Aftercare begins at 2:45 PM and goes until 5:30 PM. It is held in the school youth room and serves our families with students enrolled in preschool through 6<sup>th</sup> grade. If you fail to pick-up your student(s) by 5:30 PM, you will be charged extra. Parents are expected to provide a snack for their child (ren). For additional information and pricing, please refer to our After Care handbook.

## **ATTENDANCE**

Attendance is very important to our preschool program. Please call the school office and let us know if your child will be absent for the day. The school phone number is 989-734-3443.

## **DAILY SCHEDULE**

7:40-8:00	Arrival- hang up backpacks, jackets, daily sign in sheet, circle activity, Morning Prayer
8:00-8:30	Wash Hands/Morning Snack- children wash hands and eat their snacks
8:30-9:00	Circle Time- discuss weather, calendar, classroom jobs, sing welcome song, read story etc.
9:00-9:20	Small Groups- children meet in small groups and focus on math or language arts activity
9:20-10:20	Free Choice- children decide where in the classroom they would like to play, as well as what they would like to play with. (Art, dramatic play, literacy, math & manipulatives, music & movement, nature & science, sensory table, technology)
10:20-10:25	Clean Up- children cooperate in cleaning up the toys and materials used during free choice
10:25-11:00	Outdoor Time- children have time to play outdoors on the natural playground
11:05-11:15	Story Time- book is read aloud to the class
11:15-11:45	Wash Hands/Lunch- meals served family style in the classroom
11:45-11:55	Music & Movement- dancing, singing, or playing musical instruments

11:55-12:45	Rest Time- children are provided rest mats where they may sleep or work on a quiet activity (reading books, puzzle)
12:45-1:15	Specials- children participate in a different activity each day of the week (art, library, reading buddies, music, and gym)
1:15-1:30	Wash Hands/Snack- children will wash their hands and prepare their snacks
1:30-1:50	Centers- Rotating centers (math, literacy, religion, science/technology, social studies)
1:50-2:30	Outdoor Time- children have time to play outdoors on the natural playground
2:30-2:45	Closing Circle/Dismissal- children prepare their belongings for the end of the day, then meet at the carpet for closing group & prayer.

## **DISCIPLINE**

The school staff will use appropriate compassionate methods of discipline which encourage self-control, self-discipline, self-esteem, and cooperation. The school has the right to refuse or terminate service to any child who is a danger to others, uses inappropriate behavior towards themselves, other students or staff, or is deemed unmanageable by the staff. Our staff will make every effort to modify inappropriate behavior with compassionate discipline techniques. Behavior difficulties will be discussed with parents before termination is put into effect unless the child has caused serious injury to another child or staff member. In that case, parents will be called and termination will be immediate.

## **DISCIPLINE PHILOSOPHY**

"If you remain in me and my words remain in you...by this is my Father glorified, that you bear much fruit and become my disciples." John 15:7-8

St. Ignatius of Loyola Catholic School is a Christ-centered community. Each student is a citizen who acts in accordance with expected standards of behavior. Together, staff and students share in the Gospel message. We want our school environment to be encouraging and conducive to learning at all times. Responsibility for self-discipline should ideally come from within each individual. Therefore, we commit to providing instruction for our students to learn about the virtues so that they may form habits and dispositions necessary to live as Disciples of Christ. Students who choose to compromise the learning environment will be held accountable for their actions. Communication and cooperation among the students, parents, and teachers will help nurture a productive learning environment and will encourage responsible behavior. We pray that our emphasis on living a virtuous life will assist St. Ignatius of Loyola Catholic School students in developing positive Christian attitudes and social skills which are so necessary for caring, successful lives.

## **DRESS CODE**

At St. Ignatius School, we recognize that a student's appearance reflects their pride in themselves, their school, and their community. A dress code fosters a sense of community and helps provide an environment favorable for learning. Therefore, all students at St. Ignatius Catholic School will abide by the following dress code:

### **Polo Shirt/Oxford/Peter Pan Blouse**

- White, Light Blue, Navy Blue, Yellow or Gold
- Long or short-sleeved
- Solid color only

### **Mock or Standard Turtlenecks**

- White, Light Blue, Navy Blue, Yellow or Gold

### **Sweaters/Vests/Crewneck/Sweatshirts/Fleece**

- White, Light Blue, Navy Blue, Yellow or Gold
- Sweatshirts must be worn with a collared shirt or turtleneck
- No hoods or lettering unless it is Spirit Gear

### **Pants/Skirts/Skorts/Jumpers/Capris/Shorts**

- Khaki or Navy Blue
- No cargo, spandex, leggings, sweat-pants or parachute pants
- Skirts/Skorts/Jumpers can be blue/gold plaid and must be at least fingertip length

### **Footwear**

- All shoes must have a support strap around the heel
- Socks must be worn at all times
- Tights must be solid white or solid navy

Only St. Ignatius logos are allowed on shirts, sweaters, and sweatshirts on dress code days.

Logo wear may be purchased at:

Onaway Custom Embroidery (989) 733-8538

1. Clothing must be neat, clean, without stains or tears and of reasonable size to fit the child.
2. Skirts, skorts, culottes, walking shorts, jumpers and dresses must have a hem line that is three inches (3") or less from the floor when in a kneeling position. Slits/kick pleats cannot exceed the 3" limitation.
3. Straight cut bottom shirts may be worn outside slacks or skirts. Shirttails must be tucked into waistbands.
4. Bare midriffs (male or female) are not allowed.
5. Hair must be neat, clean, and of natural color. Boys are expected to have their hair trimmed regularly so it is above their ears and eyebrows and off their neck. No spikes, mohawks, mullets, or other sculpted hairstyles.
6. Students must not have visible piercing or tattoos except for pierced ears. Jewelry should be simple and not detract from the uniform.
7. The following items are **NOT** allowed to be worn within the classrooms: hats, head scarves, bandannas, overcoats, jackets, and camouflage clothing.
8. Shoes and socks must be worn at all times. Outdoor footwear cannot be worn in the classroom or gym.
9. Students involved in sports are to dress in accordance to the dress code unless the coach and principal agree to a change.
10. On "Jeans Day," the dress code is relaxed, but all clothing must depict self-respect and decency. No violence, drugs, or alcohol labeling permitted.
11. On "Jeans Day," nylon wind suits, sweat suits, denim (any color) and regular attire will be allowed.

### **If students are not in compliance with the dress code, the following actions will occur:**

First Offense - A friendly dress code reminder will be sent home.

Second Offense - A copy of the Dress Code from the school handbook will be sent home and parents will be called.

Third Offense - The parent/guardian will be called to bring a change of clothing for the student.

**Should questions arise concerning any provisions of the dress code, it is understood that the school principal has the responsibility and authority to decide such issues.**

### **ELIGIBILITY FOR PRESCHOOL**

Parents wishing to enroll their child in preschool may do so as long as the child is 3 years of age and 100% toilet trained. Your child must be independent in taking care of bathroom needs. Pull-ups are not allowed. We understand that children of this age

may have accidents; in the event your child has a bathroom accident, we will assist your child with changing to dry clothes. If additional clean-up is needed, parents will be called.

### **EXCLUSION POLICY FOR CHILDREN**

Parents must have a back-up plan for care in case of a child's illness. Parents will be notified of illness and required to pick up their child as soon as possible. If we are unable to reach a parent, the next parent on the emergency card will be notified. A child cannot return to the program until they are no longer contagious. The following are guidelines for return.

- Fever – A child has a temperature of 101 degrees F or greater AND behavioral changes or other signs or symptoms. The child should not return until 24 hours of no fever, without using fever reducing medications.
- Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by antibiotics or new foods a child has eaten, but call the parent to find out if this is the likely cause.
- Vomiting – If the child has vomited two or more times. Exception: Some babies may burp/spit up following a feeding – this is not vomiting. A healthcare provider may also rule out an infectious cause.
- Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease. Note: Rapidly spreading bruising or small blood spots under the skin needs immediate medical attention.
- Crying and Complaining – Any time a child is not his/herself, is lethargic, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.
- Conjunctivitis (Pink Eye) or undiagnosed symptoms of conjunctivitis: Must be on prescription eye drops for 24 hours.
- Chicken Pox, Mumps, or Measles: Exclude until cleared by a doctor.
- Lice – In the event that a child contracts lice, he/she must be NIT free before returning to school. Please expect the administrator to do a final check upon return.

### **Exclusion policy for staff and volunteers:**

Staff and volunteers should be excluded when:

- Diagnosed with a “Big Five” illness:
  - o Typhoid fever (Salmonella Typhi).
  - o Shigellosis (Shigella spp.).
  - o Escherichia coli O157:H7 infection (E. coli O157:H7).
  - o Hepatitis A (hepatitis A virus).
  - o Norovirus infection.
- Jaundice has occurred within the last seven days.
- Conjunctivitis (Pink eye) has occurred: Must be on prescription eye drops for 24 hours.
- Experiencing noro-like symptoms (vomiting and/or diarrhea).
- Fever of 100 degrees or more.

Note: It is also recommended the employees and volunteers stay home if ill with symptoms such as fever, cough, and sore throat.

### **The employee or volunteer can return to work:**

- When diagnosed with a “Big Five” illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
- When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
- When excluded for noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or food ware for 72 hours after symptoms have resolved.

If the school becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, the school will notify the parents with the name and symptoms of the communicable disease. For communicable diseases, a child/staff member/volunteer must be on prescription medication for 24 hours before returning to school.

Parents are asked to notify the school (989-734-3443) if a child will not be attending school for any reason. If a child is not attending school due to illness, parents are asked to be specific in reporting the illness, for record keeping purposes. If an

illness becomes common throughout the school, parents will be alerted; therefore, specific symptoms or diagnoses are appreciated.

### FIELD TRIPS

Notification of field trips that require driving will be given in advance for parental planning purposes. A parent or legal guardian is required to drive the students to and from the field trip location due to car seat requirements. A parent or guardian is required to chaperone the student for the entire duration of the field trip.

### HOT LUNCH PROGRAM

St. Ignatius Catholic School participates in the National School Lunch Program through Rogers City Area Schools and has lunches available to students for a set fee. Costs for meals are:

#### Grades PreK-8

Full Lunch	\$2.99
Students who qualify for Reduced Price	\$0.40
Students who qualify for Free	\$0.00

Milk	\$0.50
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#### Adults

Full Lunch	\$4.92
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Families who qualify for free or reduced meals are encouraged to fill out an application. All information remains strictly confidential. Families may obtain an application from the school office when school starts or whenever their financial circumstances make them eligible. Return applications in a sealed envelope marked “Meal Application.”

You will receive a bill for your child’s lunch every two weeks. We ask that you send in a check or cash as soon as you are notified. Meal money is to be enclosed in an envelope clearly marked with student/family name. All checks must be made out to Rogers City Area Schools. Thank you.

### HOURS OF OPERATION & TUITION RATES

#### 3 & 4 Year Old Preschool Yearly Tuition Rates

SCHEDULE	TIMES	2-DAY OPTION	3-DAY OPTION	5-DAY OPTION
Mornings Only	7:55 AM – 11:00 AM	T/TH \$890	M/W/F \$1,210	M/T/W/TH/F \$1,850
Full Day	7:55 AM – 2:45 PM	T/TH \$1,090	M/W/F \$1,510	M/T/W/TH/F \$2,350

\*There will be a 25% discount off the preschool student’s tuition if they have a sibling in grades K-8.

St. Ignatius Catholic School tuition payment plan is administered by FACTS Tuition Management Program. Tuition may be paid in full or in monthly installments. Families in need of financial assistance can apply for our Guardian Angel Tuition Assistance Program by following the FACTS link on our school website [www.stignatiusparishschool.com](http://www.stignatiusparishschool.com). **Remember, no child will be turned away because of economic hardship.** We will do all we can to work with parents who value Catholic, Christian education.

St. Ignatius of Loyola Catholic School follows the public school calendar for days of operation.

### LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116 requires all child care centers to maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The

notebook includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook will be accessible to parents and prospective parents at all times during the school's normal hours of operation.

## **MEDICATIONS**

Any medication (prescription or over-the-counter, including Tylenol and throat lozenges) dispensed at the school will require written permission and direction from the parents or guardian. All prescription medication will be sent to school in the container issued by the pharmacy. All medications will be kept in the office and will be dispensed from there by school personnel. No student may keep any medication in his/her possession, or administer his/her own medication. The only exception to this would be for a student to carry his/her own inhaler if there is a written note from the physician on file in the school office.

## **RELIGION**

A major part of the curriculum at St. Ignatius Catholic School is religious education. We teach the Roman Catholic faith. We welcome students of all faiths; however, all students are expected to participate in religion classes and liturgical functions. Preschool students will attend mass on Wednesday mornings at 8:30 AM and on other special days. Parents, grandparents, family members, and parishioners are always welcome to attend Mass. Students are expected to sit with their class during Mass. Since we want to teach the students the importance of prayer, we will have classroom prayer in the morning, at lunchtime, and before dismissal. This provides opportunities to use different prayer forms. All classes are involved in some level of community action projects as related to the Gospel. All students will be taught their grade level Circle of Grace Safe Environment Program which educates and empowers children to actively participate in a safe environment for themselves and others.

## **SHOES**

The children are required to have two pairs of school shoes. This includes one indoor pair for the classroom and a separate outdoor pair to come and go from school and for the playground. Outdoor shoes should be left in the hall under the coat rack when not in use. Classroom shoes may be left in the preschool room when not in use. All shoes must have a support strap around the heel.

## **SNACKS**

A morning break time will be provided each day and nutritious snacks are encouraged, such as: fruit, yogurt, granola bars, crackers, etc. Cookies, chips, or other sugary treats should not be a regular snack item.

## **The Creative Curriculum Overview**

The philosophy of ***The Creative Curriculum®*** is that young children learn best by doing. ***The Creative Curriculum®*** is built on theories of development in young children, that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal of the Creative Curriculum is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment.

The curriculum identifies goals in all areas of development: **Social/Emotional, Cognitive, Physical, and Language**. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum and give your child a successful year in school.

**The Creative Curriculum®** shows teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day. It also gives the teacher a wide range of teaching strategies-- from child-initiated learning to teacher-directed approaches-- to best respond to children's learning styles, strengths, and interests.

**St. Ignatius preschool** builds the curriculum for their children around the environment using fourteen different interest areas or learning centers:

- Dramatic Play (Housekeeping)
- Blocks
- Manipulative/Table Toys

- Art
- Sand, Water & Rice
- Library
- Music
- Writing Center
- Computers
- Outdoors
- Science Discovery
- Listening Center
- Large Motor Skills Area
- Trains/Doll House

The richer the environments, the more concrete opportunities there are for children to learn by interacting with materials and people. The teacher's role is to create an environment that invites children to observe, to be active, to make choices, and to experiment. Our environment is continually assessed using the Preschool Quality Assessment (PQA).

### **What are the Creative Curriculum goals and objectives?**

These goals and objectives provide a direction for planning the program and a way to determine what children know and how they are developing. This information enables teachers to respond to each child individually, to build on strengths and target skills that need strengthening. Because our teachers have a holistic approach, and focus on the 'whole child' to promote learning, the goals interrelate and focus on all areas of development:

- **Social/Emotional Development:** children's feelings about themselves, the development of responsibility, and their ability to relate positively to others
- **Physical Development:** A child's gross and fine motor development
- **Cognitive Development:** children's thinking skills, including the development of symbolic and problem-solving skills
- **Language Development:** children's ability to communicate through words, both spoken and written

### **How is your child's development assessed?**

**Brigance:** Brigance is a screening tool widely used by schools for students in Pre-Kindergarten, Kindergarten and First Grade. The test is not an IQ test nor is it a full scale educational assessment – it is a norm referenced test that compares each child's results with the performance of other examinees. Brigance Testing covers a variety of school based curriculum topics through a series of 12 assessments, including language development, science and math proficiencies and gross motor skills. We use this screening tool to identify incoming students who may be at risk for learning difficulties and who might benefit from intervention. Likewise, the test has the capability to indicate a child who may be above average and thus provide the support necessary for a more enriching learning experience.

**Teaching Strategies Assessment:** Teaching Strategies is an authentic performance-based assessment tool. It is designed to help classroom teachers document and evaluate children's skills, knowledge, behaviors and accomplishments across a wide variety of curriculum areas on multiple occasions in order to enhance teaching and learning and to keep track of each child's individual achievement. Students are observed during their regular classroom activities and their progress is recorded three times a year with a Developmental Checklist, a portfolio collection, and a simplified report.

### **THE HUMAN BODY AS A CONSECUTIVE ASPECT OF THE HUMAN PERSON**

The Church teaches that our differences as male and female are part of God's good design in creation, that our bodies –including our sexuality – are gifts from God. In fact, "'being man' or 'being woman' is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body-soul union, and the body-created male or female is a constitutive aspect of the human person. Having a proper understanding of the human body - and more generally, of the moral law - enhances, rather than restricts, man's freedom.

1. It is the policy of the Diocese of Gaylord that all schools, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.

2. Employees and volunteers shall conduct themselves in accord with their God-given biological sex.

3. Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

#### **TRANSPORTATION**

The Rogers City Area Schools provide a bus shuttle (AM and PM) between the loading/drop off site at the public school and St. Ignatius School. *It is a privilege to ride the bus.* Students must follow all directions of the driver and obey all bus rules. Discipline is handled jointly by the bus driver, principal, and Rogers City Area Schools director of transportation. Final authority, however, for all bus related decisions, rests with the public school director of transportation. *Parents wishing students to ride the bus to a stop other than the normal bus stop must send written notice to the office.*

#### **WITHDRAWAL POLICY**

When a family is moving or withdrawing from school for any reason, the parents must submit a letter to the school office stating the reason for leaving and the planned date of departure. Families are required to pay full tuition for the month of withdrawal. Any advance payments will be refunded after the month of withdrawal.