



Saint Michael Preschool General Information

We are pleased that you will be a part of our school program. Our program is designed to encourage growth in all areas of a child's development through learning experiences provided by nurturing teachers in an environment suited to meet individual and group needs. The School's complete set of rules and expectations can be found in the SMP Parent Handbook at www.saintmichael.org. To help prepare for a great school year, here are a few key items to keep in mind.

SNACKS & LUNCH

A mid-morning snack will be provided but each child needs to bring a nutritious lunch. Please send a lunch that the children can manage with a minimum of help. Finger foods for all ages (such as diced veggies, fruit, meat and cheeses or bite sized sandwiches) are easiest for the children and the teachers. All containers should be labeled. Refrigerator space is limited so the teachers request that parents send an ice pack in their child's lunch bag. No soup or shredded cheese, please. Also, please do not send anything that needs to be microwaved for the 1st month of school.

CLOTHES

All children need to come to school in play clothes that are appropriate for the weather. The temperature of the building can be unpredictable, so jackets and sweaters are helpful. Tennis shoes are the best footwear for school. Cowboy boots, Crocs and open toe sandals are not allowed. All children should come to school with an extra set of clothes including underwear and socks. Label everything - even the inside of each shoe. For those children that are in diapers, send several extras each day. Disposable diapers only.

ILLNESS/MEDICATION

Children with colds, runny noses, fever, diarrhea or other signs of illness should NOT be brought to school. Children should be free of: diarrhea, vomiting and/or on antibiotics for 24 hours before returning to school. This policy will be strongly enforced and is to protect your child as well as the staff and other children in our program. Please remember the Golden Rule when deciding whether to bring a child to school. If a child should become ill at school, we will call Mom first, Dad second, then others listed on enrollment forms. If your child happens to become ill with a contagious disease after attending a day at school, please let us know so that we can take proper precautions to prevent an epidemic.

State licensing prefers that we not administer medication at school. If your child must have prescription medication during school hours, it must be in the original container with dosing instructions, and you must complete a medication dispensing form. Teachers may not administer any medicine. Only the Director & Assistant Director (or their designated person in charge) will administer medication according to label directions.

All the children in attendance need to be able to follow the classroom schedule including outside play time. If your child is too sick to go outside, then please keep him/her at home.

NAP/REST TIME

Each day your child is in attendance, please send a full size crib sheet that will be placed on our sleeping mats for nap/rest time. The sheet will be sent home to be laundered. If you do not want your child to nap/rest at school, you need to pick them up by 12:00 noon.

WEATHER CLOSURES

In case of inclement weather, MDO and Preschool will follow the church guidelines for closing. Closing/late openings will be communicated via channel 8, emails from room mothers, Saint Michael website and/or text messages. The message on the Saint Michael Preschool voice mail 214-361-1224 ext 243 will also have this information.

ARRIVAL/DEPARTURE

When you arrive in the classroom you must sign in on the attendance sheet and include phone numbers where you can be reached during the day.

Our hours are 9:00 am - 3:00 pm sharp. **Carpool begins at 2:45pm.** Refer to separate sheet (to be distributed at Parents' Night) for Carpool instructions. If you choose to walk in, pick up your child by 2:40 pm in the classroom or by 3:00 pm in the Lanai. If you are stuck in traffic, call the main church office (214-363-5471) so the receptionist can notify those conducting carpool. After 3:00, you will need to park on the north side and come into the building to pick up your child. Late fees will accrue. If you are late, bring your checkbook!

Your child will not be released to anyone except those listed on the enrollment form. Any change must be given in writing to the Saint Michael Preschool office. Those picking up your child will be asked to show picture ID for verification.

Staff children and those paying for early morning care may be in the classroom earlier than 9:00 am. Others are welcome to enter the classrooms at 9:00 am when the top half of the door is open. If the top half is closed, please let the teachers finish preparing for the day's activities.

OFFICE INFO

Feel free to call Katie or Barb anytime to discuss your thoughts, ideas or concerns for the Early Childhood programs at Saint Michael. The main phone number is #214-361-1224.

Voicemail Boxes are as Follows:

<i>Director</i>	Katie Riley	x242
<i>Assistant Director</i>	Barb Wynn	x244
<i>Night Coordinator</i>	Elizabeth Irwin	x243
<i>Receptionist</i>	Kelley Salewske	x243
<i>Office Assistant</i>	Jamie Herrington	x248

Email:

kriley@saintmichael.org
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The Saint Michael Preschool is interested in making your time as a parent of young children exciting, informative and happy. We have a collection of books and videos for your use. Let us know if you find articles, books, etc. that others would find helpful. We want to work with you for your child's benefit.