



PARENT HANDBOOK
2013-2014

8011 Douglas Avenue

Dallas, Texas 75225

214-361-1224

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MISSION STATEMENT & PHILOSOPHY

The Saint Michael Preschool provides a safe, loving environment where children, infants to 5 years, can expand their knowledge of the world around them, through educational activities and social interaction. A developmentally appropriate curriculum is implemented, which stimulates children's intellectual and spiritual growth, fosters creative thinking and builds strong character. We believe there is inherent value in children being given opportunities to develop social skills, grow in independence and form a positive self image. These skills provide the basic foundation for future academic success.

ORGANIZATION

The program was established in 1986. It offers educational opportunities for Infants eight weeks of age through five years. The Saint Michael Preschool is under the leadership of Katie Riley, Director, and Barb Wynn, Assistant Director, and has grown into a high demand early childhood option for SMAA members and north Dallas residents. The Program serves over 150 families each year.

Teaching teams are established in each classroom and focus on success for all children. Combined service of all teaching faculty for SMAA children is over 270 years. All staff participate in continued education training annually and are members of a collaborative professional early childhood association.

The Early Childhood Ministry Committee consists of the Director, Assistant Director, SMP Parents, SMAA parents with young children, Associate Rector for Children, Youth and Family Ministry and a Vestry liaison. The committee meets monthly to provide support for school and ministry related activities and to review the child care needs of the parish. Committee meetings are open to all communicants. Check with the Receptionist for the exact date and time of upcoming meetings.

The SMP School Board was established in 2011 to assist the Rector and Vestry in all matters relating to the school, including policies and procedures, fundraising, marketing & communications.

PROGRAMS OFFERED

The Saint Michael Preschool office is open Monday through Thursday, 8:30 am – 3:30 pm and Friday, 8:30-12:30.

SMP offers classes for students ages eight weeks to five years. Spaces are filled based on birthdate, gender balance and developmental level. Final classroom placement is at the discretion of the Director.

Infant-Two Program Hours	9:00 a.m. - 2:45 p.m.
Infant-Two Program Dates	September 4, 2013- May 22, 2014
Infants, Walkers, Toddlers	One day a week, Monday – Thursday
Twos	M/W, T/TH or T/W/TH

Snacks, toys, supplies and crafts are provided. Parents are required to provide a lunch, diapers and a crib sheet for their child each day. Lessons are planned around a monthly theme, with children actively engaged in hands-on learning. Children play and rest appropriate to their age.

Pre-K IA	9:00 a.m. – 12:00 p.m.	M- Th
	Enrichment is offered Mon, Tues, Wed, Thurs from 12-2:45.	

Pre-K IB	9:00 a.m. – 12:00 p.m.	T/W/Th
	Enrichment is offered Tues, Wed Thurs from 12-2:45.	

TUITION POLICIES

- Non-refundable, non-transferable Enrollment fees and Tuition are assessed upon placement in the Program, with Enrollment fees being paid at the time of enrollment. Tuition payments will be assessed per student; however, families may make one payment for all children in the Program.
- Remaining tuition balance may be paid monthly, semi-annually or annually. Tuition payments made annually or semi-annually may be paid via check, bank draft or credit card. **Tuition payments made monthly must be paid via bank draft or credit card** (a surcharge will apply to all credit card payments).
 - All families must have a bank draft authorization or credit card information on file. If paying annually or semi-annually via check, no charges will be made to card unless tuition balance is past due.
 - Monthly tuition payments are due beginning September 1, with the final payment due April 1. **If paying monthly, tuition will be automatically drafted via bank draft or credit card on the 1st of each month.**
 - Late payments or monthly electronic payments returned due to insufficient funds or other errors in processing must be reconciled by the 10th of the month or a \$25.00 late fee will be assessed. After two late payments, families will be required to pay the remaining tuition balance in full immediately.
 - In the event that a check is returned due to insufficient funds, the remaining tuition balance will be due immediately and will be collected via credit card or bank draft on file.
 - Annual payments will receive a \$200 discount and will be due September 1.
 - Semi-annual payments will receive a \$100 discount and will be due September 1 and January 1.
- Failure to pay will result in immediate removal of the child from the program, cancellation of a place for the child in the following year's program and the inability to enroll siblings in the program for any future year. Summer Camp tuition is due at time of registration. All Enrollment and Tuition payments are non-refundable and non-transferable, unless applicable under the withdrawal policy.

Tuition is non-refundable and non-transferrable. If you should have to withdraw from the Program, please notify the Director as soon as possible.

WITHDRAWAL POLICY

The obligation to pay for the full academic year is unconditional. At the time of Registration, no portion of any fees, paid or outstanding, will be canceled or refunded thereafter. In the event a family needs to withdraw from the school a 30 day written notice to the Director is required. In extenuating circumstances a refund of pre-paid tuition or cancelation of any financial obligation will be determined once the placement of another student is made. A student that withdrawals from the program may apply to the program at a later date but will need to do so by submitting a new student application.

PHOTOS AND VIDEO

By voluntarily allowing your children to participate in a Saint Michael event, group, or activity, the participant's guardian is giving permission for the participant's photo to be used in SMAA print and online publications, and the SMP Facebook page, unless SMP is given a written request to the contrary.

DROP OFF AND PICK UP PROCEDURES

The hours of the Mother's Day Out Program are 9:00 a.m. to 2:45 p.m. Preschool hours are 9:00 – 12:00 p.m. Please be prompt in dropping off and picking up your children. Please, never leave a child in any room unless a teacher is there to receive a child. Our teachers arrive at 8:30 a.m. to prepare their rooms for a busy day ahead. MDO and Preschool children should not arrive before 9:00 a.m. Church staff children and Early Care children may be in their designated room prior to 9:00 a.m.

Drop Off Procedures

- Upon arrival at 9:00 a.m., please sign your child in on the sheet provided in each classroom. It is necessary for parents to provide information and a contact number for emergencies each time they sign in. Any special needs of the child, such as feeding instructions for infants or allergic conditions of the child, etc., must also be included on the sign-in sheet.

Pick Up Procedures

- Our programs end at 3:00 p.m, with **carpool beginning in the Colgate Porte Cochere at 2:45p.m.** Teachers are required to clean up and prepare for the next day's activities after children have left for the day. Please assist us by being prompt in picking up your child.
- A \$1.00 per minute late fee will be assessed for every minute late past 3:00 p.m. If you are late, please have your checkbook handy!

No child will be released to any person except a parent or other adult previously designated by a written note. Any adult, other than a parent, will be required to show picture identification.

WHAT TO BRING FOR A DAY OF SCHOOL

Each child should have one appropriate sized and personally labeled bag containing all items needed for the day. Older children will be expected to carry their belongings to carpool. Please label all items. When outside temperatures are above 40 degrees and below 100 degrees, all classes will be playing outside. Please dress children appropriately. Dress includes comfortable play clothes that can get dirty. This allows children to fully engage in messy, fun, educational experiences. Children should wear closed toe shoes and socks. **(No Crocs, cowboy boots or flip-flops.)**

Additional items needed:

- Diapers for infants or young children (disposable only)
- Lunch and a drink
- MDO children need to bring a full sized crib sheet to cover SMP mats during nap
- Child's blanket or any security item they may need for MDO
- A complete change of clothes for all children in MDO is required

Label child's name on all outside clothes (sweaters, jackets) and food and drink containers. Also label bags, bottles, pacifiers, blankets, shoes and socks (because shoes and socks are sometimes taken off during naps or sensory experiences.)

Saint Michael cannot be held responsible for items that are not marked. Please check your child's bag before they leave school for all of their items. If you find something that does not belong to your child, return it to the church and we will try to find the owner. Wipes, bibs and utensils are provided by SMP.

FOOD AND BEVERAGE

Snacks are provided around 9:45 a.m. to all classrooms. Parents are asked to provide a nutritious lunch. Infant food and bottles should be marked for snack or lunch. Please bring food that your child can manage with a minimum of help from the teachers. Finger foods for all ages are easiest for the children and teachers. Our refrigerator space is very limited, so it helps to send food that needs to be kept warm or cold in thermal containers or include an ice pack in their lunchbox. Should a child have a food allergy, parents of other children in that child's class will be notified so that allergen can be avoided.

MEDICATION

Only the Director and Assistant Director (or their designated person in charge) may administer medication. If your child must have prescription medication, it must be in the original container with written instructions from a doctor.

All enrollment and medical forms must be completed and signed by the child's physician and given to the SMP office **on or before** the first day of attendance. If your child has recently had a state required immunization or booster, please inform the SMP office staff in writing. Also, if you change your address or phone number, please let us know immediately. It is a state requirement that we maintain updated records for your child.

INCLEMENT WEATHER POLICY

Inclement weather sometimes prohibits the caregivers from safely getting to work on time, if at all. If road conditions are hazardous, a decision to open school for the day will be made by the SMAA Director of Parish Operations and the SMP Director. For late opening/closing information:

- Call SMP main desk (214-361-1224 ext. 242, 243 or 244) after 7:30 a.m.
- Log onto www.WFAA channel 8 or watch WFAA Channel 8
- Check emails from SMP or Room Mom
- Check cell phone for SMP generated texts

ILLNESS POLICY

We take strong measures to prevent the spread of illness. We wash hands and sanitize toys and surface areas to help prevent the spread of germs. If your child becomes ill, we follow the regulations as established by Child Care Licensing in regards to children's illnesses as listed below:

1. The illness prevents the child from participating comfortably in child care center activities including outdoor play.
2. The illness results in a greater need for care than our teachers can provide without compromising the health, safety and supervision of the other children in care.
3. The child has any of the following symptoms, unless evaluated by a health-care professional and released to return or be included in the center's activities.
 - A. Armpit (auxiliary) temperature of 99.4 degrees or greater accompanied by behavior changes or other signs/symptoms of illness as described.
 - B. Signs and symptoms of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
4. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that he/she is no longer contagious.

Upon the recommendations of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following conditions exist:

- Fever or Sore Throat
- Vomiting or Diarrhea
- Common Cold/Runny Nose-from onset through one week.
- Any unexplained rash
- Any skin infection-boils, ringworm, impetigo, etc.
- Pink eye or any other eye infections

Any symptoms of childhood diseases such as:

- | | | | |
|-----------------|----------------|---------|-----------------|
| ○ Scarlet fever | German Measles | Roseola | Coxsackie Virus |
| ○ Mumps | Chicken Pox | Croup | Whooping Cough |

Children must be medication and symptom free for 24 hours before returning to SMP. We ask parents to be considerate of other children when deciding whether or not to send their child. If your child becomes ill, we will call you to come pick up your child. This policy is to protect your child as well as the staff and other children in the School. If your child becomes ill with a contagious disease after attending a day at school, please let us know so that we can take the proper precautions to prevent an epidemic.

CURRICULUM

Our program offers activities that develop gross and fine motor skills, artistic expression and cognitive learning. Every classroom offers age appropriate learning centers which include: dramatic play, art, language and reading, blocks and manipulatives, sensory activities and outdoor experiences.

- Infant-Twos classes focus on helping children feel secure and comfortable while learning to be independent through play and social activity.
- Preschool classes build on academic readiness through curriculum that encourages creativity, social interaction and cognitive development. Children practice math skills, pre-reading skills and writing skills using the Handwriting Without Tears Curriculum. Spanish is offered weekly for Pre-K II and III classes. Chapel is offered twice a month.

CLASSROOM ACTIVITIES

All children in attendance need to be able to follow the classroom schedule including outside playtime. Infant - 2 year olds will have a nap/rest time every day. We ask that you pick your child up by 12:00 p.m if you'd rather he/she nap at home.

Classroom Themes

The classrooms have different themes each month for MDO and each week for Preschool. Art projects, books, circle time, songs, toys, and equipment revolve around these themes. Examples of classroom themes:

<i>Community Helpers</i>	<i>Dinosaurs</i>	<i>Circus</i>	<i>Outer Space</i>
<i>Insect and Bugs</i>	<i>Texas Our Texas</i>	<i>Transportation</i>	<i>Down on the Farm</i>
<i>Nursery Rhymes</i>	<i>Animals, Animals</i>	<i>Water Fun</i>	<i>Holidays</i>

Sample Classroom Schedules

Actual classroom schedules of activities are posted in each classroom

MDO

- 9:00 - 9:45 Greet children, table activities and learning centers, clean-up the room
- 9:45 - 10:00 Snack time
- 10:00 - 10:40 Large motor play time
- 10:40 - 11:20 Teacher planned art activities
- 11:20 - 11:30 Story/circle time
- 11:30 - 12:00 Wash hands, get lunches, eat, bathroom needs, settle on a mat
- 12:00 - 2:00 Nap time/quiet time
- 2:00 - 3:00 Center play, bathroom needs, everyone to carpool by 2:45, goodbye!

Preschool

- 9:00 - 10:00 Children sign in, begin table activities and learning centers
- 10:00 - 10:30 Enrichment Activities – Music, Chapel, and Spanish
- 10:30 - 10:45 Snack
- 10:45 - 11:05 Circle Time/Language Development
- 11:05 - 11:25 Art
- 11:25 - 11:45 Outdoor Learning Activities
- 11:45 - 12:00 Carpool dismissal

COMMUNICATION TOOLS

Many exciting things happen each day at SMP and at the Church. To keep parents informed, we utilize many forms of communication. The following are most common:

- Weekly lesson plans posted in each classroom
- Daily reports for Infants, Walkers, Toddlers & Twos
- Paper communications in children's backpacks or diaper bags (please unload daily)
- Parent/Teacher Conferences (2 times per year)
- E-mail newsletters and other memos from the Director's office

FAMILY INVOLVEMENT

We believe a strong family community is vital to the success of our School. We encourage our families to attend SMP and ECM sponsored events and also to take advantage of the many volunteer opportunities such as:

- Being a Room Mother
- Hosting Class Parties
- Attending &/or Volunteering in the SMP and SMAA Christmas Programs
- Attending the Annual SMAA Easter Egg Hunt
- Attending &/or Volunteering at the Annual SMAA Barnyard Bash
- Attending Get Acquainted Socials
- Making playdough for your child's class (monthly)
- Reading a story to your child's class

Birthday Celebrations

If you would like to celebrate your child's birthday at school, please notify the classroom teachers at least two (2) weeks prior to schedule the time. You are welcome to provide birthday treats and a planned activity. We ask that you not provide individual treat bags to each child.

CONCERNS OR ISSUE RESOLUTION

Strong communication between parents and the SMP is vital to ensure a quality learning environment for all children. We invite parents to discuss any matters concerning the school with the Director/Assistant Director. We will use all resources available to assess the situation and determine a resolution that will be beneficial to all concerned.

It is very important that there be a good fit between a child and the School. Assessing children's developmental progress is part of our daily observations. Occasionally, teachers may notice behavior that is not developmentally on target. Teachers may share their observations with the Director prior to sharing with the parent. The Director may then set up a meeting with the parents, at which time an action plan will be set in place. For the benefit of the child, an outside/independent evaluation may be required (at the parent's expense) as we work through an action plan. Prior to students being observed on campus by outside evaluators, parents must complete an Observation Request Form and submit it to the Director. We want to ensure that each child enrolled has his/her optimum school experience.

CONTACT INFORMATION

Feel free to call Katie or Barb anytime to discuss your thoughts, ideas or concerns for the SMP. The main phone number is 214-361-1224.

Director	Katie Riley	x242	kriley@saintmichael.org
Assistant Director	Barb Wynn	x244	bwynn@saintmichael.org
Receptionist	Kelley Salewske	x243	ksalewske@saintmichael.org
SMP Accounts	Mandy Lohner	x248	mlohner@saintmichael.org
Night Coordinator	Elizabeth Irwin	x243	eirwin@saintmichael.org

CONCLUSION

The Saint Michael Preschool staff want to help make your time as a parent of young children exciting, informative and happy. SMP staff encourage open communication, feedback and discussion of any matters important to our families. If you find newsletters, memos, videos and articles which might be of benefit to our families, we would love to share them. For questions or to utilize our resources in early childhood matters, please contact the Saint Michael Preschool office at 214-361-1224.



Parent Handbook Verification

Please sign and return to SMP Office by May 1, 2013

(Date)

I, _____,

(Print Name)

have received a copy of the Saint Michael Preschool Parent Handbook.

(Signature)