



**St. Michael's
Preschool
Parent Handbook
2019-2020**

“Guiding little hearts & minds in God’s love”

2499 N. Westmoreland Drive
Orlando, FL 32804
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Mrs. Melanie Olivier, Director

OUR PHILOSOPHY

The Pre-School will provide a cheerful and educational pre-school experience for children nursery age and older. The children participate in free exploration of play centers and materials, as well as planned group and individual activities. Art, music, dramatic play, literature, science and discovery, hands-on-math, creative cooking and outdoor recreations are all part of the curriculum. All activities are based on developmentally appropriate practices of Early Childhood Education.

St. Michael's Preschool provides a cheerful and educational preschool experience for children from toddler age to pre-kindergarten. It is the mission of the Preschool to provide a nurturing, safe and stimulating environment for children where the love of Jesus Christ is reflected in actions of the teachers and children. Our desire is to ensure that our students are receiving quality, early-childhood education in a Christian manner which reflects our Spiritual goals. We believe that each child is a gift from God. In the Preschool Ministry, we strive to guide each child towards his/her special God given talents.

Our Preschool teachers and staff strive to reflect the love of Jesus Christ in their thoughts, words, and deeds. Daily prayer, Bible stories and Christian songs are an integral part of this curriculum and daily chapel. In addition, our older children visit Chapel once a week to learn more about God's love expressed through Jesus Christ.

SCHOOL HOURS

School hours are from 9:00am-1:00pm Monday through Friday. Early Care is available starting at 8:00am. Extended day is available allowing students to stay until 3:00pm.

Morning carpool runs from 8:55-9:10 and afternoon carpool is from 12:55-1:05. **PLEASE BE DILIGENT IN OBSERVING THESE HOURS.**

Immediately before and after school, teachers are busy with planning and preparation. If you have an emergency, which prevents you from arriving on time, please call the school office 407-843-8448 ext. 245 or 407-425-8550. If you are consistently late picking up your child, you will be charged a late fee of \$10.00. Please strive to drop your child off between 8:55-9:10. Classes are distracted when a child arrives late interrupting circle time or classroom instruction time. Students arriving after 9:10 will need to be signed in at the office and an office staff member will take your child to their classroom.

Please advise your teacher as well as the school office if your child is absent. We are regulated to contact the parent/guardian if we have not heard of an absence by 10:00am.

SCHOOL YEAR CALENDAR AND THEMES

All students will receive a copy of our school year calendar. Classes begin on Wednesday, August 14th. With a few exceptions, we follow the Orange County school calendar. You will also receive monthly newsletter from your child's teacher informing you of activities and important dates.

REGISTRATION AND SUPPLY FEES

A **non-refundable** annual registration fee of \$100.00 is required to guarantee placement in our program.

The **non-refundable annual supply fee** rates are as follows:

2 days/week \$80.00 3 days/week \$100.00
4 days/week \$120.00 5 days/week \$140.00

EARLY CARE

Early Care begins the first day of school. Early Care is available Monday-Friday from 8-9am. Please drop your child off directly to the early care classroom located upstairs. Ring bell for service upstairs and a staff member will check them in.

Early Care is \$8.00 per day. Charges for Early Care will be billed separately from tuition and paid directly to the school. *Discounted rates are available to those using Early Care on a consistent basis. Please contact the preschool office to add the discounted Early Care option into your tuition.

EXTENDED DAY

Extended day begins the first day of school. Extended day will be held Monday-Friday from 1pm-3pm.

Extended day is \$15.00 per day. Charges for Extended day will be billed separately from tuition and paid directly to the school. *Discounted rates are available to those using extended day on a consistent basis. Please contact the preschool office to add the discounted extended day option into your tuition.

POTTY TRAINING

All children entering four-day threes or Pre-K **must** be potty trained. Teachers will assist with potty training in the younger classes when the parents have made a commitment to training at home.

REGISTRATION PAPERS

Please submit all registration paperwork prior to the first day of school.

- *Registration form (blue)
- *St. Michael's Preschool Discipline Form (gold/yellow)
- *The preschool medical forms (immunization and physical) from your pediatrician
- *"Getting to Know You" information sheet (pink)
- *Pick-up authorization Form
- *Tuition fee schedule

SUPPLY LIST

All classes will receive a school tote bag at "Meet the Teacher". Your child will use their tote bag each day to carry their daily folder/art/etc.

Your daily tote bag/backpack should include the following items:

- *A complete change of clothes (including socks).
- *A full sip or straw cup. Labeled with first & last name (Toddlers/ Two's only)

- *Labeled diapers for untrained children; two or more extra underwear for children who are potty training.
- *Labeled lunch
- *Labeled snack is applicable for classroom

Please leave all toys at home. Favorite blankies or lovies should be sent only if necessary. These items are often very distracting to the children.

NOTE: PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FULL NAME, INCLUDING DIAPERS.

DAILY SCHEDULE/CALENDARS

At the beginning of the year, you will receive a copy of your child's daily schedule. If this changes, you will be informed with a new schedule. You will also receive a monthly newsletter/calendar with all planned activities, skills/concepts, etc. at the beginning of a new month.

COMMUNICATION

We communicate with families through a variety of ways: HiMama, E-Newsletter, Emails, Classroom Shutterfly, Remind and Flyers.

- HiMama: Daily attendance reports sent automatically schoolwide, Daily reports for Nursery/Toddler for diapering, feeding and/or temperament, Occasional Classroom Updates for activities and photos.
- E-Newsletter from Director is sent out bi-weekly via constant contact
- Emails directly from Director and/or Teacher as needed
- Flyers for event information and/or important school procedures sent home via "totebag express"
- Classroom Shutterfly: Teacher will provide you with link if utilizing
- Remind: Teacher will provide you with instructions/code to sign up if utilizing

CONFERENCES

A development checklist will come home at the end of September for all ages. We will be assessing students schoolwide in December and holding parent/teacher conferences at the beginning of January. Threes and PreK will also do an additional assessment at the end of the school year. If you need to discuss a concern at any point in the year, please contact the teacher to set an

appointment that meets everyone's needs. Your teacher will contact you if there are any problems or concerns.

FACILITIES

The pre-school classrooms are located in Rowe Hall. Each room is divided into play centers equipped to encourage imaginative play, motor development and socialization. The administrative office, toddlers and twos classes meet downstairs. Threes and Pre-K classes meet in the upstairs classrooms.

For outdoor recreation, we have an enclosed space for "ride on" toys and a variety of other toys that develop large muscle coordination. Our toddler playground is directly outside of the toddler rooms and our big playground, on the side of Rowe Hall, features a large, modern play structure appropriate for our older students.

We also use Quigley Hall for special events and programs. The kitchen in Quigley Hall is sometimes used for simple cooking activities.

DRESS FOR SUCCESS

Children's work is play. Your child should wear comfortable, washable play clothes. Shoes should fit properly and allow freedom of movement on the playground and patio.

Please avoid flip-flops, backless shoes, bulky boots or slippery dress shoes.

Always consider the ease of undressing and dressing during diapering or potty training when choosing school clothes. Remember, cold Florida winter mornings often warm up quickly and dressing in layers often allows your child to remain comfortable throughout the day. **Please label all coats and sweaters with your child's name.**

SNACKS/LUNCHES-FOOD & NUTRITION POLICY

***Due to several nut allergies in our school, please note that we are a peanut free campus. Please refrain from sending any type of peanut butter, nuts, etc. for snacks and/or lunches.**

Toddler/Two-Year Olds: Students need to bring a drink daily. Please make sure their cup is labeled with your child's first and last name.

All Students: It is very important that you keep us informed of any allergies your child develops (do this in writing).

Snack

Please check with your child's individual teacher regarding sending in a daily snack or use of a class snack bag. Refer to USDA recommended guidelines (flyer attached) when selecting a healthy snack for your child.

Lunch

Send a healthy lunch and a drink in a marked lunch box. We cannot heat up any food. Please do not send carbonated drinks. Refer to the USDA recommended guidelines (flyer attached) when selecting a healthy lunch for your child.

BIRTHDAYS

We recognize every child's birthday. If you would like to add to the celebration by providing a special birthday treat at snack time, please let the teacher know in advance.

When providing birthday supplies, please do not bring anything depicting a violent theme (Power Rangers, Batman, etc.)

HEALTH POLICY

Please do not send your child to school if he/she exhibits any of these symptoms:

- Fever (temp 100.4 and over) within the last 24 hours
- Nausea
- Thick or colored runny nose
- Severe skin rash
- Inflamed eyes
- Swollen glands
- Ear ache
- Diarrhea within the last 24 hours
- Bad cough
- Chills

If any of these conditions have been attributed to a non-contagious condition such as allergies or teething please ask your pediatrician for a written confirmation before returning your child to school.

If a child develops any of these symptoms during the school day, a parent will be notified to pick the child up **immediately**.

Immunizations

Documentation of immunization records must be provided to the preschool office within 30 days of enrollment and must remain current. St. Michael's Preschool does allow students with documented religious exemption to be enrolled at our school.

DROP OFF/PICK UP LINE

The semi-circular driveway at the north side of our campus that enters from and exits onto Bryn Mawr Street will be used as our drop off and pick up line. Each morning beginning at 8:55, there will be a staff member to take your child out of your vehicle and bring to either Quigley Hall to sit with their teacher (nursery, toddler & twos) or walk directly to class (threes & PreK). We ask that you drop your child off between the hours of 8:55 and 9:10am. If you choose to walk your child to school, please drop-off at the gate by the carpool loop. All students will be electronically checked in/time stamped as they arrive by the Director or appointed staff member.

Pickup begins at 12:50. Please pull up and remain in your car at all times with your car sign displayed on your windshield. A staff member will put your child in their car seat. Children who are not picked up by 1:10 will be taken back into the building to wait with the teacher. A late fee of \$10.00 may be charged for excessive tardiness.

Please do not use drop off and pick up time to engage the teacher in lengthy conversation. Late drop-off or early pick-up needs to come to the preschool office for check in.

In the event of heavy rain during carpool, please park and come in and pick up your child from Quigley Hall. It is very difficult to load children in the rain and the carpool line backs up which interrupts the traffic flow on Bryn Mawr St. See storm policy for severe weather dismissal.

RELEASE OF CHILDREN

Please let us know in writing if someone who is not listed on the pick-up authorization form will pick up your child. Anyone unknown to the teacher should be prepared to show a picture I.D.

STORM POLICY

In the event of a hurricane or other severe conditions, we will close if Orange County Public School System closes.

If we are under a tornado or severe weather warning, the children will stay in the hallway downstairs. Parents will need to pick up their child inside.

EMERGENCY/EVACUATION DRILLS

We conduct monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director will inform each classroom teacher that the school will be closing. At that time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. Children must be picked up within 45 minutes of the telephone call. It is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

ALTERNATE SAFE LOCATION

Should the administration of St. Michael's or any emergency services personnel determine the building which houses our preschool to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

SPECIAL EVENTS

We have many fun family events planned for this year. Please check the calendar and look for updates on how you can get involved and meet other St. Michael's families.

***PLEASE SIGN AND RETURN TO THE PRESCHOOL OFFICE**

Parent Handbook Acknowledgement Form

I _____, parent/guardian of
_____ have read and agree to adhere to St. Michael's
**Preschool Policies and Procedures for the duration of the 2019-2020 school
year.**

Signature of Parent/Guardian

Date

St. Michael's Food & Nutrition Policy Acknowledgement

I read and understand St. Michael's Preschool Food & Nutrition Policy.

Signature of Parent/Guardian

Date

2019-2020 Enrollment Consent Addendum

I give my consent for the child care personnel at St. Michael's Preschool to have access to my child's records.

Signature of Parent/Guardian

Date