

OUR PHILOSOPHY

The Preschool will provide a cheerful and educational pre-school experience for children nursery age to pre-kindergarten. 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.

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 that 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 9:00 am-1:00 pm Monday through Friday. Extended day is available allowing students to stay until 3:00 pm. Morning drop off runs from 8:50 am-9:10 am and the afternoon drop off is from 12:50 pm-1:10 pm. **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 at **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 8:50-9:10. 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.

SCHOOL YEAR CALENDAR AND THEMES

All students will receive a copy of our school year calendar. Classes begin on Monday, August 15th. With a few exceptions, we follow the Orange County school calendar. You will also receive a 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

TUITION

Tuition is based on a ten-month calendar, beginning in August, and ending in May. TUITION IS AN ANNUAL FEE which can be divided for your convenience into 10 equal monthly installments.

NOTE: There is no discount for paying the entire year's tuition in one lump sum. Tuition will be billed and paid directly to the Preschool through HeadMaster.

REGISTRATION PAPERS

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

- *Registration form (blue)

- *St. Michael's Preschool Discipline Form (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

FACILITIES

The preschool 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.

EARLY CARE

Early Care is available Monday-Friday from 8 am-9 am. Please drop your child off directly at the preschool. Ring bell for service and a staff member will check them in.

Early Care is \$8.00 per day. Charges for Early Care will be billed at the end of the month, 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 to your tuition.

EXTENDED DAY

Extended day will be held Monday-Friday from 1 pm-3 pm.

Extended day is \$15.00 per day. Charges for Extended day will be billed at the end of the month, 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 to your tuition.

DROP OFF/PICK UP PROCEDURES

Morning drop off hours are from 8:50 am until 9:10 am. Afternoon pick up hours are from 12:50 until 1:10pm. All students will be electronically checked in and out/time-stamped by the Director or appointed staff member.

Children who are not picked up by 1:10 will be sent to aftercare and will be charged a late fee of \$10.00 per incident.

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

Steps to be taken during morning drop off:

1. No parents in the building.

2. Parents come to check in cart located at the bottom of the stairs in the breezeway.
3. One staff member will sign in children during morning drop off.
4. Assigned assistant will escort children to appropriate classroom.

Steps to be taken during afternoon pick up:

1. No parents in the building.
2. Parents come to check out cart located at the bottom of the stairs in breezeway.
3. One staff member will retrieve children from classroom when parent arrives.
4. One staff member will sign out children during afternoon pick up.

If your child is going to be absent, please notify the preschool office by 9:30am the day of the absence.

High Alert Coronavirus Protocol for morning drop off:

* Parents must practice social distancing when on campus. Parents must wear a mask and children 2 and over are strongly encouraged to wear a mask.

1. No parents in the building.
2. Parents come to the check-in table located at the bottom of the stairs in the breezeway. The entrance from the back parking lot will be closed off.
3. One staff member will electronically sign in children during morning drop-off.
4. Assigned assistant will escort children to appropriate classroom and assist in washing hands.

High Alert Coronavirus Protocol for afternoon pick up:

*Parents must practice social distancing when on campus. Parents must wear a mask and children 2 and over are strongly encouraged to wear a mask.

1. No parents in the building.

2. Parents come to check out table located at the bottom of the stairs in the breezeway. The entrance from the back parking lot will be closed off.
3. One staff member will retrieve children from the classroom when the parent arrives and assist in washing hands.
4. One staff member will sign out children during afternoon pick up and monitor that parents are practicing social distancing during check out.

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 our staff should be prepared to show a picture I.D.

Please call the Preschool office at 407-843-8448 if you need to pick up your child in the middle of the school day. Only staff and registered children are allowed in the Preschool building. We will retrieve your child for you and meet you in front of the preschool building.

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 72 hours
- Nausea
- Thick or colored runny nose
- Severe skin rash
- Inflamed eyes
- Swollen glands
- Earache
- Diarrhea within the last 72 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**.

If a child becomes sick during the school day:

- The child will be removed from the classroom and isolated with one staff member outside in the breezeway until the child is picked up.
- The parent will be called to pick up the child immediately.
- Once the child has been picked up, the staff member will disinfect the isolation area.
- If the child has a temperature of 100.0 or more, the child will be sent home immediately. The child may return to school after having no symptoms for 3 days in addition to a doctor's note clearing them to return to school.

If COVID/or other contagious disease is confirmed in a child or teacher:

- Director will follow current guidance/advice from the Florida Department of Health and Florida Department of Children and Families. Protocol will be relayed to families by email and/or a phone call.

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.

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 of a new schedule. You will also receive a newsletter/calendar with all planned activities, skills/concepts, etc. at the beginning of each new month.

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

NOTE: ALL ITEMS MUST BE LABELED WITH YOUR CHILD’S FULL NAME, INCLUDING DIAPERS.

Please leave all toys at home. Favorite blankies or lovies should be sent only if necessary.

COMMUNICATION

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

- HeadMaster: Billing/Tuition Payments, Daily Attendance, 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 monthly via constant contact
- Emails directly from Director and/or Teacher as needed
- Flyers for event information and/or important school procedures sent home via “tote bag express”

- Classroom Shutterfly or Class Dojo: The teacher will provide you with the link if utilizing
- Remind: The teacher will provide you with instructions/code to sign up if utilizing

CONFERENCES

A development checklist will come home at the end of October for all ages. We will be assessing students schoolwide at the end of March and holding parent/teacher conferences at the beginning of April.

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.

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.

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.**

Students need to bring a drink daily. Please make sure their cup is labeled with your child's first and last name.

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

Snack

Send a healthy snack in school provided snack container. 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.

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 come inside our building to pick up their child.

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/out of 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.