# 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. Morning drop off runs from 8:55 am-9:10 am and the afternoon drop off is from 12:55 pm-1:10 pm. PLEASE BE DILIGENT IN OBSERVING THESE HOURS.

Early care is offered from 8am until 9am for an additional charge. Extended day is available allowing students to stay until 3:00 pm for an additional charge.

Late Drop Off:

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.

Late Pick Up:

Our school day ends at 1:00pm. Contact the office at 407-843-8449 if you are running late so we can let your child know when to expect you. There is a $1.00 per minute charge for late pick up beginning at 1:15pm. Please be on time.

Pickup for extended day is at 3:00pm. If you arrive early, please go to the entrance in the breezeway and ring the doorbell for assistance. There is a $1.00 per minute charge for late pick up starting at 3:10pm.

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 Wednesday, August 13th. With a few exceptions, we follow the Orange County school calendar. You will receive a monthly newsletter from your child’s teacher as well as a monthly schoolwide e-newsletter informing you of activities and important dates.

**REGISTRATION AND SUPPLY FEES**

A **non-refundable annual registration fee** of $150 for new students or $100 for returning students is required to guarantee placement in our program.

A **non-refundable annual supply fee** of $250 is required and due with your enrollment packet prior to the start of the school year.

**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.

Tuition is due on the first of each month. A grace period will be given until the close of business on the 10th of the month. On the 11th of the month, any accounts with an outstanding balance will be charged a $35 late fee. A $25 charge will also be levied for any checks returned by the bank for insuffient funds.

NOTE: There is no discount for paying the entire year’s tuition in one lump sum. We do not allow makeup days for individual children’s absences.

Tuition will be billed and paid directly to the Preschool through HeadMaster or by check. Checks should be made out to “St. Michael’s Preschool” and include a notation of tuition, month, and child’s name.

**School Closures Due To Weather Events:**

St. Michael’s Preschool follows Orange County Public Schools when determining school closures for extreme weather events. Tuition will not be reimbursed for closures up to ten school days.

**School or Individual Class Closure Due to Contagious Disease:**

St. Michael’s Preschool follows CDC, Florida Department of Heath and FLDCF guidelines when determining school or individual classroom closures due to an outbreak of a contagious disease. Tuition will not be reimbursed for closures up to ten school days.

**Delinquent Accounts:**

If your account becomes 30 days delinquent, St. Michael’s Preschool reserves the right to dismiss your child from school. Please notify us if any extenuating circumstances cause your payment to be late so that we may assist you with special financial arrangements. Information concerning scholarships may be obtained through the Director’s office.

**Withdrawal:**

We require a one month notice in writing to be sent to the preschool director when withdrawing your child from our program to avoid additional fees. You will be responsible for paying the full month of tuition on which you are withdrawing your child.

# REGISTRATION PAPERS

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

\*Registration form (blue)

\*St. Michael’s Preschool Discipline Form (yellow)

\*Immunization and School Entry forms (obtain from 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, nursery, 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 $15 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 $25 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 8:55 am until 9:10 am. Afternoon pick up hours are from 12:55 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 1:10pm will be sent to aftercare. There is a $1.00 per minute late fee charge starting at 1:15pm.

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 wrought iron gate by the playgorund.

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 wrought iron gate by the playgorund.

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.

# 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 407-843-8449 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 within the last 24 hours:

* Fever (temp 100.4 and over)
* Diarrhea

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

* Nausea
* Thick or colored runny nose

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.

* Severe skin rash
* Inflamed eyes
* Swollen glands
* Earache
* Bad cough
* Chills

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 100.4 or more, the child will be sent home immediately. The child may return to school after having no symptoms for 24 hours without the help of medication and/or a doctor’s note clearing them to return to school.

Communicable/Contagious Diseases

Parents can assist us in maintaining a safe and healthy environment for our children and staff by helping to reduce the spread of illnesses. Please report all contagious diseases to the Director via phone or email as soon as confirmed by doctor. Inform the office if your child has influenza, COVID-19, gastroenteritis, bronchitis, bronchitis, chicken pox, mumps, measles, strep throat, head lice, hand/foot/mouth disease, impetigo or conjunctivitis (pink eye). Likewise, we will inform you if your child has been exposed to any of these.

If contagious disease is confirmed in a child or teacher:

* The Director will follow current guidance/advice from the Florida Department of Health and Florida Department of Children and Families. Protocols 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 labeled with first and last name:

\*A complete change of clothes labeled (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, Class Dojo, Remind, and Flyers.

* HeadMaster: Billing/Tuition Payments and Daily Attendance
* E-Newsletter from Director is sent 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”
* Class Dojo/Classroom social media: The teacher will provide you with the link if utilizing.
* Remind: Text reminder service. The teacher will provide you with instructions/code to sign up if utilizing. Schoolwide Remind instructions/code will be included in your “welcome folder” at Meet the Teacher.
* Daily Reports for the Nursery/Toddler classes for diapering, feeding and/or temperament will be sent home daily in folders.

**CONFERENCES**

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

If you need to discuss a concern at any point in the year, please contact the teacher to arrange 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, peanuts, etc. for snacks and/or lunches.**

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

\*DCF prohibits serving the following food to children under 4 years of age: choking hazard foods such as whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks or any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into 1/4 inch or smaller, and food for toddlers must be cut into ½ inch or smaller to prevent choking.

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 labeled with first and last name. 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.

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

# 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 weather conditions, we will close if Orange County Public School System closes.

Closures due to severe weather are not required to be made-up. St. Michael’s Preschool only follows OCPS closures, not make-up days.

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.