

SMCS
Pre School Handbook
Pre K 3 and Pre K 4
2020-2021

The Preschool Program offered at St. Michael Catholic School is structured around age-appropriate activities carefully planned to foster positive intellectual, social, emotional, physical, and spiritual development. The daily schedule includes lessons and activities for both small and large groups, free play, outside play, rest time, snack time, and lunch. In addition, these students attend special classes such as PE, Music, Religion, and Spanish.

Student Drop-off and Pick-up

At SMCS we use a carpool drop-off and pick-up system for students.

Arrival

PreK3 through 6th grade may arrive no earlier than 7:30 a.m. Students dropped off in the morning between 7:30 and 7:55 a.m. may not be left unless a school official is present. Parents enter into the parking lot from Pine Street (coming from the north). PreK students need to be on the drivers side of the car. Students will have their temperature checked before exiting their car. A staff member will assist students out of the car and into their classroom.

Tardy

If a student arrives at school after 8:00 the student is tardy. Parents must remain in their car and call the school office. An office staff member will come to your car to administer temperature checks.

Dismissal

School is dismissed at 2:55 p.m., if different parents will be notified in advance. Students are dismissed from their classrooms. Parents may enter into the parking lot from Pine Street (coming from the north). Upon dismissal parents will drive up to the main entrance, at which time their children will be escorted to the vehicle. After 3:15, parents must park and call the school to have their students brought to their car. The driver is responsible for making sure the PreK student is securely fastened into their car seat or booster seat and that the vehicle door is securely closed. We will not release a student without a properly installed car seat. Students not picked-up after 15 minutes following dismissal will be escorted to the after school care program under the direction of SMCS.

Parents/guardians are responsible for any fees charged for this service. SMCS will only release students to the individuals listed on the student's authorized pick-up document filed with the student's registration paperwork. Any modifications to this list must be made in writing by the student's parent or guardian to the child's teacher and copied to the main school office. If your child will be going home with someone other than the individual who normally picks him or her up the student's teacher must be notified in writing prior to the child's dismissal. SMCS will not release a student to an adult

unless this person is authorized to pick up the student. Note: an authentic email from the parent/guardian may serve to fulfill the “in writing” requirement. Please ask the person authorized to pick up your child to have an ID ready to present.

Immunizations

Prior to a student entering Pre-K parents must provide proof of immunizations to the school on the required State of Arkansas Health Department Immunization Record (Temporary or Permanent). SMCS is required to file a report with the State of those students who do not meet this requirement. This record is available from your child’s personal physicians’ office or from the Health Department provided you can supply them with your child’s shot records. The original record must be on file in the school office or you may be asked to withdraw your child from our school

Health

SMCS does everything possible to ensure a safe, healthy environment for our students and teachers. In order to keep our students and staff healthy, students must be healthy prior to arriving at school. Students with a cold, fever, rash, deep cough, runny nose, diarrhea, or vomiting within the last 48 hours may not attend classes. Your child must be symptom free for 48 hours before being allowed to return to school. If a student exhibits symptoms of illness a parent/guardian will be called to take the child home and they must remain at home for at least 48 hours. Students with constantly runny noses due to allergies will need a doctor’s note stating that the symptoms are not contagious. It is imperative that the school monitor contagious illnesses. Please report any communicable illness such as Chicken Pox, Measles, Mumps, Strep Throat, Head Lice, etc. to your child’s teacher and the school office immediately.

Medications

The Diocese will not permit teachers to dispense medications to students for any reason. Additionally, medications may not be kept in the classroom or in a child’s backpack. If your child must take medication during the school day: 1. A parent/guardian must complete the school’s Authorization to Dispense Medication form. 2. A parent/guardian must supply the medication in the original container to the school office. Students on the lower school campus are not permitted to carry medications onto or from school grounds. No child is allowed to administer or carry medications on the SMCS campus.

Toilet Training

Students must be completely toilet trained to be admitted to our Preschool; no pull-ups or diapers may be used by the child on the school property during the school day or during after school care. Each child’s class will go to the bathroom several times during the school day, and students will be allowed to go to the bathroom at other times throughout the day as needed.

Although we realize that accidents happen, a meeting will be requested after the following:

PreK 3: accidents 3 times within 10 attended school days

PreK 4: accidents 2 times within 10 attended school days

The student's parent/guardian, teacher, and school counselor or administrator will evaluate the reason for the difficulty and create an action plan to help the student achieve success in a timely manner.

Lunch

Parents are encouraged to enroll their child in the hot lunch program our school provides. Please notify your child's teacher and the school secretary if your child has a food-related allergy.

School Lunches It is a school policy that all students will eat in the school cafeteria. They may eat the prepared hot lunch or a sack lunch from home. The cafeteria staff will not heat lunches brought from home. Students are not allowed to leave campus for lunch for any reason.

Cafeteria Rules

1. All students should enter the cafeteria quietly and orderly. Students are expected to conduct themselves properly during lunch, practice good table manners, and follow the rules listed below.
2. All students will eat either a lunch prepared by the cafeteria staff or bring a lunch from home.
3. After receiving lunch trays, students will be seated and remain seated at the table until dismissed by the teacher.
4. Students are not to throw food or take food out of the cafeteria.
5. Students are responsible for cleaning up after themselves.
6. Students will be courteous to the cafeteria staff, using "Please" and "Thank you".

Drinks

Soft drinks, energy drinks or energy water enhancers are not to be brought as part of a school lunch. Soft drinks are not to be brought to school for birthday celebrations.

Snacks

Each teacher will provide information about snacks

Clothing

Uniforms are required and can be purchased at Dennis Uniforms. Please write your child's name (first and last) in all clothing and shoes.

Outdoor play is an important part of PreK students' daily routine. The students should be properly prepared with outerwear (jackets, sweaters, coats, hats, scarves, and gloves) to play outside everyday, with the exception of inclement weather. Students must wear tennis shoes.

Each Pre-K student should have a change of season-appropriate clothing. Additionally they should wear tennis shoes or sneakers. Sandals, flip-flops, boots and rain boots, and dress shoes are not appropriate or safe for playtime. Clothing should be comfortable and easy to handle. The children should be able to take care of their own needs, such as restroom use, as independently as possible. Please do not send your child to school with belts, suspenders, or snap-button bodysuits.

Conferences

Our teachers will have conferences at the end of the first nine weeks and third nine weeks. However, if any problem arises with your child, the teacher will contact you for a conference. If at any time you would like to schedule a conference with a teacher, feel free to contact the teacher by email, voicemail, note, or through the school office. It is our intention that parents and teachers keep open lines of communication throughout the school year

CMG Training

In order for parents/guardians to be actively involved on campus (coaching, field trips, recess duty, helping in the classroom, etc.) they must complete a CMG training course through the Diocese of Little Rock.

All volunteers are required to complete the CMG Connect-Safe Environment program. Register online at <https://littlerock.cmgconnect.org/>.

Preschool Discipline Policy

Social/emotional, physical, cognitive and language are the four predominant areas of development for preschool aged children. These four categories are closely intertwined, and each area directly influences all others, which requires the teacher to pay attention to every aspect when guiding children's learning. This disciplinary policy stems from the need to create an environment that promotes a strong social/emotional platform upon which to build a sense of self, taking responsibility for self and others, and behaving in a prosocial way with confidence, courtesy and respect within their peer group. It is imperative for school readiness that any shortcomings in the predominant aspects of social/emotional development be addressed so that the physical, cognitive and language concepts are more easily and readily grasped.

Our staff promotes a positive, proactive approach to classroom management with the use of techniques that include coaching, role-playing, redirection, and positive praise as tools to encourage good behavior.

Classroom Rules

- I will be a first-time listener.
- I will put things away.

- I will keep my hands and my feet to myself.
- I will share.
- I will take turns.
- I will raise my hand to speak.

Each student is expected to follow the classroom rules each day, and parents will be notified of their child's conduct in their communication folder daily. Children will receive positive reinforcement, such as praise and stickers, for making good choices. We encourage parents to check the communication sheet in their child's folder daily to extend praise at home for good behavior at school. However, as children discover their own personalities, responsibilities, and independence, they may occasionally have difficulties with other children or following the rules. When rules are broken, methodologies are in place to help the child understand the consequences of negative behavior.

Procedure for dealing with persistent difficult behavior that inhibits normal classroom instruction:

- If a child continues exhibiting non-compliant, disruptive or physically aggressive behavior, the school will send a note home to the parent detailing the issue. We may also inform parents by email and communication folder that additional steps must be implemented to encourage good behavior.
- Should the negative behavior persist above and beyond the limits of the preceding corrective measures, a parent, teacher, guidance counselor and /or principal conference will be requested to meet as a team to develop a positive action plan to help redirect the child's behavior.
- Should non-cooperative, disruptive or physically aggressive behavior continue after cooperative efforts by the parents and teachers are implemented, a conference will be scheduled with the school's principal.
- After (and only after) all possible attempts have been made to allow the child to comfortably assimilate into a nurturing preschool environment and no acceptable solution can be mutually achieved, termination of care will result until the child is deemed developmentally ready for the social experience of preschool.

Biting Policy

Procedure for dealing with persistent difficult behavior that inhibits normal classroom instruction:

- First Incidence: Administration will be notified, and parents will be informed by email and communication folder that additional steps must be implemented to encourage good behavior. The child will be placed in time out for one minute per year of age.
- Second Incidence: Administration will be notified, and parents will be contacted. Depending on the severity of the incident (such as a bite breaking skin, etc.), the parents may be asked to take the child home for the remainder of the day. A parent, teacher, and principal conference will be requested to meet as a team to develop a positive action plan to help redirect the child's behavior.

- Third Incidence: Administration will be notified, and parents will be contacted to take the child home for a 1-day suspension. A conference will be scheduled with the school counselor.
- Fourth Incidence: A meeting will be scheduled with the principal to discuss admission status.

After (and only after) all possible attempts have been made to allow the child to comfortably assimilate into a nurturing preschool environment and no acceptable solution can be mutually achieved, termination of care will result until the child is deemed developmentally ready for the social experience of preschool.

NOTE: The administration reserves the right to amend these policies throughout the school year.

School wide policies-See K-6 Handbook

Parental/Guardian Consent Form for Posting Student Web Content

This parental consent form is to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the school's web site and local paper.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work.

Check one of the following choices:

I / We Grant permission for a photo/image that includes the student's first initial and last name to be published on the school and/or district's public internet site and in the local paper.

I / We DO NOT Grant permission for photo/image that includes this student to be published on the school and or district's public internet site or local paper.

Student's Name: (please print) _____ Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: (print) _____ Date _____

St. Michael Catholic School

PARENT-STUDENT STATEMENT OF RESPONSIBILITY

 Student Name

 Grade

The St. Michael Catholic School has made available the Parent/Student Handbook online for your viewing and downloading. The Handbook is available on our website at (working on new website)

I acknowledge that I have been informed that the St. Michael Catholic School Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Student Handbook.

We have received the SMCS Parent/Student Handbook including Conduct and Discipline and although we may not agree with all the regulations, we understand that the student must adhere to them while he is at school or in attendance at school-sponsored activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification within one (1) week after receipt of that policy.

Your signatures below certifies that you and your student received information in regard to accessing the Parent/Student Handbook from the school he/she attends. Please sign and return to the student's home-room teacher within one (1) week after the student receives it.

I would like to receive a hard copy of the Parent/Student Handbook.

_____ Parent/Guardian Signature