

# hecla Catholic School



## Pre-school Program Handbook 2023-2024



***“We, the community of St. Thecla Catholic School, dedicate ourselves to serving God through our growth in faith, education, and love for one another as members of God’s Family.”***

20762 South Nunneley Road  
Clinton Township, MI 48035  
586.791.2170 | [www.stthecla.com](http://www.stthecla.com)

## St. Thecla Preschool Handbook

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## Welcome to St. Thecla Catholic School!

Welcome to the St. Thecla Preschool Program! Our primary purpose is to be an extension of the educational ministry of the Church, which continues the teachings of Jesus. Each child, created by God, is a unique individual with his/her own pattern of growth and development. We invite each child to play, learn, and grow through Jesus Christ. Throughout your time at St. Thecla Catholic School, we will encourage and support each child's spiritual, cognitive, social-emotional, and physical growth.

We welcome you and your child to the program and trust that, with your participation, we can create a successful experience for your child's spiritual and educational growth through St. Thecla Catholic School.

## **Educational Environment**

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### **Professional Faculty**

The faculty members at St. Thecla Catholic School are qualified, professional teachers. St. Thecla is blessed to have experienced educators with appropriate credentials and certifications in Early Childhood Education. Our teachers supplement their skills each year by attending yearly workshops, in-service hours, and conferences. Our program demonstrates appropriate positive guidance with reasonable guidelines for the students. Encouragement, good role modeling, redirection, logical consequences, and problem-solving techniques are used to guide and teach the students the appropriate words, and skills needed to handle situations in a positive way.

### **Spiritual Component**

Our goal is to instill in young children the values of Catholic principles within an academic setting. Religious education is part of our daily lessons and routines. Our school observes Catholic traditions of faith and service through community prayer, weekly mass, and daily routines. Students enrolled in the preschool programs begin attending weekly mass in September. Likewise, Catholic holidays are celebrated throughout the school year. All religious activities are part of the total academic curriculum. The loving care received by each child models a Catholic way of living and learning with others.

### **Curriculum:**

The Early Childhood Program is designed to provide developmentally appropriate educational experiences in a Catholic environment, which encourages each child to explore, make decisions, be creative, discover, and solve problems. Our educators strive to provide children with a well-rounded learning environment. Every child's potential is limitless when nurtured in a loving, Catholic environment of learning, prayer, and play. Your child's education is our priority. Weekly communication including updates and important classroom information will be uploaded onto our Seesaw online learning platforms and emailed

Teachers observe and provide students with opportunities to develop in the following:

**Social-Emotional Development:**

Speech is understood by adults, speaks in full sentences, willingly participates in activities, works independently on a task, follows a two-part direction or request, takes care of personal belongings, makes transitions easily, shares easily, makes friends easily, maintains friendships with peers, takes turns with other children, plays well with other children, enjoys playing group games, follows rules of a game, works cooperatively with other children, completes assigned tasks, shows pride in completed tasks, and takes appropriate care of other's items and property.

**Motor Development:**

Holds a pencil or crayon correctly, can dress/undress self, attempts to tie shoes, properly handles eating utensils, holds scissors correctly, cuts simple shapes, buttons and unbuttons, zips separated fasteners, throws a ball, catches a ball, skips with agility, runs well, and walks on a balance beam.

**Creative Development:**

Development of artistic techniques and expression through visual arts, music, dance, and movement.

**Language Arts:**

Letter recognition, letter sounds, letter/name writing, name recognition, recite the alphabet, enjoys listening to and responding to stories, songs, and poems, follows conversational rules such as staying on topic and taking turns, asks questions and/or makes comments in class discussions, uses pronouns correctly when speaking, uses comparative language in speech, participates in sound play, rhyming, games, songs, and poems, dictates a sentence for a picture, notices the initial letter in words, makes letter-sound matches, and names opposites.

**Math:**

Number recognition to 10, oral counting to 20 and above, shape identification, showing sets of real objects to 12, and understanding the basic concept of time.

**Science:**

Inquires and predicts, observes, and experiments, evaluates and infers, identifies basic needs, identifies properties of matter, identifies weather and seasons, explores ecosystems, and explores technology.

-Includes use of the Media Center and iPads

**Religion:**

Grace before snacks and meals, daily prayers, daily religious reading from the Bible, and activities based around religious holidays.

**Assessments:**

An Early Childhood Assessment Report will be conducted multiple times a year. Students will be assessed in all areas of development. Conferences will be held in November and March with the classroom teacher.

## School Year

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### Daily Schedule

The daily schedule is extremely important because young children feel more secure when a daily routine has been established. The daily schedule is posted in the classroom with pictures for the students to see. Small changes may be made within the normal schedule to accommodate the needs, interests of the students, and special events.

#### **Half-Day Schedule | 8:15 a.m. – 11:15 a.m.**

Arrival at 8:15 a.m.

Table Toys & Circle Time Teacher-Led Learning Centers Story/Transition  
Bathroom Break/Snack Free Choice  
Closing Circle Time Preparing for Dismissal\* Dismissal at 11:15 a.m.\*

#### **Full-Day Schedule | 11:15 a.m. – 3:15 p.m.**

Active Play Outside Lunch/Bathroom Break Nap/Rest  
Learning Centers Small Group Activity  
Music and Movement/Finger Play  
Preparing for Dismissal at 3:15 p.m.

The Preschool Program follows the St. Thecla School calendar for holy days and holidays. **Only on half days for the entire school**, all preschoolers will be dismissed at 12:00 p.m. from their assigned arrival doors. However, the preschool half-day program dismisses at 11:15 am. Parents will be notified about any events pertaining to the Preschool Program and any changes in daily scheduling

## **Arrival | Dismissal**

Signs clearly marking the teachers' line-up area will be posted on each of the Gathering space doors. Parents/guardians are asked to wait outside the gathering space doors with their preschoolers as they wait for the teachers to arrive. At 8:15 a.m., the classroom teachers will open the doors of the Gathering Space and bring the students into the school to begin their school day. \*We ask that if a parent needs to enter the school for ANY reason, once their student has been released to their teacher, they go to the school office. For the safety of our students, we will not allow parents into the building through the Gathering Space.

The students who attend the half-day program are dismissed from the Gathering Space doors at 11:15 a.m. Students who are not picked up by 11:20 a.m. will be sent to the school office, and you will be billed for Extended School Program (ESP) accordingly. The students who attend the full-day program are dismissed at 3:15 p.m. from their arrival doors. Students who are not picked up by 3:20 p.m. will be sent to the Extended School Program (ESP), and you will be billed accordingly.

If another family member will be picking up your child, please notify the teacher, in a timely manner, with the person's name and relationship. Students will only be released to those parents/guardians who are listed on the child's information record. Students are not allowed to be released to siblings/family members under the age of 18. Proper identification will be needed and checked by your child's teacher when applicable. If there is a substitute teacher dismissing the children, please be sure to bring your ID for your child to be released.



### **Extended School Program | ESP**

The Extended School Program (ESP) is available for parents who need before and after school childcare for students in grades preschool-eighth. Parents may take advantage of St. Thecla Extended School Program (ESP), for an additional fee. Parents must register any child before they may use this service. The program is available only on school days and is closed when the school is closed due to weather, holidays, etc. Afternoon ESP is not offered for students enrolled in the half-day program. Parents must plan with the ESP director to participate. Further information regarding admission, schedule, etc., is available in the ESP Parent-Student Handbook. If you have any further questions regarding enrollment for ESP, please contact:

**Ms. Erin Callis**     [callise@stthecla.com](mailto:callise@stthecla.com)

### **Snack, Lunch & Supplies**

Please be sure to provide your child with a well-balanced breakfast, before the school day. Outside food will not be permitted upon entering the classroom.

Due to allergies, all preschool classrooms are **NUT-FREE**. Peanut butter, Nutella, or other nut products are prohibited from being sent in your child's snack and lunch. Your cooperation is appreciated. Please notify your child's teacher of any and all allergies to ensure that proper accommodations can be made by all personnel and staff. Parents must provide the school with proper paperwork documenting the child's allergies.

**A healthy snack must be sent in and labeled daily with your student's name and the date.** Snack time is typically scheduled between 10:00-10:30 a.m. Acceptable snack options are fresh cut or peeled fruits/vegetables, a small bag of crackers (Goldfish, Cheez-Its, Graham, Ritz, Club, etc.), dry cereal such as regular Cheerios, applesauce, cheese sticks, yogurt, granola/cereal/breakfast bar, or muffins. No sugary (candy) or salty (chips) snacks, please.

Parents will need to provide a healthy lunch for full-day students. The use of a microwave to warm up food is prohibited per our license. Please send food that needs to stay warm in thermoses and a cooling pack with food that needs to stay cold.

Supply fees are due before the start of the school year. This Fee will be billed through incidental billing on your FACTS account in August.

All supplies purchased for the students will be sent home at the end of the year.

Supply fee for the school year:

5-day students	\$120
3-day students	\$110
2-day students	\$100

**The following list is what is purchased for each student with the provided supply fee:**

- 24ct. Crayola Crayons. We replace it with a new pack after Christmas.
- 10ct. Crayola Markers. Replaced as necessary throughout the year. We are constantly replacing ones whose lids weren't put back on or are damaged.
- 12ct. Crayola Colored Pencils. Replaced as necessary throughout the year.
- Crayola Watercolor Paint Set. Most end up needing a second set before the end of the year.
- 1 kid scissor
- 8 Elmer glue sticks
- 2 bottles of Elmer's school glue
- 1 art smock
- 2- 4-5oz containers of playdough. Replaced as necessary throughout the year.
- 2 plastic folders with pockets
- 1 art box
- 2 Zipper Pouches for Colored Pencils and Markers
- 1 plastic legal-size envelope for dry-erase practice
- 2 dry-erase markers
- 2 highlighters
- 1 dry eraser
- 2 beginner pencils

\*All of the above items are estimated and sometimes get replaced a few times throughout the year

### **Additional Classroom Supplies that may be purchased**

Paper towels  
Disinfectant Wipes  
Baby Wipes (for hands and faces)  
Band-Aids  
Ziplock sandwich bags  
Ziplock quart bags  
Ziplock gallon bags  
5 oz. cups  
3 oz. cups  
Napkins  
Small bottles of water  
Dish Soap  
Rubber Gloves  
Bleach  
Bubbles  
Chalk  
Paper plates  
Art Supplies  
Sensory Bin Items- Orbeez, Sand, Beans, Fake Snow, Kinetic Sand, etc.  
Holiday Party Supplies  
Holiday/Special Snacks  
Broken Toy Replacement  
w, Kinetic Sand, etc.

\*The above items are in constant use in our classrooms and we try to buy as many items as we can in bulk to save money when possible.

The only supplies your child will need to bring are:

- A full-sized backpack
- Lunchbox/bag
- Small blanket for naptime
- Reusable, spill-proof water bottle

### **Nap | Rest-Time (Full-Day)**

Following lunch, full-day preschool students will have an afternoon rest period. St. Thecla Catholic School shall designate each child with a specified cot labeled with each child's name. Parents will provide a small blanket, placed in a pillowcase labeled with your child's first and last name, which will be kept at school and sent home weekly to be washed. Pillows, pillow pets, stuffed animals, and toys are NOT permitted during rest time. For proper sanitation purposes, cots will be sanitized daily and more deeply cleaned on a weekly basis.

### **Outdoor Play | Recess (Full-Day)**

The school will provide outdoor play unless prevented by inclement weather or other conditions that could result in children being overheated or excessively chilled, in accordance with the school-wide guidelines. On days when students cannot go outside, the program will provide indoor active play that enhances gross motor development.

### **Birthdays | Celebrations**

Birthdays may be celebrated on or near the child's birthday. No edible treats may be sent in due to allergies. Parents will be notified of celebrations that will take place in the classroom such as Halloween, Christmas, or any other holiday. It may be possible for parents to join on these occasions. You will be notified (if possible) and must have attended the Protecting God's Children Workshop as well as submitted a completed criminal history background check form.

## Participation

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### **Parental Involvement/Field Trip**

Any adult over the age of 18 that will volunteer in the classroom, attend special events in the school, and chaperone a field trip must complete a criminal background check and attend the Protecting God's Children workshop through the Archdiocese of Detroit. The teacher and/ or the teacher assistant will be in attendance with all volunteers.

The Preschool Program will offer a few field trips per year. A parent/guardian is responsible for each child's transportation and must accompany the child for the duration of the field trip. Medical documentation is required if specific accommodations need to be met by all staff and personnel.

All parents that are chaperoning a field trip will need to check into the Gathering Space prior to departure.

### **Protecting God's Children Workshop**

This workshop is offered by St. Thecla Parish as well as other parishes in the Archdiocese of Detroit. Registration is required to attend the workshop. The schedule of workshops offers can be found at [www.virtusonline.org](http://www.virtusonline.org). If you have any questions, please contact the school office:

Mrs. [Maloney 586.791.2170 maloneyd@stthecla.com](mailto:maloneyd@stthecla.com)

### **Special Programs**

The following activities are offered throughout the school year, which help enhance our program, are Christ-Centered, and provide opportunities to bring the student body together: Student of the Week, Science Alive, Thanksgiving Food Drive, Holiday Celebrations, Secret Santa Shop, Catholic Schools Week, March is Reading Month, Mystery Reader, and the Scholastic Book Fair

## School Policies

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### Preschool Forms

A copy of each child's Birth Certificate and Baptismal Certificate must be on file before the first day of school. A current copy of the child's immunization records must also be completed and kept on file before the first day of school.

Each child must submit a health appraisal form. The health appraisal form must be completed and signed by the child's physician. **This form must be completed and on file within 30 days of the first day in the program.** The health appraisal expires two years from the date of the physician's signature.

Several times a year a report of student immunization records must be sent to the Macomb County Health Department. Any students who are not up-to-date on their immunizations, according to the Health Department, will receive a letter detailing what immunizations are needed. Once the child's immunization records are updated, please bring the updated records to the teacher.

Information and emergency cards must be completed in full for each child every year. Students will only be released to persons specified on the card. Custody arrangements will be addressed through court documents that are kept in the main office.

All necessary forms must be submitted to the classroom teacher by August 17th. Please see the Early Childhood Handbook Documents Packet for the full list of necessary information.

### Dress Code

Please make sure that the children are dressed in simple and comfortable clothes that they can manage in the bathroom, recess, and nap time. For example, pants that have an elastic waistband are easier than pants with a zipper, button, and/or belt.

Sturdy shoes with socks must be worn, even on special occasions such as classroom celebrations, picture day, etc. **Sandals, flip-flops, and Crocs are NOT permitted. No tie shoelaces, please.** Jewelry should not be worn at school, as it could be lost or cause injury.

Children must be dressed appropriately for weather conditions. During winter if your child wears boots to school, please be sure to pack a pair of shoes in their backpack. Please keep an extra set of clothes (underwear, pants, shirt, and socks) to remain in the child's backpack in case of emergencies and replenish if used.

## Preschool Behavior Policy

The safety and education of your child are of the utmost importance to all involved in their growth and development. We have set up specific guidelines that will always be in effect in our classrooms.

These are as follows:

Follow directions the first time given.

Keep hands and feet to yourself.

Be kind to one another. We try never to hurt anyone on the inside.

Clean up and put things away.

Be a good listener-raise your hand.

Use walking feet in school.

Use "inside" voices.

Be polite. Only one person speaks at a time.

In order to guarantee your child and all the other students, the positive learning climate they deserve, we will use a logical consequences approach to discipline. For example, if a child misuses a toy, the logical consequence would be that the child would lose the privilege of using that toy. If a child is having a difficult time interacting with others, he/she would be asked to spend some time away from the group. Often this is so the child can calm themselves, re-group, and within a few minutes join their classmates again. If this system is ineffective for your child, we would like to sit down with you and set up an alternative discipline plan. **We believe positive reinforcement to be an effective alternative to discipline.**

### **15 Second Intervention**

Pull the student aside privately. Use a calm voice. Don't argue. Stick to the points below.

- \* I saw you \_\_\_\_\_. (Repeat to them what you saw and heard.)
- \* This is mean behavior.
- \* I would never let someone disrespect you, and it's not okay to do what you did to \_\_\_\_\_ (other students).
- \* We don't do that here.
- \* This needs to stop.



### **Withdrawal Policy**

It is expected that students enrolled in the Preschool Program will remain for the entire school year. However, if it should become necessary for you to withdraw your child,

The administration requires written notification. (See the current year's Tuition and Fees for the St. Thecla Tuition Refund Policy).

If the teacher feels that a child should be withdrawn from the program, a meeting with the parent(s), teacher, and administration will be scheduled for a determination to be made.

### **Special Needs**

Admission of children with special needs shall be compliant with state regulations, and reasonable effort shall be made to accommodate the children's needs and to integrate the children with other children. Students with special needs will be assisted in accordance to their specific needs and/or conditions. Medical documentation is required to meet specific accommodations

### **Accidents | Injuries | Incidences Policy**

If a child sustains a minor injury (scraped knee, etc.), parents will receive a report outlining the incident and the course of action taken by staff. Parents will be contacted immediately if the injury produces any type of swelling or needs medical attention. For more serious injuries, the staff will call 911 and then contact the parent. Parents will also be made aware of any incident that may occur during school hours

## **Health | Illness Policy**

### **Illness and Absence:**

If a student misses school for a doctor's appointment or medical treatment, they will be required to submit a clearance note signed by a physician prior to their return. Children, staff, and volunteers with signs of illness such as high temperature, vomiting, diarrhea, etc., should be kept at home for a minimum of 24 hours to ensure the health and well-being of others. If any child becomes ill during the day, parents will be contacted to pick up the child in a timely manner, and they will be removed from the classroom.

***The teachers reserve the right to refuse admittance to any child who appears ill.*** A child must be **fever and symptom-free for 24 hours**, without medication, to return to school. If your child has diarrhea, an undiagnosed rash, discharge from the eyes, nose, and/or ears, or head lice, they must be kept at home.

If your child develops a contagious disease or rash of any kind during the school year, please call the office at (586) 791-2170. If any child exhibits symptoms of any contagious disease, i.e. Conjunctivitis or Strep Throat, state licensing requires that the child does not return to school for 24 hours from the time he/ she takes medication for the condition. Additionally, **a physician's note is REQUIRED** stating the child has been medically cleared to return to school in the event of any office visits or hospital procedures.

## **Absences | Late Arrivals | Early Dismissals**

If your child will be absent or late, please notify the teacher and include the reasoning. If you are arriving late, please be mindful of our classroom environment and drop off your child at the door. If your child will be dismissed early, please notify the teacher in a timely manner, and sign out your child in the school office before leaving. Please wait by the main office, and your child will be walked down at the time of their arranged early dismissal.

### **Emergency School Closing | Emergency Evacuation**

The Preschool Program will follow the procedures of St. Thecla School regarding school cancellations due to weather conditions, mechanical failures, etc. School closing information can be found on the St. Thecla social media sites, radio station WJR-760 AM or TV channels 2, 4, or 7.

If there is a need for an emergency evacuation, all students and staff will be relocated to St. Luke's Church located at 21400 S. Nunneley Road, Clinton Township, MI 48035 586-791-1151. Parents will be contacted, and staff will bring all necessary medications and designated crisis backpacks located in each classroom.

### **Volunteer Hours**

Each school family is required to fulfill volunteer hours in accordance with school policy. All families are required to volunteer for 20 hours throughout the school year based on your enrollment agreement. We offer numerous opportunities for you to satisfy your obligation of volunteer hours, those events will be advertised, emailed, and listed under events on the website. Preschool field trips may not be counted towards volunteer hours. All volunteer hours will be logged into the FACTS program.

## Community Wellness

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### Hand Washing

The following procedures will be used for hand washing:

Have disposable paper or single-service towels available turn on the water to a comfortable temperature between 60 and 120 degrees.

Moisten hands with water and apply soap.

Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.

Hands shall be washed with soap under running water.

Dry hands with a clean, disposable paper or single service towel.

Turn off the tap with disposable paper or a single service towel.

### Handling Bodily Fluids

Precautions will be used when handling bodily fluids as instructed in the blood-borne pathogen training.

The steps used will include:

Staff will put on gloves Clean up bodily fluids

Wash the area with soap and water, rinse, and sanitize the area

Wash the hands of the child

Take off gloves and wash hands

### **Cleaning | Sanitizing**

The following steps are to be followed for cleaning and sanitizing: Wash the area/surface with warm water and soap/detergent

Rinse area/surface with clean water

Submerge, wipe, or spray the article or surface with a sanitizing solution

\* Let the area/surface air dry\*

The sanitizing solution is made of water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach per one gallon of water. Commercial sanitizers are specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.

### **Controlling Infections**

Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty. Children who become ill will be moved away from the children until they are picked up. Children who have any type of communicable disease/condition will be removed from care and may return to care only with a physician's note