



Preschool
Document Package
2023-2024



ST. THECLA CATHOLIC SCHOOL

Student Name _____

St. Thecla Preschool Program Handbook Agreement

- I have received a copy of the St. Thecla Preschool Program Handbook
- I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures of the program
- I understand that the St. Thecla Preschool Program also abides by the school policies in the St. Thecla Preschool Program Handbook

Please sign this acknowledgment form and return it to your classroom teacher at orientation.

I have read the St. Thecla Preschool Program Handbook Agreement and agree to abide by the rules, procedures, and principles stated.

Student Name: _____

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

20762 South Nunneley Road Clinton Twp., MI 48035-1698
(586) 791-2170 Fax: (586) 791-2356 www.sthecla.com

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ST. THECLA CATHOLIC SCHOOL

St. Thecla Preschool Program - Student Information Sheet

Student's Full Name: _____

Nickname: _____

Names of people the child lives with (age/grade if a sibling)

Language(s) spoken in home: _____

Mother's Occupation: _____ Father's Occupation: _____

Previous daycare or preschool experience? _____ If yes, please describe your child's experience.

Is your child fully potty trained (able to clean self)? _____

Can your child: Button _____ Snap _____ Zip _____

Can your child recite their first name? _____ Recite last name? _____

Do you have any concerns I should know about, such as:

Health concerns, allergies

Emotional concerns, such as fear and anxieties _____

Is there anything else you would like me to know?

What are your expectations of the preschool program?

Who will be dropping off and picking up your child?

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Important Reminders

- All documents in this packet must be completed, dropped off, and reviewed before your student will be able to attend school
- Along with these documents, please remember we must have a copy of
 - Birth Certificate
 - Baptismal Certificate
 - Updated Immunization Record
- Preschool Paperwork Drop off is August 17th 6:00 pm – 7:00pm
- Parents only on August 17th (no exceptions please)
- This is just a paperwork drop-off, our official Meet Your Teacher is the Welcome Back Mass/Ice Cream Social on April 27th at 4:00 pm
- You will not be able to drop off this paperwork with your student on the first day. It MUST be reviewed by the staff before the student may start school
- If you are unable to attend the paperwork drop off – email _____ for arrangements



ST. THECLA CATHOLIC SCHOOL

Student Name _____

St. Thecla Preschool Program – Behavior Policy Agreement

I have read the St. Thecla Preschool Behavior Policy described on pages 13-15 of the preschool handbook and the Preschool Behavior Rubric. I have discussed this with my child and agree to comply with the discipline policies and procedures of the St. Thecla Preschool Program.

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

St. Thecla Catholic School Behavior Rubric – 3 Year & 4 Year Preschool

	Behavior	1 st time	2 nd time	3 rd Time	4 th Time
Level 1	Lack of Self-Control: excessive talking, making noises, obnoxious behavior	-Warning	-Warning -3-5 Minute Timeout	-Warning -5-7 Minute Timeout -Think Sheet	-Warning -Think Sheet - Contact Parent - Silent Lunch
Level 2	Horseplay: play-fighting, grabbing, pushing, shoving, hitting, tripping, or running in the classroom Teasing: behaviors that would hurt the feelings or bodies of others, and name-calling	-Warning -3-5 Minute Timeout	-Warning -5-7 Minute Timeout -Think Sheet	-Warning -Think Sheet - Contact Parent - Sent to Principal's office	-Warning -Think Sheet - Contact Parent - Sent to Principal's office - Silent Lunch
Level 3	Disrespectful Behavior/Defiance: arguing, shouting, refusing to follow directions, back talk or walking away while a staff member is talking	-Warning -5-7 Minute Timeout -Think Sheet - Student/Principal call parent	-Warning -Think Sheet - Contact Parent - Sent to Principal's office for timeout	-Warning -Think Sheet - Contact Parent - Sent to Principal's office for timeout - Silent Lunch	-Warning -Think Sheet - Contact Parent - Sent to Principal's office for timeout & discussion - 2 Silent Lunches
Level 4	Physical Contact: hitting, pushing, shoving, slapping, tripping, etc... in an attempt to hurt others Stealing Damaging Property: from students, staff, or school facility	-Warning -5-7-minute Timeout -Think Sheet - Student/Principal call parent	-Warning -Think Sheet - Contact Parent - Sent to Principal office for timeout - Silent Lunch	-Warning -Think Sheet - Contact Parent - Sent to Principal's Office for timeout & discussion - 2 Silent Lunches	-Warning -Think Sheet - Contact Parent - Sent to Principal's Office for timeout & discussion - 3 Silent Lunches - Parent/Teacher Conference
Level 5	Severe Physical Contact: punching, kicking, fighting, spitting, or similar behaviors.	- Office Referral - Think Sheet - Student/Principal call parent - Silent Lunch - Parent Conference	- Office Referral - Think Sheet - Student/Principal call parent - 2 Silent Lunches - Parent Conference	- Office Referral - Think Sheet - Student/Principal call parent - 3 Silent Lunches - Parent Conference	To be determined by Principal and Pastor

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St. Thecla Preschool Program - School Staff/Volunteer Screening Statements

- I am aware of and understand that abuse and neglect of children are against the law.
- I have been informed of and understand the school's policy on child abuse and neglect.
- I attest that I will not abuse, neglect, shame, humiliate, harm, or mistreat the children that are placed in my care in any way.
- I understand that as a caregiver, I am mandated by law to report any case of abuse and/or neglect of children to the Department of Human Services Agency Children's Protective Services within 24 hours.
- I have not been convicted of a crime other than a minor traffic violation.
- I have not been accused of or involved in a substantiated case of abuse or neglect of children.
- I consent to have a background check performed before I work with the children.

Mt. Clemens Office

Unit:

Children's Protective Services

Daytime Phone:

877-412-6109

After Hours Phone:

877-412-6109

(Print Name)

(Date)

(Signature)

(Date)

(Print Name)

(Date)

(Signature)

(Date)

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St. Thecla Preschool Program - Handwashing

St. Thecla Catholic School's early childhood takes the health and wellness of our students seriously. Below is our health care plan.

Children and Staff Handwashing:

Children must wash their hands before eating and after using the restroom. Adults must wash their hands prior to passing out food (even though they use food service gloves) and after using the restrooms. Hands must be washed as follows: wet hands lather up with soap and rub for at least 20 seconds, rinse, and dry.

Handling Children's Bodily Fluids:

Caregivers must use gloves when handling children's bodily fluids. Gloves must be thrown away immediately after. Soiled clothing must be put in a sealed plastic bag given to parents at dismissal. If clothing is placed in a backpack, caregivers must notify parents that soiled clothing is there in case they don't check.

Cleaning and Sanitizing All Toys and Surfaces:

All surfaces, including toys and tables, must be cleaned and sanitized using the three-step cleaning process with bleach and water (air drying).

Controlling Infections:

All children who are ill will be excluded from the early childhood program until they are feeling better. Any communicable diseases will be reported to the main office and a letter will be sent home to all parents, when applicable.

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

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St. Thecla Preschool Program- Dismissal Release Form

Parents, please indicate below the people who are allowed to pick up your child from school. Be sure to include yourself on this form. Upon dismissal, teachers will ask people picking up children to show ID to verify identity. Please be sure to tell everyone on this list to be prepared to show photo identification upon picking up your child. We cannot and will not release your child to anyone who is not on this list. Thank you for your understanding.

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St. Thecla Preschool Program – Chance of Clothing Waiver

During the course of events in the Early Childhood Program, it may become necessary for your child to require changing their clothes. This may be due to one of various reasons ranging from a simple spill to vomiting or a bathroom accident. Children **MUST** be able to perform this task themselves with supervision. By signing this waiver, you are agreeing to two things:

1. To supply a complete set of clothes (including socks and underwear) in a bag labeled with your child's name, to be kept in your child's backpack just in case they are needed, and to be replaced by the following school day in the backpack.
2. You are giving permission to St. Thecla School staff members to be present to supervise your child as necessary.

Please be aware:

IF YOU DO NOT SIGN AND RETURN THIS WAIVER YOU WILL BE CALLED AND REQUIRED TO COME TO THE SCHOOL AND ASSIST YOUR CHILD SHOULD THEY SOIL THEIR CLOTHING TO THE EXTENT THAT REQUIRES CHANGING.

I, the undersigned, agree to supply St. Thecla with a complete change of clothes for my child and to replenish items used by the next school day.

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

I, the undersigned, give permission for St. Thecla school staff members to assist my child if circumstances arise in which the aforementioned becomes necessary.

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

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St. Thecla Preschool Program - Parent Permission Form

Dear Parent or Legal Guardian:

As part of our Early Childhood curriculum at St. Thecla, we visit various areas in the school building other than our early childhood classrooms. These activities will take place under the guidance and supervision of our early childhood teachers. Please sign your consent for your child to visit:

Church

Other St. Thecla meeting areas for various educational activities

Destination: St. Thecla (same building as the early childhood program)

Designated Supervisor of Activity: Classroom Teacher

Date(s) Permission Slip is Effective: 2023/2024 School Year

Student Cost: \$0

*****STATEMENT OF CONSENT*****

I hereby consent to participation by my child, _____ in attending the church, and other St. Thecla meeting areas for educational activities. I understand that these activities will take place on school/parish grounds and that my child will be under the supervision of the designated school/parish employee on the stated dates, I further consent to the conditions stated above on participation in this event.

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

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St. Thecla Preschool Program – Photo Release

When preparing work for internal, and external publications, or use on the internet, parental permission is required for publication of their child's photo. Names of students will not be used on internet projects. Please review the information and return the signed document to school.

Thank You,

Mrs. Karwoski

SIGN AND RETURN TO SCHOOL (Please check the appropriate box)

St. Thecla has my permission to publish a photo of my child for internal/external publication and/or internet publication.

Please select one:

☐ Yes

☐ No

St. Thecla has permission to use my child's picture in the yearbook.

Please select one:

☐ Yes

☐ No, do not put my child's picture in the yearbook (your child's picture will not appear on the class page or on other pages of the yearbook)

(Please clearly print child's name)

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

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St. Thecla Preschool Program - Good Health Statement

I _____ verify that my child,
(Parent/Guardian Name)

_____ Is in good health
(Child's Name)

And his/her immunizations are up to date. I assume responsibility for my child's state of health while at St. Thecla Catholic Preschool.

The following activity restrictions apply to my child:

1. _____
2. _____
3. _____
4. _____

(Print Parent/Guardian Name)

(Date)

(Parent/Guardian Signature)

(Date)

Reviewed and Updated:

Date

Parent/Guardian Initials



ST. THECLA CATHOLIC SCHOOL

Annual Parent/Teacher Asbestos Notification

TO: Parents and Staff of St. Thecla Catholic School

Date: August 29, 2023

St. Thecla has had an Asbestos Management Plan prepared in compliance with the USEPA Asbestos Hazard Emergency Response Act (AHERA). This plan and subsequent updates are available for inspection Monday through Friday during normal school hours in the main school office.

A six-month Periodic Surveillance review, required for the AHERA regulation, was conducted by qualified personnel to re-evaluate the condition of asbestos-containing material at the facility.

The (Three-Year Re-inspection or Surveillance Review) also evaluated Operations and maintenance procedures that will keep asbestos material in good condition.

If you have any questions, please contact (Jeanette Markiewicz, Asbestos Coordinator), our designated person for asbestos activities

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