



Preschool Program Handbook
2026-2027



***“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**



Table of Contents

Educational Environment	2
Professional Faculty.....	2
Spiritual Component.....	2
Curriculum	2
Social-Emotional Development	3
Motor Development.....	3
Creative Development.....	4
Language Arts.....	4
Math.....	4
Science	4
Religion.....	5
Assessments.....	5
School Year	6
Daily Schedule	6
Arrival Dismissal.....	6
Extended School Program ESP	7
Snack, Lunch & Supplies	8
Nap Rest-Time (Full-Day)	9
Outdoor Play Recess (Full-Day).....	9
Birthdays Celebrations	9
Participation.....	10
Parental Involvement/Field Trip.....	10
Protecting God's Children Workshop	10
Special Programs.....	10
Volunteer Hours	10
School Policies	11
Admissions Policy	11

20762 South Nunneley Road, Clinton Township, MI 48035-1698

(586) 791-2170 Fax: (586) 791-2356 www.stthecla.com

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.



Preschool Forms	12
Dress Code	13
Preschool Behavior Policy.....	14
15 Second Intervention	14
Withdrawal Policy.....	15
Special Needs.....	15
Accidents Injuries Incidences Policy	15
Health Illness Policy	16
Illness and Absence	16
Emergency School Closing Emergency Evacuation	17
Community Wellness.....	17
Hand Washing	17
Handling Bodily Fluids.....	18
Cleaning Sanitizing	18
Controlling Infections.....	18

20762 South Nunneley Road, Clinton Township, MI 48035-1698

(586) 791-2170 Fax: (586) 791-2356 www.stthecla.com

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.



Welcome to St. Thecla Catholic School!

Welcome to the St. Thecla Catholic Preschool! 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.

20762 South Nunneley Road, Clinton Township, MI 48035-1698

(586) 791-2170 Fax: (586) 791-2356 www.stthecla.com

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.



Educational Environment

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. They are required to complete 16 hours of professional development yearly. Our teachers supplement their skills yearly by attending 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 guide and teach the students the appropriate words and skills needed to handle situations positively.

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 Program begin attending weekly Mass in October. 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 Preschool Program is designed to provide developmentally appropriate educational experiences in a Catholic environment, encouraging 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, updates, and important classroom information will be emailed home.

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

Social-Emotional Development

We work with your child in the following areas:

- ❖ Speech is understood by adults.
- ❖ Willingly participates in activities.
- ❖ Works independently on a task and can follow a two-part direction or request.
- ❖ Take care of personal belongings.
- ❖ Make transitions.
- ❖ Share and maintain friendships with peers.
- ❖ Take turns and play well with other children.
- ❖ Enjoy playing group games and following the rules of a game.
- ❖ Work cooperatively with other children.
- ❖ Learn to complete assigned tasks and show pride in their work.
- ❖ Take appropriate care of classroom items and property.

Motor Development

We will work with each student to help develop the following:

- ❖ Properly handles eating utensils.
- ❖ How to hold pencils or crayons correctly.
- ❖ Dress/undress, including buttons and zippers on coats.
- ❖ Hold and use scissors correctly to cut simple shapes.
- ❖ Throw and catch a ball.
- ❖ Skip or run well with agility.



Creative Development

We believe in developing artistic techniques and expression through visual arts, music, dance, and movement. The four-year-old program has Smartboards in their classrooms for display purposes. We incorporate creative development into daily lessons.

Language Arts

To prepare for kindergarten, we focus on:

- ❖ Reciting the alphabet.
- ❖ Letter recognition, letter sounds, letter/name writing, and name recognition.
- ❖ Participates in sound play, rhyming, games, songs, and poems.
- ❖ Enjoy listening to and responding to stories, songs, and poems.
- ❖ Students follow conversational rules, such as staying on topic, taking turns, asking questions, and/or making comments in class discussions.
- ❖ Dictates a sentence for a picture.
- ❖ Use pronouns correctly when speaking and use comparative language in speech.

Math

From the minute your student enters the room, they will apply their knowledge of math skills. Based on our state standards, we will teach:

- ❖ Number recognition to 10 and beyond.
- ❖ Oral counting to 20 and above.
- ❖ Shape identification.
- ❖ Understanding of sets of real objects to 12 using one-to-one correlation.
- ❖ The basics of AB, ABC, AAB, and ABB patterns.

Science

Preschoolers will utilize scientific vocabulary to:

- ❖ Make inquiries and predictions.
- ❖ Observe and participate in experiments.



- ❖ Evaluate and infer science concepts.
- ❖ Identify basic needs and weather and seasons.
- ❖ Explore ecosystems.

Religion

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

Incorporated into our daily lessons, we connect religion with our routines. We observe Catholic traditions of faith and service through:

- ❖ Community prayer.
- ❖ Weekly Mass.
- ❖ Prayer before meals.
- ❖ Learning simple prayers.
- ❖ Daily readings from a children's Bible.

Students in the Preschool Program start attending weekly Mass in October. Similarly, Catholic holidays are celebrated throughout the school year. All religious activities are integral to the overall academic curriculum. The loving care each child receives exemplifies a Catholic way of living and learning with others.

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

Daily Schedule

The daily schedule is critical because young children feel more secure when a daily routine has been established. The schedule is posted in the classroom with pictures for the students to see. Small changes may be made within the normal schedule to accommodate students' needs, interests, 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 | 8:15 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
Dismissal at 3:15 p.m.

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

Arrival | Dismissal

Signs 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 four-year-old preschoolers while waiting 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, they go to the school office once their student has been released to their teacher. For the safety of our students, we will not allow parents into the building through the Gathering Space.

Three-year-old preschoolers will enter through the front door of the school. The classroom teachers will open the front door and bring the students in to begin their school day.

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 pick up your child, please notify the teacher promptly with the person's name and relationship. Students will only be released to those parents/guardians 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 a substitute teacher dismisses the children, please bring your ID so your child can be released.

Extended School Program | ESP

The Extended School Program (ESP) is available for parents who need before- and after-school childcare for preschool to eighth-grade students. Parents may use the 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 to participate with the ESP director. Further information regarding admission, schedule, etc., is available in the ESP Parent-Student Handbook. If you have any other questions regarding enrollment for ESP, please contact:

Ms. Erin Callis 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 **allergy-aware**. 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 all allergies to ensure that all personnel and staff can make proper accommodations. Parents must provide the school with appropriate paperwork documenting the student'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 and 10:30 a.m. Acceptable snack options are fresh-cut or peeled fruits or 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. Please do not bring sugary (candy) or salty (chips) snacks.



Parents must provide a healthy lunch for full-day students. Per our license, using a microwave to warm food is prohibited. Please send thermoses with food that needs to stay warm and a cooling pack with food that needs to stay cold.

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 (lightweight, child size beach towel) labeled with their 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. Cots will be sanitized daily and cleaned more deeply weekly for proper sanitation.

Outdoor Play | Recess (Full-Day)

In accordance with the school-wide guidelines, the school will provide outdoor play unless prevented by inclement weather or other conditions that could result in children being overheated or excessively chilled. 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 when possible and are required to attend the Protecting God's Children Workshop, sign the Code of Conduct, and submit a completed Criminal History Background Check form.



Participation

Parental Involvement/Field Trip

Any adult over the age of 18 who 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 attend with all volunteers.

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

Protecting God's Children Workshop

St. Thecla Parish and other parishes in the Archdiocese of Detroit offer this workshop. Registration is required to attend the workshop. The workshop schedule can be found at www.virtusonline.org. If you have any questions, please contact the school office.

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, GP Zoology, Thanksgiving/Christmas Food Drive, Holiday Celebrations, Secret Santa Shop, Catholic Schools Week, March is Reading Month, Mystery Reader, and the Scholastic Book Fair.

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 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.

School Policies

Admissions Policy

All preschool children in the Three-Year and Four-Year Preschool Programs must have attained that age before September 1st of the school year in which they are entering and be completely toilet trained. They may not wear pull-ups to school.

Any parent/guardian that purposely fails to disclose a physical, educational, and/or emotional handicap may result in the cancellation of the registration.

Registration occurs in the following order:

- ❖ The first opportunity for enrollment will be given to students presently enrolled in the school and their siblings.
- ❖ The second opportunity for enrollment will be given to St. Thecla-registered parishioners with no children currently enrolled.
- ❖ The third opportunity for enrollment will be for non-parishioners through an application and possible testing process.
- ❖ Consideration is made for active Catholic families.

Full payment of tuition and fees for the previous year is required before registration is accepted.



Preschool Forms

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

Each student must have a submitted health appraisal form. The student's physician must complete and sign the health appraisal form. **This form must be completed and on file within 30 days of the student's first day in the program.** The health appraisal expires two years from the date of the physician's signature.

A report of student immunization records must be sent to the Macomb County Health Department several times a year. According to the Health Department, any student who is not current on their immunizations will receive a letter detailing what immunizations are needed. Once the student's immunization records are updated, please bring them to the teacher.

Each student must have a completed information and emergency card in full every year. Students will only be released to people specified on the card. Custody arrangements will be addressed through court documents kept in the main office.

All necessary forms must be submitted to the classroom teacher by August 3, 2026. The complete list of required information is in the Preschool Document Packet.

A preschool roundup will be in early June to review all the required paperwork.



Dress Code

Please ensure that your child is dressed in simple, comfortable clothes that they can manage in the bathroom, recess, and nap time. For example, pants with 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, boots, 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. If your child wears boots to school during winter, please pack a pair of shoes in their backpack. Please keep an extra set of clothes (underwear, pants, shirt, and socks) in the classroom in case of emergencies and replenish them if needed.

Each student **must be potty-trained, no pull-ups or training underpants.**** They must be able to undress and dress before and after using the bathroom. Many children wait until the last minute to use the bathroom, so simple clothes are the best. Belts, zippers, snaps, buttons, and tights may also complicate bathroom use for some children.

*In the event of a bathroom accident, we are unable to physically assist in any way. We cannot place the child on or off the toilet, wipe, or clean them in the event of an accident. If they do have an accident, we can verbally coach them through the steps needed to get themselves changed and comfortable. If an accident is so profound they cannot change themselves or clean themselves, so it is sanitary, you will be contacted to help or take them home for the rest of the day.



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.

We will use a logical consequences approach to discipline to guarantee your child and all the other students the positive learning climate they deserve. 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 difficulty interacting with others, he/she will 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

Students enrolled in the Preschool Program are expected to 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 to make a determination.

Special Needs

State regulations shall apply to the admission of children with special needs, and reasonable efforts shall be made to accommodate their needs and integrate them with other children. The final decision to admit a student will be made by the principal.

Accidents | Injuries | Incidences Policy

Parents will be contacted immediately if the injury produces swelling, is more serious, or needs medical attention.



Health | Illness Policy

Illness and Absence

If a student misses school for a doctor's appointment or medical treatment, they must submit a clearance note signed by a physician before their return. Children, staff, and volunteers with signs of illness, such as high temperature, vomiting, diarrhea, etc., should be kept at home for at least 24 hours to ensure the health and well-being of others. If any student 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 student 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. In that case, state licensing requires that the child does not return to school for 24 hours from when 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 Catholic 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 an emergency evacuation is necessary, all students and staff will be relocated to St. Luke's Church, 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 to each classroom.

Community Wellness

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 bloodborne pathogen training.

The steps used will include:

- ❖ Staff will put on gloves and clean up bodily fluids.
- ❖ Wash the area with soap and water, and rinse and sanitize the area.
- ❖ Wash the hands of the child.
- ❖ Take off gloves and wash your 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 the 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 consists of water and a non-scented chlorine bleach solution, with a concentration of 1 tablespoon of bleach per gallon of water. Commercial sanitizers are specified on the label as safe for food-contact surfaces, and they should be used according to the manufacturer's directions.

Controlling Infections

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