

**St. Michael**  
**Pre-School**  
**and**  
**Pre-Kindergarten**



**Handbook**  
**2017-2018**

St. Michael School  
3703 Stone Lakes Drive  
Louisville, Kentucky 40299  
Phone: 267-6155  
Fax: 267-1652

Three-Year-Old Pre-School  
and  
Four-Year-Old Pre-Kindergarten

**Pastor**

Rev. Dick Sullivan

**Principal**

Mrs. Stacy Tackett

[stackett@stmichaellouisville.org](mailto:stackett@stmichaellouisville.org)

**Assistant Principal**

Mrs. Kristyn Bowman

[kbowman@stmichaellouisville.org](mailto:kbowman@stmichaellouisville.org)

**Office Manager**

Mr. Matt Henson

[mhenson@stmichaellouisville.org](mailto:mhenson@stmichaellouisville.org)

**School Secretary**

Ms. Connie Fone

[cfone@stmichaellouisville.org](mailto:cfone@stmichaellouisville.org)

**Teachers**

Ms. Liz Miller (Pre-S)

Mrs. Kristin Roberts (Pre-K)

Mrs. Angie Embry (Pre-K)

Mrs. Marcia Carrico (Director)

[lmiller@stmichaellouisville.org](mailto:lmiller@stmichaellouisville.org)

[kroberts@stmichaellouisville.org](mailto:kroberts@stmichaellouisville.org)

[aembry@stmichaellouisville.org](mailto:aembry@stmichaellouisville.org)

[mcarrico@stmichaellouisville.org](mailto:mcarrico@stmichaellouisville.org)

Website: [www.stmlou.org](http://www.stmlou.org)

**WELCOME!**

Saint Michael Pre-School and Pre-Kindergarten are located in the St. Michael Lifelong Learning Center at 3703 Stone Lakes Drive, Louisville, KY 40299. Our early childhood program is for children ages three and four (before Aug.1). We feel very fortunate to be able to offer a high quality program with a skilled teaching staff. All of our classroom teachers are degreed and are experienced in early childhood education. Qualified teacher assistants will also be assisting in the classrooms. Our program provides an up-to-date, imaginative and stimulating learning environment for your child in a well-equipped, child-centered school setting. The religious school atmosphere provides value-guided interaction and modeling for the younger child. Our early childhood program is designed to develop children's knowledge and skills in all developmental areas -- physical, social, emotional, and intellectual. All children must be completely toilet trained and able to manage bathroom needs independently. You may enroll your four-year-old child in our Pre-K program for three (MWF or TWTh) or five days per week. You may enroll your three-year-old child in our Pre-School program for two (TTh) or three (MWF) days per week. The time for our Pre-School and Pre-K program is from 8:15am until 11:15am. The time for our afternoon session is from noon until 3:00pm. Saint Michael Pre-School/Pre-K classes take place from late August to late May and generally follow the Saint Michael School calendar. Early morning care is available from 7:20 - 8:15am for those who have older siblings at St. Michael School and need before school care. A separate childcare program is available at St. Michael's for parents that need care for their children before or after the Pre-School and Pre-Kindergarten program. (All families are required to complete an ESC form, whether they plan to use the service or not.)

Our first and most important goal at Saint Michael is for your child to feel good about him/herself and secure within our school environment. This will be the first school experience for many of the children. In the beginning of the year, we will concentrate on helping the children get comfortable with their new environment, make new friends, and learn a new routine.

Although the schedules and ability levels will vary, each class will spend part of their day in supervised free choice (learning centers) time. This fosters independence in children, as they are able to choose from many centers. The centers will vary according to ability level and the weekly theme, but may include: art, home living, blocks, easel, manipulatives, computers, writing center, puzzles, books, listening centers, and games. These learning centers are fun for the children and provide one on one contact with the teacher as it reinforces specific skills.

Another important part of each day will be spent in large group activities. This time will include stories, finger plays, songs, movement activities, listening games, calendar activities, as well as lessons on specific topics or themes. Emphasis will be on balancing activities to help the child's active interest. Large motor time with physical activities will be provided either indoor or outside.

We are excited about a new school year and are looking forward to meeting our new students. If you have any questions or concerns, you may leave a message at 267-6155 and one of our Pre-School or Pre-K teachers will gladly return your call as soon as possible.

**Thank you for choosing Saint Michael School.**

# Saint Michael Pre-School and Pre-Kindergarten

## Philosophy

At Saint Michael Pre-School and Pre-Kindergarten we attempt to encourage and support the development of each child. It is our goal to provide an atmosphere that stimulates Christian attitudes and values. We also believe it is important to help children have fun as they play, since play is a young child's natural way of working and learning. The overall development (religious, intellectual, social, emotional, physical) of the child is encouraged for each individual. Positive development of the child's self-image is also of prime importance in our program.

## Goals

**Religious** - To assist parents in guiding children in Christian faith and values which reflect the Gospel teachings of Christ and to provide an atmosphere of love and care that helps children understand their responsibilities to the Church, their families, themselves, and their community

**Physical** - To develop large and small motor skills, as well as enhance over-all physical coordination and identify the need for good health habits

**Social** - To instill in each child a concept of himself/herself as a worthy individual, a good friend of his classmates, a good learner, and an eager participant in school activities

**Intellectual** - To promote pre-reading, pre-math and pre-writing skills, such as: listening and following directions, increasing attention span, problem solving, and language enrichment

**Emotional** - To establish a positive self-image within each child and to help them achieve self-confidence and self-control

## **Admission Policy**

St. Michael School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or other school-administered programs.

Children must be 3 years old by August 1<sup>st</sup> to enroll in St. Michael Pre-School.

Children must be 4 years old by August 1st to enroll in St. Michael Pre-Kindergarten.

**All children must be completely toilet trained and able to manage bathroom needs independently in order to be accepted in Pre-School or Pre-Kindergarten.**

Admission in St. Michael Pre-School and Pre-Kindergarten follows the guidelines in St. Michael Admission Policy and Priority of Acceptance. These guidelines can be found in the school handbook and take into consideration parish membership along with supportive stewardship activities.

## **Program Acceptance**

Parents/guardians are required to inform St. Michael officials of their child's special academic, emotional/behavioral, speech or physical needs. St. Michael must also be informed of any testing for learning and behavioral disabilities by public or private agencies. Copies of testing reports may be needed to be considered for acceptance. If at any time it is the teacher, director, and principal's professional opinion that St. Michael's Pre-School or Pre-K is not an appropriate setting for a child or not the best program to meet a child's needs, then St. Michael's has the right and the obligation to deny the child admission or continued enrollment.

Acceptance and placement of all children in our program is on a trial basis. Dismissal from St. Michael School may result if teachers, director, and principal professionally believe placement in our early childhood program is not in the child's or school's best interest.

## **Parent Information Meeting**

A parent meeting will be held near the beginning of the school year for those new to St. Michael Pre-School or Pre-Kindergarten. This important meeting will give you an opportunity to visit St. Michael School, meet the teachers, receive information about our program, and ask questions.

## **Orientation**

In order to warmly welcome our new Pre-School and Pre-K children and give them the proper attention they deserve, the first few days of school will be days of orientation. The children will come to school for a short period of time in small groups so the teachers and children can get to know each other and ease the transition to Pre-School or Pre-Kindergarten. Regular classes will begin after these first few days of orientation.

## Days of Attendance

If your child is registered for Pre-School or Pre-K two or three days each week, please understand your child can only come to school on the days he/she is registered to attend. Due to limited space and regulation requirements, you may not alternate the days your child attends school.

## Arrival for Morning Session

--Children with siblings in grades K-8 who arrive between 7:20 and 7:50 a.m. may be dropped off at the school covered entrance. Siblings should escort the Pre-S or Pre-K child to the cafeteria.

--Children who will be utilizing extended school care services in the morning should be taken to the McCauley Center (under church) and signed in.

--All parents or guardians who arrive with their children between 7:50 a.m. and 8:10 a.m. should park their vehicles and bring their child into school at the covered entrance. Please hold your child's hand due to on coming traffic. Push the button beside the far right door to gain access into the school building. Please walk your child to the cafeteria where they will wait until the assistants escort the children to their classrooms at 8:15 a.m.

--Children who arrive at 8:15am may be dropped off at the school covered entrance where teachers/ assistants will help the children get out of their cars and to their classrooms. For the safety of everyone concerned, all children must exit the passenger side of the vehicle. Please be sure your child is ready to get out of your vehicle promptly. Unbuckle seat belts and take care of all your good-byes, hugs, and kisses before the teacher opens your car door. Please explain to your child that it may not be his/her teacher helping them out each morning. Some mornings, when your child decides not to cooperate, you may need to move out of the flow of traffic to avoid delays and then pull around the circle again when your child is ready or when we can offer more assistance. If your child is reluctant to get out of your vehicle, please do NOT park and escort your child into school. It is best to let a teacher or assistant help and assist your child to the classroom.

Our morning class activities, which include, roll call, picking classroom helpers, and class count, takes place between 8:25 and 8:30AM. Please arrive on time so your child does not miss out. PLEASE, never drop your child off outside unassisted.

--Students are not allowed to eat food in the cafeteria in the morning. For the safety of our students with severe food allergies, we cannot allow children to eat food items in the morning. Please be sure your child has enough time to eat a good breakfast before coming to school.

## Arrival for Afternoon Session

--Children in the afternoon Pre-School and Pre-Kindergarten session attending St. Michael Extended Care in the McCauley Center will be escorted to the Pre-School and Pre-Kindergarten classes at noon.

--All parents or guardians should arrive with their children at **noon** to be dropped off at the school covered entrance where teachers/ assistants will help the children get out of their

cars and to their classrooms. For the safety of everyone concerned, all children must exit the passenger side of the vehicle. Please be sure your child is ready to get out of your vehicle promptly. Unbuckle seat belts and take care of all your good-byes, hugs, and kisses before the teacher opens your car door. Please explain to your child that it may not be his/her teacher helping them out each afternoon. Some afternoons, when your child decides not to cooperate, you may need to move out of the flow of traffic to avoid delays and then pull around the circle again when your child is ready or when we can offer more assistance. If your child is reluctant to get out of your vehicle, please do NOT park and escort your child into school. It is best to let a teacher or assistant help and assist your child to the classroom.

## **Dismissal for Morning Session**

At the end of Pre-School and Pre-Kindergarten classes, children who will be attending the extended school care program will be escorted to the McCauley Center.

Children who will be picked up after Pre-S & Pre-K will be escorted out the main doors of St. Michael School to their waiting cars. **Parents/Guardians will line up in their vehicles single file under the covered entrance loop at 11:15am. Morning session ends at 11:15 a.m. – your promptness in picking up your child(ren) is greatly appreciated.**

The first car should pull all the way through the covered entrance and stop near the steps leading down to the pavilion. Special color-coded cards will be given to parents and guardians to place in their car window to aid in this dismissal procedure. Teachers and Assistants will open the car door and help your child get inside. Parents should remain in their vehicles. Once your child is inside, please pull up to the top parking lot and buckle your child in his/her seat if they need assistance in doing this important safety task.

In the event of a change in plans regarding a child's means of transportation home from school, please send a note to your child's teacher. For safety reasons, we will release your child only to those you have designated and we may ask for identification if we do not recognize the person picking your child up from school. Please contact the office for unexpected change of plans.

Repeat late pick-up offenders will be required to pay a late pick-up fee of fifty cents per minute since care must be provided for your child after Pre-School and Pre-K. One or two excusable exceptions will be allowed. If possible, please call the school office when you will be late picking up your child.

## **Dismissal for Afternoon Session**

Please do not arrive before 2:55 p.m. to pick up your child. Please use lane 1 in the carpool. Parents picking up Pre-S or Pre-K children will drive down to the main doors of St. Michael under the covered entrance after K-8 dismissal. Do not arrive at St. Michael until all cars from K-8 dismissal have left the parking area. Parents/Guardians will line up in their vehicles single file under the covered entrance. The first car should pull all the way through the covered entrance and stop. Special color-coded cards will be given to parents to place in their car window to aid in this dismissal procedure. Teachers/Assistants will open the car door and help your child get inside. Once your child is inside, please pull up to the top parking lot and buckle your child in his/her seat if they need assistance with this important safety task.

Parents of Pre-S or Pre-K students who have older siblings in school or who will be carpooling with students in K-8<sup>th</sup> grade can be dismissed at the K-8<sup>th</sup> grade dismissal time. Siblings should come to the Pre-S/Pre-K classroom, pick up their Pre-S or Pre-K sibling, and escort them to the parking lot. For safety reasons parents picking up Pre-S or Pre-K students in the parking lot **MUST** be in the first pick-up group.

If your status for pick up changes during the school year please notify your child's teacher.

## Teacher Planning Days

On the Wednesday's when K-8<sup>th</sup> grade have early dismissal there will be NO afternoon Pre-School or Pre-Kindergarten classes. Teachers will spend this time in professional development, faculty meetings, conferences and or planning activities. Our small afternoon class size is a great bonus for your child in receiving individualized instruction and attention. Your child will not miss out in any way. Extended Care will be available on these teacher planning days. Please contact ESC about childcare on these days if needed. Refer to the school calendar for the dates of Teacher Planning days.

## Supplies

Pre-S and Pre-K children will be asked to send in particular items such as, paper towels, facial tissues, napkins, paper cups or wet wipes. A list of requested supplies will be included in the registration forms. Items will be collected and shared among classes. All students will also need the following items:

One complete change of clothes for spills or other accidents. This should include long pants, shorts, underpants, shirt, and socks. Please send these to school in a name labeled Ziploc or plastic bag.

One book bag Each child needs to have a bookbag to take home his/her crafts and special papers. We suggest a bag that your child can easily open and is at least 10" x 14" so their precious 'works of art' do not get crushed. Tote bags with no zippers or no buckles work best, but backpacks are acceptable. Please remember to write your child's name on the bag and empty it each day.

The large compartment of the book bags will be opened and checked by the classroom assistant or teacher almost everyday for notes or other information. All notes to the teachers or office should be placed in the large compartment of the bag and not the little pockets. Please be sure to empty your child's bag each day. Discuss and review activities your child brings home and read any notes that may come from the office or teacher. Children should not bring any unnecessary school supplies, toys, stuffed animals, clothes, snacks, blankets, or papers to school in their bags.

Pre-School and Pre-K students are **not allowed** to bring their own hand sanitizer to school. Licensing requires hand sanitizer to be kept out of children's reach at all times and only be used under the close supervision of an adult. Small containers of hand sanitizer cannot be attached to backpacks or carried inside backpacks. In our classrooms we stress the importance of clean hands to stay healthy and prevent the spread of germs. Our students are required to wash their hands throughout the school day. In addition to washing hands with soap and water we may use hand sanitizer occasionally. Hand

sanitizer is only dispensed in very small amounts by an adult and used under the watchful eyes of a teacher or assistant.

## **Snack**

Each day we will offer a small snack to our Pre-School and Pre-Kindergarten children. We will ask each child's parent to send in a few particular food items, which we will store at school. We will provide the daily snack from the food you send in and from some special items that we will purchase with the supply fee. Due to limited storage space and freshness, we will not ask all of you to send in snack items at the same time. We will send a note home with your child notifying you, which items to send in and when we need them. You will be asked to send in snack items once or twice during the school year. (We will notify parents, if necessary, when we have any students with food allergies in our classrooms.)

## **Student Attire and Appearance**

Please dress your child appropriately for Pre-School and Pre-K. We suggest play clothes since your child may be painting, gluing, exercising, playing on the floor, cooking, eating, or playing outdoors. Dress your child in clothing that he or she can manage. We like to emphasize self-help skills and often overalls, suspenders, belts, etc., can sometimes be a problem when using the restroom. We understand occasionally children will need assistance with their clothing and we will gladly help them when necessary.

Soft-soled shoes with socks should always be worn. Shoes should fasten with shoestrings, Velcro, or buckles. Please do not send your child to school wearing hard-soled dress shoes, hard-soled boots, work shoes, heels, platforms, crocs that don't fasten, slides, slippers, skate shoes, sandals, flip-flops, jellies, clogs, or other beach type shoes. These shoes pose a safety hazard during Minds In Motion activities and large motor play. Some shoes also easily fill with mulch from the playground causing discomfort.

Pre-School and Pre-K students should not wear or bring rings, watches, bracelets, or necklaces of any kind to school unless it is a medical ID piece of jewelry. Girls only may wear a single pair of small stud earrings. Other piercings, fake nails, make-up, tattoos, or visible body art are not permitted. These items can be distracting and/or pose a safety hazard on play equipment.

Hair must be cut and neatly styled so not a distraction. Hair must be neatly trimmed above the eyebrows. Hair cannot hang in or over the eyes. Boys' hair must be cut above the collar and no longer than three-fourth inch below the top of the ear. Hair fads – cuts, styles, coloring, feathers, or other distracting accessories are not permitted. No mohawks, mullets, carvings, partial shavings, etc.... Small bows, barrettes, headbands, holders, etc. are allowed if they are not a distraction.

If your daughter is wearing dresses or skirts to school, please have her wear shorts also. The shorts are needed when sitting crossed-legged on our carpet or hanging upside down from playground bars.

The principal or assistant principal will make the final decision as to the appropriateness of students' attire and appearance.

## Calendar/Newsletter

In Pre-School and Pre-K, we will cover a wide variety of themes according to the children's interests and ability levels. Pre-School and Pre-K children will have their own calendar/newsletter sent home stating the topic, skills and activities that will be covered in class. We hope you will refer to this calendar/newsletter and discuss with your child the week's activities. Pre-School and Pre-K will usually follow St. Michael School calendar. Please refer to your calendar for school holidays and activities.

## Show and Tell

We feel Show and Tell is a valuable part of our Pre-School and Pre-K programs. Show and Tell helps a child build self-confidence as well as provides them with an opportunity to share information about special items from home. Days for Show and Tell will be announced in our Pre-School and Pre-K calendars. Please encourage your child to choose different and interesting items for Show and Tell. Items related to our weekly topic or nature items are always welcome. Often we will ask for specific items. Items brought in for Show and Tell will not be played with during the rest of the school day. Please, no guns, swords, knives, lasers, Power Rangers, Star Wars, space aliens, or monster-type figures, toys of destruction, Transformers, pets (due to allergies) or Barbie Dolls should be brought to school. We will begin Show and Tell after Labor Day when it is announced in the calendar.

## Field Trips

Field Trips requiring transportation of children will not be taken due to the safety requirements. Programs and activities will be brought into the school instead. These programs vary each year but may include, a magician, a puppet show, firefighters/fire trucks, police officers, storytellers, etc. There is also the possibility of a walking field trip to a nearby establishment.

## Birthday Treats

If your Pre-S or Pre-K child has a birthday during the school year, you can send in cookies and/or fresh fruit to share with your child's classmates on or near your child's birthday. The cookies must be **store-bought packaged cookies** with the ingredients' label attached. Do not send in cookies with nuts, or cookies, cupcakes, or donuts purchased from a bakery. We are not allowed to serve these items due to health department regulations and food allergies. If you prefer a healthy alternative for a birthday snack, you can send in bite-size fresh fruit (grapes, watermelon, strawberries, 1/2 banana/child). Be sure to send in all the same kind of snack for the entire class. Please contact your child's teacher a few days before your child's birthday letting the teacher know when you plan to send in a birthday snack. Also, keep in mind that this is just a special snack and not a birthday party. Birthday cups, plates, and treat bags should not be sent to school and parents should not attend. We will have a special celebration toward the end of the school year for children with summer birthdays. Delivery of gifts or balloons to individual students will not be accepted at school.

## Volunteers

Volunteers are sometimes needed in our Pre-School and Pre-K classrooms to assist in various ways. Extra helping hands may be needed when we have a special activity, art

project or a holiday party. Volunteers should enter through the main school doors and sign in at the office. Because this is a special time for students enrolled in our programs, siblings may not accompany their parent(s) when they volunteer their time and talent.

## Cost of Programs and Tuition Payments

**\$100** Pre-Registration Fee (non-refundable)      **\$100** Supply and Activity Fee (due in August)

### Morning Pre-School and Pre-K Program

Child enrolled	Cost for active St. Michael parishioners	Cost for non-member
5 days/week	\$2700 per yr	\$3200 per yr
3 days/week	\$1850 per yr	\$2200 per yr
2 days/week	\$1500 per yr	\$1750 per yr

Above tuition rates do NOT include FACTS fee (\$55 if paid over 10 months- \$25 if paying in full) or Supply Activity Fee (\$100/child)

Payments will be managed through the FACTS Tuition Management Program. There are no deductions or fluctuations in fees due to school holidays, professional days, in-service days, conference days, sick days, inclement weather days, vacations, or personal absences.

## Emergency Information

Please advise your child's teacher in writing of any changes in your address or telephone numbers (home or work) in case you must be reached in an emergency or your child becomes ill at school. Every family will receive a Pupil Emergency Information form to be completed and kept in the school office as well.

## Emergency School Closings

When weather conditions cause school openings to be questionable, one of the following announcements will be made on radio or TV for Catholic Schools in Jefferson County:

1. All Catholic elementary schools in Jefferson County are closed. (Our Pre-School and Pre-Kindergarten will be closed.)
2. Catholic elementary schools in Jefferson County will be open, but on a delayed schedule. There will be **no morning session** of Pre-School or Pre-Kindergarten.

Afternoon session will begin at regular time.

3. In the event that St. Michael will be dismissing early due to inclement weather, there will be no afternoon Pre-School and Pre-Kindergarten classes.

In the event that evacuation of St. Michael School is necessary, parents will be called to pick up their children, if time permits. In case of an immediate emergency evacuation, Saint Michael students and teachers may be transported by bus to a safe location such as Saint Edward School at 9608 Sue Helen Drive in Jeffersontown, KY. It is advisable to listen to radio/TV stations for instructions.

## Safety Drills

Fire Drills, Tornado Drills, and Earthquake/Disaster Drills are conducted throughout the year according to state guidelines. Teachers will prepare the children.

## Health

We can only accept well children and we are depending on you to help us maintain this policy. If a child has a fever, diarrhea, vomiting, pink eye, impetigo, other communicable illness, or contagious rash, he/she will not be permitted to attend Pre-School or Pre-Kindergarten. **Children are to be fever-free for 24 hours (without the use of fever-reducing medicine), and free from other illnesses, ailments and symptoms (vomiting, diarrhea, ..) for at least 24 hours before returning to school.** Additionally, if students have any type of contagious illness (such as flue, strep throat, pink eye, ring worm, pin worm, lice, chicken pox, etc) we must receive a doctor's note indicating they may return to school. It is also important that you do not send your Pre-S or Pre-K child to school if they have had a restless night of sleep, if they are not feeling well in the morning, if they are suffering from extreme sinus congestion or a runny nose, or if they have a deep persistent cough. If your child is taking medicine that causes drowsiness, it is best to keep your child home where they can get the rest they need. We understand some children suffer from allergies and we know it is difficult for some parents to take off work, but it is not fair to your child to send them to school when they are really tired or feeling bad.

Should a child become ill during the day, we will notify you so you can make arrangements for someone to pick-up your child promptly. Please make sure we always have up-to-date emergency phone numbers so you or a guardian can be contacted. Our ultimate goal is to keep all of our students healthy!

**Head Lice** -- A general screening of all students is conducted at various times throughout the year and after a report of head lice in the school. Any student found to be infested is sent home to prevent spreading. All cases of head lice should be reported to the school immediately. Students will not be permitted to attend school if head lice are present.

**Pink Eye** -- Students with pink eye/conjunctivitis cannot attend school until receiving 2 doses of medicine.

**Communicable Diseases** -- St. Michael School follows the policy of the Office of Lifelong Formation and Education as established by the State and Local Health Departments in dealing with children identified as infected with HIV (Human Immune Deficiency Virus).

**Food Allergies** -- If your child has any food allergies, please send a note to your child's teacher stating his/her particular allergies. All students enrolled in St. Michael's will be required to complete an Allergy Form provided by the Cafeteria.

**Medicine** -- Administration of medicine to Pre-School and Pre-K children during the morning program is only allowed for special medical cases. Cold medicine, cough medicine, antibiotics, pain relievers, and other needed medicines should be given to children at home before or after Pre-School/Pre-K classes. Please inform your child's teacher when your child is on medication that may cause drowsiness or other side effects that could alter your child's behavior. In the event your child must receive medication during the day, a Medication Authorization Form, included in this handbook, must be completed with all necessary signatures (parent and physician). The form and medication are to be handed to a staff member. The medication must be brought in its original container. The school cannot give medicine that needs to be refrigerated.

**First Aid** -- When a child is injured, care will be given and if the situation warrants, a parent will be contacted to discuss appropriate action. For minor injuries, a report will be given to parents. In the event of a serious emergency, EMS will be contacted at once so immediate medical care can be given.

**Immunization Certificates** -- **A current immunization certificate is needed the first day a child comes to school and it must be kept up-to-date in order to remain in Pre-School or Pre-Kindergarten. If the original immunization certificate is NOT included in registration packet, please hand immunization certificates to a Pre-S or Pre-K teacher.** (See other page for important immunization information)

**Physicals** -- School physicals are not required for children entering Pre-S or Pre-K

**Eye Exams** -- Eye exams performed by an optometrist or ophthalmologist are required for all students attending St. Michael Pre-S or Pre-K for the first time (by January 1, 2018).

**Non-Smoking Policy** – Smoking is not permitted by faculty, staff, parents, visitors, etc., at any time in the St. Michael Lifelong Learning Center or any other facilities.

## **Child Abuse**

Child abuse can be defined as an injury or pattern of injuries to a child that is non-accidental. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse, and emotional abuse. Any staff at St. Michael School who knows or has reasonable cause to believe a child is dependent, neglected, or abused shall immediately notify a local law enforcement agency or the Kentucky Cabinet for Families and Children. This law does not require proof that abuse or neglect has actually occurred or that the person witnessed the incident in question. "Reason to Suspect" is the only requirement for making a report. Child Abuse Report Hotline : 1-800-752-6200

## **Discipline Code**

Everyone in the St. Michael Community is called to treat one another with dignity and love that reflects the life of Jesus. When approached in a positive manner, discipline makes it clear to the child that one behavior is chosen over another. Students at different ages are expected to assume appropriate degrees of responsibilities for their actions. Children are expected to be kind, respectful, and courteous. In order to maintain a pleasant atmosphere at our Pre-School and Pre-Kindergarten, it is sometimes necessary to correct a child's behavior. This will be done in a positive way -- never physical. Reasoning with the child and guiding them to understand a more acceptable way of relating to their problem will be

encouraged. If after this guidance, the problem continues, the child may be seated in a designated "take a break & think-about-it" chair (located in the classroom or school office) for an appropriate amount of time depending on the particular situation. At no time will discipline be related to snack time, rest time or bathroom time. Physical restraint will only be used in severe instances where the child may cause bodily harm to another person or to themselves. No one involved in our program shall subject children to loud, profane, threatening, or abusive language.

If a discipline problem persists with a child, parents will be notified by the teacher, through a note, a phone call, or in person (before or after class). At this time, possible solutions to the problem and suggestions will be discussed. The parents, child and teacher, will work together to resolve the problem. If the problem still continues, a conference will need to be scheduled. During this conference, a plan will be put in place with timely expectations. Local support services may be suggested as a means to help the child and/or family. Please understand serious behavior problems, which may include biting, kicking, hitting, scratching, or throwing will result in the child's dismissal from our school program.

After the above procedure has been followed, a child may be dismissed from our school program if:

- the child poses a threat to him/herself, other children or teachers
- the child behaves in a manner that is disruptive and difficult to manage in a large group
- the child or family continue to act out against the program's policies

Some serious situations may occur that jeopardizes the welfare of the children and/or teachers. The school principal reserves the right to dismiss a child immediately if such an incident occurs.

## **Conferences**

Parent-teacher-student conferences are usually held in the fall and after that on an individual basis as needed. The teacher and/or parents may request conferences at any time. Parents wishing to schedule a conference should send a note or email to their child's teacher stating their concerns. The teacher will promptly reply to set up a conference time.

## **Promotion/Retention**

Occasions may arise when a teacher must determine the best course of instruction for a child they believe may not have had enough time to develop the necessary readiness skills, social skills, or academic skills for the next grade level. It may be recommended that the child be given the opportunity to attain these skills by remaining in the same grade level. Repeating Pre-School or Pre-K is a special gift of time that you can give your child. Teachers and parents want children to be successful, confident, and happy at school. No one wants a child to struggle. However, if parents choose to send their child on to the next grade, St. Michael will do its best to meet the needs of the child. If the child experiences the same difficulties the following year, St. Michael's reserves the right to require assessment and/or retention to best meet your child's learning needs.

## **Handwriting**

During the first few weeks of school, we will work on a number of school readiness skills. Among these skills are name recognition. The children will begin to recognize their name

by learning where their cubby is located and where their place is on the carpet for circle time. In the Pre-K classrooms (four-year-olds), we will then begin working on helping the children print their names. A few of the children will be able to write their names already, some will need help and practice, and others will not have acquired the needed skills to write yet...so be patient! Most three-year-old and some four-year-old children may need extra time to develop fine motor skills to begin writing letters. Some may need help in gripping the pencil properly. Other children will come to school writing their name using all capital letters and even though it may be a difficult habit to break, we will teach them to use a capital letter for the first letter and lowercase letters for the rest of their name. We will work on one letter at a time if necessary. Please reinforce the printing of your child's name at home but do not force your child to print perfectly.

## **Emergency Notification System**

Please ensure your contact information is current in Sycamore. This is the information that we will use for SchoolMessenger. School Messenger is the notification system that St. Michael uses to alert families of school emergencies, early dismissals, special events, etc.

## **Immunization Information**

The Kentucky Department of Public Health and Wellness requires **all** children enrolled in any public or private pre-school or pre-kindergarten program to have on file at their school an original Commonwealth of Kentucky Immunization Certificate with all the current immunizations required for their age group. This regulation is necessary to protect your child and others from communicable diseases.

**The Immunization Certificate of a child is considered current if the child is between the ages of two and four and they have received at least:**

- 4** doses of DTP or DTaP (diphtheria/tetanus/pertussis)
- 3** doses of OPV or IPV (polio)
- 2-4** doses of PCV (pneumococcal)
- 1** dose of MMR (measles/mumps/rubella)
- 3 or 4\*** doses of Hib (haemophilus influenza type b)
- 3** doses Hepatitis B
- 1** dose of Varicella (exempt if child has had chickenpox disease)

**\* Fourth dose of Hib vaccine is not needed if the third dose was given after 12 months of age.**

**Between four years of age and less than five years of age a child must receive a second dose of MMR and Varicella.**

**Health Department regulations demand that St. Michael not allow a child to attend school if they do not have a current up-to-date Immunizations Certificate.** Children who do not have an up-to-date Immunization Certificate or do not have the required type of Immunization Certificate cannot attend/return to school until they have obtained an original current certificate. The Health Department requires an original Commonwealth of Kentucky Immunization Certificate with the signature/stamp of a physician or Health Department Clinic and an expiration date. An Immunization Record Card or an Immunization Certificate from another state is not acceptable. It is also important you make a copy of your child's immunization certificate to keep for your records.

Please contact your physician or health clinic to schedule an appointment if your child

does not have an up-to-date immunization certificate. If your physician has any questions, they may contact the Louisville Metro Department of Health and Wellness at 574-1863. Thank you for your prompt attention to this important requirement.

- **School physicals are not required for Pre-School or Pre-Kindergarten students.**
- **Eye exams are required for students new to St. Michael School. (Due by Jan.1)**
- **Current original immunizations certificates are required for all students and must be on file in school before attending school.**

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## "UNITY"

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind,  
And they fashioned it with care.  
One was a teacher; the tools he used  
Were books and music and art.  
One was a parent with a guiding hand  
And a gentle, loving heart.  
Day after day the teacher toiled  
With touch that was deft and sure.  
While the parent labored by his side  
And polished and smoothed it o'er.  
And when at last their task was done,  
They were proud of what they had wrought,  
For the things they had molded into the child  
Could neither be sold nor bought.  
And each agreed he would have failed  
If he had worked alone,  
For behind the parent stood the school  
And behind the teacher, the home.

\*\*\*\*\*

**Administration of medicine to Pre-S and Pre-K children is only allowed for special medical cases. Cold medicine, cough medicine, antibiotics, pain relievers, and other needed medicines should be given to children at home before or after classes. Please inform your child's teacher when your child is on medication that may cause drowsiness or other side effects that could alter your child's behavior. In the event your child must receive medication during the day, this Medication Authorization Form must be completed with all necessary signatures (parent and physician). The form and medication are to be handed to a staff member. The medication must be brought in its original container. The school cannot give medicine that needs to be refrigerated.**

# MEDICATION AUTHORIZATION

In order for St. Michael School, Pre-School, Pre-Kindergarten, &/or Extended-School-Care personnel to administer any type of medication (over-the-counter &/or prescription) to your child at school or after school, we must have a signed affidavit from the physician and parent giving permission for us to do so. The medicine should be sent to school with complete instructions. If it is a prescription medicine, it must be in its original container with the prescription label attached.

**All over-the-counter medicine must have a physician's signature and a parent signature** on this form and be in the original container with your child's name written-on or taped to the container. Please be sure to complete all information listed on the form below each time medicine is sent to school. Make copies of this form is necessary. This information is necessary for your child's safety. Thanks.

**Child's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby request St. Michael School personnel to give medicine to my child. These instructions should be followed in giving my child this medicine.

**Name of Medicine:** \_\_\_\_\_

Dosage: \_\_\_\_\_

Time(s) of day for Dosage: \_\_\_\_\_

Reason Medication Is To Be Given: \_\_\_\_\_

Reactions or Side Effects: Please list potential reactions the child might have to medication: \_\_\_\_\_

**Physician's Signature** \_\_\_\_\_

**Physician's Phone Number:** \_\_\_\_\_

Physician's Address \_\_\_\_\_

Parent(s) Telephone Number: ( home) \_\_\_\_\_ (work) \_\_\_\_\_  
(other) \_\_\_\_\_

Signing this form shall release St. Michael School and personnel from any liability of any nature that might result from the administration of medication to the child.

**PARENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# Pre-School and Pre-Kindergarten Expectations

Before entering our Pre-School or Pre-K program at St. Michael:

- Children must be completely toilet trained. Children cannot attend school wearing diapers, pull-ups or similar type undergarments. Children must be able to take care of their bathroom needs with minimal assistance with clothing. A change of clothes will be kept at school for occasional bathroom accidents and spills. Children cannot continue in our program after repeated bathroom accidents.
  - Children must be cooperative and not aggressive toward teachers and classmates. Children must not be deviant to teacher's requests. Children cannot attend or continue in our program if they hit, kick, bite, scratch, pinch, spit or pose any threat to themselves or others. Children must also behave in a manner that is not disruptive or difficult to manage in a group setting.
  - Children must be able to function without security items during school time. No pacifiers, blankets, sippy cups, stuffed animals, etc.
  - Children should be able to separate from parents after a short adjustment period.
  - Children must be able to follow simple classroom rules and routines.
  - Children must be able to sit in a chair and eat a snack.
  - Children must be past the stage of putting non-food items in their mouths.
  - Children must be able to use a tissue properly and wash hands on their own.
  - Children must show respect toward classmates and classroom materials.
  - Children must show devoutness during prayer time.
- 
- Children must be 3 years old by August 1<sup>st</sup> to enroll in our Pre-School program.
  - Pre-School children must be able to sit quietly and listen to a five-minute story.
  - Pre-School children should be able to say their own name, recognize some colors and count to 10.
- 
- Children must be 4 years old by August 1<sup>st</sup> to enroll in our Pre-K program.
  - Pre-K children should be able to listen to a story and stay with an activity for approximately ten minutes. They should also be able to wait their turn.
  - Pre-K children should be able to identify the eight basic colors, some shapes and some letters. They should be able to recite their name, recognize their own printed name, spell their name, print some letters in their name, recognize numbers 1 through 5, count to ten, and recite or sing the alphabet. We will spend the first couple of weeks of school reviewing these skills in our four-year old classrooms.

Parents or guardians are required to inform St. Michael's principal of their child's special academic, emotional/behavioral or physical needs. St. Michael must also be informed of any testing or learning differences by public or private agencies. Copies of testing reports will be needed to be considered for acceptance. Acceptance and placement of all children in our program is on a trial basis. If it is the teacher, director and principal's professional opinion that St. Michael is not the setting to meet your child's needs, then St. Michael has the right and the obligation to deny the child admission or continued enrollment.

**Note: If you are encouraging your child to print their name, please use a capital letter for the first letter and lower case of the rest.**

# Pre-School and Pre-Kindergarten Skills

In the Pre-School and Pre-Kindergarten classrooms at St. Michael School, we will concentrate on social skills, communication skills, school readiness skills, and Christian values throughout the year. We will work on building your child's self-esteem and confidence level. Through fun and exciting activities, we will strive to develop a desire for learning in all our students. In addition to these skills, we will introduce the students to the following skills and also to theme related skills.

## **Three-Year Olds**

Name recognition  
Color recognition (8 basic)  
Shape recognition (circle, square, triangle)  
Counting to 15  
Recognizing numbers 1 – 5  
Reciting alphabet  
Letter recognition (capitals)  
Name writing (pencil grip) (prints some letters of name)  
Beginning scissor skills (snips, cuts on thick straight line)  
Positional concepts (behind, under, over, on top of, etc.)  
Relationships (same/different, matching, big/little, etc.)  
Verbal and articulation skills

## **Four-Year Olds**

Color recognition  
Shape recognition (circle, square, triangle, rectangle, oval, diamond)  
Name writing on a line using capital and lower case letters  
Counting to 50  
Recognizing numbers 0-10  
Counting objects  
Understanding patterns, opposites, and rhyming words  
Letter recognition (capital and lower case)  
Letter and number writing  
Positional concepts (next, first, second, last, beside, etc.)  
Reciting birthday, phone number and address  
Reading a calendar and reciting the days of the week  
Beginning letter sounds (phonics)  
Counting to 100 by tens  
Color words recognition  
Making the sign of the Cross  
Reciting the Pledge of Allegiance

# Pre-School and Pre-K Handbook Agreement

**Please mark and sign as indicated, and return this page to school.**

I have gone to the St. Michael School website ([www.stmlou.org/forms](http://www.stmlou.org/forms)) and read the Pre-School and Pre-Kindergarten Handbook for the 2017-2018 school year. I have reviewed the handbook and will abide by the handbook regulations. I understand fully the regulations contained herein and recognize the right of the school to establish rules and provide for their enforcement.

It is understood the principal/director reserves the right to amend the handbook for just causes. Parents will be given prompt notification if changes are made.

**In accordance with the Family Educational Rights and Privacy Act, please read the statements below and circle the appropriate choice before signing and returning this form. By circling "Yes," permission is given for the appropriately indicated section for the student listed below.**

I give permission for my child's name, photograph, class work, and class art to be published in school publications which include, but are not limited to the Yearbook, church bulletin, music programs, class newsletters, booklets, and calendars.

**Yes      No**

I give permission for my child's name and picture to be used in school video productions, on the school website(first name only), in Archdiocesan programs and in Teacher Internship Programs.

**Yes      No**

I give permission for my phone number to be included on a class list and shared with other parents of children at St. Michael School.

**Yes   No**

I give permission for my child to walk to other areas on St. Michael premises upon the discretion of the school staff with appropriate adult supervision. Locations to include but not limited to: the grass field, cafeteria, community center, church, patio area, Griner Center, McCauley Center, activity room, pavilion.

**Yes      No**

**By signature, I indicate I have read and understand the guidelines and regulations associated with the above categories and clearly marked my four answers.**

Father's Signature \_\_\_\_\_

Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Date \_\_\_\_\_

Pre-S/Pre-K Child's Name \_\_\_\_\_

Class \_\_\_\_\_

Pre-S/Pre-K Child's Name \_\_\_\_\_

Class \_\_\_\_\_