

# St. Mary's Preschool

## Parent Handbook

### 2022-2023



*St. Mary's is dedicated to the education  
of the whole child...*

*spiritually, intellectually, emotionally, and physically.*

Teachers: Sandy Cicinelli-4K, Laura Jones-3K, Triniti Perkins-2K

Assistant Teachers: Tina Butler, Penny Fitzgerald, Olga Monz

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### *A Little About Mrs. Sandy Cicinelli*

My name is Sandy Cicinelli. I grew up in Memphis, Tn and recently moved to Decaturville, Tn. I graduated from the University of Memphis with a degree in Early Childhood Education. I taught kindergarten, 2nd grade, 1st grade and PreK-3 at Holy Rosary over the past 24 years. I have been married to my husband, Dion, for 27 years. I have 2 adult children. My daughter, Carlye, lives in Medina with her husband, Weston. She works as an OT at the Tennessee State Veterans' Home in Humboldt. My son, Nicklas, graduated in May from the University of Memphis as a Civil Engineer and works for Flintco. I also have a 22-month-old grandson, Hayden Riggs. I am excited to be a part of the St. Mary's family and look forward to an awesome year in 4K.

### *A Little About Mrs. Laura Jones*

My name is Laura Jones, and I am excited to be starting another year with the preschool team! I am starting my 27th year of teaching with this being my 16th year at St. Mary's School. I taught 2nd grade for 18 years, 4th and 5th grade for 2 years, and now I am beginning my 7th year teaching preschool. My career has been an exciting journey blessed by many precious children and their families! I live in Jackson with my husband, Jason, and our sweet dogs, Daisy and Odie. We have 3 adult daughters (ages 27, 25, and 20). My youngest daughter attends college at UT Knoxville. My middle daughter lives and works in Nashville, TN. My oldest daughter is a Kindergarten teacher and lives in Jackson with her husband, Tyler. I love the Lord, my family, and being a teacher at St. Mary's! I can't wait to get to know all of you and your families this year! I am looking forward to a fun-filled year of growth and learning with the Little Angels!

### *A Little About Mrs. Trinita Perkins*

My name is Trinita Grimes-Perkins (please call me Trinita). Here is a little bit about me. My husband (Kedric), son (Trey) and I moved to Jackson in 2015. 1 day later, our son started PreK-3 here at St. Mary's! We are originally from Kentucky where we met and attended college. Trey is our only child, not including a very active pup named Kiwi🐾. I began my time with St. Mary's as a substitute teacher in 2015 and became the PreK-2 teacher in 2019. I love being a part of this amazing school and it fills my heart to know the truth and love our children experience every day they walk through those doors. I promise to keep my heart open and your child's day fun!

### *A Little About Mrs. Penny Fitzgerald*

Hello, I'm Penny Fitzgerald and I started working for St. Mary's School when my family and I moved here from Michigan in 2009. We have three daughters who are all graduates of Saint Mary's and Sacred Heart of Jesus high school. Our oldest daughter Hannah graduated from CBU in Memphis, Gale graduated from SEMO University in Cape Girardeau, and Erin is attending UT Chattanooga this fall. We all enjoy camping, fishing, and going back to Michigan to visit family and friends. I'm blessed to be working in our 4K program again this year. I'm looking forward to meeting all of our new students and seeing our returning students, as well!

### *A Little About Mrs. Tina Butler*

My name is Tina Butler. I have been married for 35 years and have 3 children and one grandson. I became a member of the St. Mary's community in 1997 when my oldest daughter started kindergarten. I then began my journey as a staff member in 2002 when my youngest son started here. All three of my children graduated from St. Mary's. I have enjoyed working here in both the kindergarten and preschool programs. I have loved meeting all the parents and students who have been in my classes. I have formed many lifelong friendships with teachers here. I am appreciative of the opportunity I have had to help young learners grow both academically and spiritually. I am so thankful for what St. Mary's has meant to my family, and I hope that I have helped share that joy with other families through my role on the staff here. I am excited to return for my 21<sup>st</sup> year at St. Mary's. I look forward to meeting new students and their families and seeing all the returning students back in the classroom.

### *A Little About Ms. Olga Monz*

Hello, my name is Carolyn Olga Monz. Please call me Olga. I will be the assistant in the 2K room this year. I have 7 dogs, 8 cats, 11 chickens, and 8 birds. I am a huge animal lover. I have been working with children since I was 12 years old. I am new to St. Mary's Catholic School. I am so excited to be part of this wonderful family. I look forward to working with your children and getting to know each and every one of them.



## Our Learning Environment

Young children learn primarily through play and meaningful experiences. Our preschool classrooms consist of whole group instruction, small group instruction, individualized instruction, and hands-on learning. Structured activities are coupled with free exploration at learning centers throughout the room. The following centers reinforce the academic skills that are the focus of learning each week.

### Daily Learning Centers

Math  
Science & Social Studies  
Sensory  
Puzzles  
Fine Motor  
Dramatic/Imaginary Play  
Blocks  
Writing  
Reading  
Art  
Religion

### Daily Instruction includes

Phonics  
Math  
Religion  
Handwriting (4K)  
Literature  
Science  
Social Studies  
Outdoor Time

### Enrichment Classes

Music, Art, Library, & P.E.



## The Curriculum

Our 2K Program uses the Memoria Press Classical Curriculum for Preschoolers.

Our 3K and 4K Preschool curriculum includes *DIG*, a comprehensive preschool program designed to support teachers as they develop, inspire, and grow early learners. DIG features thematic integrated instruction centered around: key science and social studies concepts, math instruction that follows a developmentally appropriate progression of concepts and skills, meaningful literacy learning with more than 50 big books and 26 hands on engaging Letter People puppets, and explicit oral language development with daily vocabulary. DIG offers a balanced path to kindergarten readiness with purposeful differentiation with specific modifications for 3- and 4-year-old students.

In addition, 4K uses a literacy series titled *Happily Ever After*. The curriculum is focused around 10 classic stories from children's literature and 10 separate units of study.

For Handwriting, 4K uses *Handwriting Without Tears*. This program aims to make legible and fluent handwriting an easy and automatic skill that students can master.

For Religion, we use a religious readiness program that helps young children take their first steps on their journey of faith. The curriculum, *Stories of God's Love*, teaches children age-appropriate scripture stories that tell them of God's love and connects these stories to the children's lives. This program also connects our school lessons to the home by offering weekly family enrichment.

## Beliefs and Goals

Education is the process as much as the product. It is about the journey as much as the arrival and that learning at this age is a hands-on experience.

Our curriculum has been designed to help each child grow spiritually, emotionally, physically, socially, and cognitively in an environment where he/she is having fun and learning at the same time.

The curriculum and the environment are teacher-prepared, and it is responsive to the children's interests, needs, and level of development. For children to become successful learners, we believe that they need to develop skills such as cooperation, taking turns, and the ability to problem solve. In addition, it is important for young children to feel confident in their ability to make choices, initiate a learning encounter, ask questions, and utilize their knowledge.

Please take a moment to read the following poem and remember that our learning is as much of the process, often more, than the product.

# “NOTHING IN MY BAG TODAY!”

Today I did my math and science. I read a book, learned how to pray.

I halved and quartered, and counted, and measured.

I used my eyes, ears, and hands in play.

I added and subtracted with puzzles and games.

I used magnets and blocks.

I learned about a rainbow and how to weigh.

So please don't say -

ANYTHING IN YOUR BAG

TODAY?

I am learning to listen and speak clearly when I talk.

I am learning to wait my turn and when inside to walk.

To put my words into a phrase to find my name and write it down...

To do this all with a smile and not with a frown.

So please, don't say -

WHAT, NOTHING IN YOUR BAG TODAY?

I learned about a snail and a worm.

Remembered how to take my turn.

Helped a friend when he was stuck.

Learned that water runs off a duck.

Looked at words from left to right.

Agreed to differ, not to fight.

So please don't say -

DID YOU ONLY PLAY TODAY?

Yes, I played the whole day through.

I played to learn the things I do.

I speak a problem, find a clue

and work out for myself just what to do.

My teachers set the scene, and stays near-by to help me when I really try.

They are there to pose the problems, and to help me think.

They are there to keep me floating and never let me sink.

So please don't say...

WHAT... NOTHING IN YOUR BAG TODAY?



## Classroom Rules

1. Treat everyone with kindness and love.
2. Keep hands, feet, and objects to yourself.
3. Talk quietly while indoors.
4. Listen carefully when someone is speaking.
5. Raise your hand to share ideas.
6. Respect and obey your teachers.

## Daily Report

Each day you will find a Daily Report about your child's day in preschool. There will be a brief comment about your child's day. Please take a moment to talk with your child about his/her day. Please know that we will help your child to learn from their mistakes in a gentle and loving way. We want to ensure that each child has a pleasant and positive learning environment. Please sign and return the report to school each day.



## Mrs. Perkins Wee Angels PreK-2 Daily Communications

Name: \_\_\_\_\_ Date: \_\_\_\_\_ M - T - W - T - F

Today I was: Happy Sad Tired Quiet Active Fussy

We went outside: Yes No \_\_\_\_\_ Nap: Yes No

I ate \_\_\_\_\_ of my SNACK. I ate \_\_\_\_\_ of my LUNCH.

**Diapers/Potty:** Please Send: \_\_\_\_\_

Time Wet/BM

Time Wet/BM

Time Wet/BM

Time Wet/BM

Time Wet/BM

Time Wet/BM

Potty Notes: \_\_\_\_\_

Notes: \_\_\_\_\_

**Please initial and return.**

**Please circle tomorrow's dismissal time for your child**

Early 2:30-3pm	Monday	Tuesday	Wednesday	Thursday	Friday
Regular 3-3:30	Monday	Tuesday	Wednesday	Thursday	Friday
After Care 3:31	Monday	Tuesday	Wednesday	Thursday	Friday
No School	Monday	Tuesday	Wednesday	Thursday	Friday

**Please circle if you send or order lunch for tomorrow**

**Packed lunch**

**School House Fare Lunch**

Messages from you/Parent: \_\_\_\_\_

## 3K and 4K Daily Report EXAMPLE

***Monday***

A Note from My Teacher:

Parent Signature: \_\_\_\_\_

***Tuesday***

A Note from My Teacher:

Parent Signature: \_\_\_\_\_

***Wednesday***

A Note from My Teacher:

Parent Signature: \_\_\_\_\_

***Thursday***

A Note from My Teacher:

Parent Signature: \_\_\_\_\_

***Friday***

A Note from My Teacher:

Parent Signature: \_\_\_\_\_

### Parent Communication

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# Biting Policy

## **Statement of intent**

Biting is part of a normal developmental stage for young children who are teething and are still developing their language skills. It is usually a temporary condition which is most common between 13 and 24 months of age. However, because of the danger this behavior represents to other children, repeated biting in a group childcare setting cannot be tolerated and requires positive intervention on the part of both the staff and the parents.

## **Aim**

The staff will always maintain close and constant supervision of the children but due to the speed and randomness with which biting incidents often occur, it is not always possible to prevent these from happening. Our biting policy addresses the actions the staff will take if a biting incident occurs.

## **Method**

When a biting incident happens it is very scary, frustrating, and stressful for children, parents, and staff. It is also not something to blame on children, parents or staff, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to stop because it does achieve results: the desired toy, excitement, attention.

Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with a firm “No....we don’t bite people”
- The bitten child will be comforted immediately, and the bitten area washed with soap and water. Appropriate first aid action will be taken where deemed necessary.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- The biter will be spoken to in a manner which he or she can understand and will be redirected to other play.
- An Incident Report will be filed in the office and the parents of both children will be notified of the incident.
- Confidentiality of all children involved will be maintained.
- We look at the context of each biting incident to see if a pattern can be identified, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- If a child bites more than once, a member of the staff will shadow them for as long as is felt appropriate both to protect potential victims and to try to understand why the biting is happening.
- Exclusion would only be contemplated in extreme circumstances.

### Arrival 7:30-8:00

At St. Mary's, parents are responsible for the transportation of their children to and from school each day. Please follow the preschool carpool guidelines. Please always think of the safety of all our children. Children may be dropped off between 7:30 am and 7:55 am each day. Please follow the single file carpool line past the front of the school and around to the Little Angel's entrance. Please do not pass any cars in the carpool line. You must remain in a single file line. When you arrive at the Little Angels entrance, a staff member will come to your car. Please have your child exit the vehicle from the back right side door with staff supervision. There will be staff present to guide your child to their class. Please be sure that you never enter the school premises where the main carpool line is exiting from. Promptly at 8:00 AM, the Little Angels door will close and be locked so that the children can begin their day. If you arrive after 8:00 AM, you will need to park and walk your child to the front door where a staff member will sign your child in and walk your child to their classroom.

### Dismissal

Children without siblings at St. Mary's can be dismissed at 2:40PM each day. Please enter the school premises and follow the kindergarten carpool line around to the Little Angels door. Stay in a single file line and do not pass any vehicles. Do not enter the school premises where the cars are exiting. Please pull up to the steps by the Little Angels door, remain in a single file line, and a staff member will walk your child to your vehicle. Children who have older siblings at St. Mary's will be dismissed at 3:00 pm each day. Please get in the right lane of the regular carpool line. Pick up your older children then proceed around to the Little Angels door to pick up your preschool child. Please pull up to the steps by the Little Angels door, remain in a single file line, and a staff member will walk your child to your vehicle. You also have the option of picking your preschool child up at 2:40PM, then going to the Elementary or Middle School dismissal line to pick up your older children. The person picking any preschool child up is responsible for securing the child into their car seat or booster seat and for making sure the car door is closed securely. No preschool child will be dismissed on their own at any time. Preschool children are not allowed to be dismissed in the Elementary or Middle School dismissal line. Preschool students may only be dismissed from the Little Angels door. If someone else is picking up your child, the office must have a note giving them permission. When the person arrives, he/she will need to show us a photo identification card. If you need after school care for your child, please call the school for information regarding rates and availability. After school care is available until 5:30PM. Any preschool student who has not been picked up from school by 3:30PM will be taken to after school care. If you have appointments and need to pick up your child at a different time throughout the day, please let the teacher or office know. They will have your child ready at the front office. All early pick-ups will be done through the front doors, not the Little Angels door.

## Dismissal, continued

Please note the following state policy regarding release of children. St. Mary's will follow this policy in accordance with the *Rules of the State Board of Education Office of the Commissioner, Chapter 0520-12-01, Standards for School Administered Child Care Programs*.

Rule 0520-12-01-05:

(5) (d) "Children should not be released to anyone whose behavior, as deemed by a reasonable person, may place him/her in imminent risk. Immediately call 911, the local law enforcement agency, or other emergency services number prior to the release of children. If the person displaying risky behavior is not the parent, the program shall not release the child and the parent shall be called immediately."



## Birthdays

Birthdays are very important to preschool children. In our class, we will celebrate each child's birthday. As the teacher, I will provide your child with a special treat on his/her birthday. As the parent you may want to help celebrate your child's special day. However, there are some basic guidelines that need to be followed:

1. You may send in individually pre-packaged items as a treat to share with the class.
2. Please send them in the morning with your child.

Please do not send presents, balloons, piñatas, or fast food on your child's birthday. Due to liability reasons, we are not allowed to hand out party invitations at school. This is a school-wide policy. I apologize for the inconvenience this may cause.

### **Summer Birthdays:**

Children who have birthdays during the summer months will not miss out on the fun. During the last week of school, we will celebrate all the summer birthdays with a BIG UNBIRTHDAY PARTY! This will be a fun time for everyone and a way that every life gets celebrated. Since there is usually more than one summer birthday, celebration responsibilities will be shared among all who are celebrating. I will contact those parents toward the end of the school year.

## Birthday Book from the Library

During your child's birthday month, you will receive an envelope from the library. You can donate any amount of money to purchase a book for our school library. A book will be purchased, and your child's name will be placed inside the book in honor of your child's birthday. This is a great way to contribute to the growth of our library.



## Clothing

Please refer to the St. Mary's School Student and Parent Handbook for the Preschool Dress Code.

## Communication

Communication between the home and the school is an essential element to the success of each child. Children prosper when the primary voices in their lives sing in harmony. Let's do everything we can to make sure that happens. Therefore, each day your child will take home their bag which will contain any schoolwork and the Daily Report. This will be very important. Please check these each evening and sign and return the Daily Report. Also, if you have correspondence that needs to be addressed that day, please send it on the Daily Report. Small pieces of paper in their take home bag could go unnoticed or get lost. We will write you back or call you, if needed. If you call, please keep in mind that the children are our first responsibility during the school day, and it is difficult to return phone calls right away. We will do our best to return phone calls during our planning time or after school. It may not be possible for us to always respond to you on the same day. We will try our best to respond to you as promptly as possible. Please leave your name and an alternate number where you can be reached after school hours.

You may also e-mail us if you have a brief question that can be answered easily. Please remember that e-mail should not replace conversations. As with phone calls, we will rarely have time to reply on the same day, so if you have a question that needs to be addressed that day...please send it on your child's daily report.

The school strongly encourages teachers not to communicate professionally using social media. Please do not use Facebook for school related communication.

Sandy Cicinelli  
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731-668-2525 ext.136  
731-668-2525 ext. 127  
731-668-2525 ext. 131

## Cubbies

Each child will be provided with a cubby that has his/her name or picture on it. Providing the children with a picture of themselves makes it easier for them to find their cubbies when putting items away. Please make sure any items you bring from home are clearly labeled and everything fits inside your child's cubby. These cubbies will serve as storage for their extra change of clothing, lunch box, coats, small stuffed animal for nap, and take-home bag. Please make sure that they are not bringing anything extra (like toys, sunglasses, hats, etc.) to school each morning.

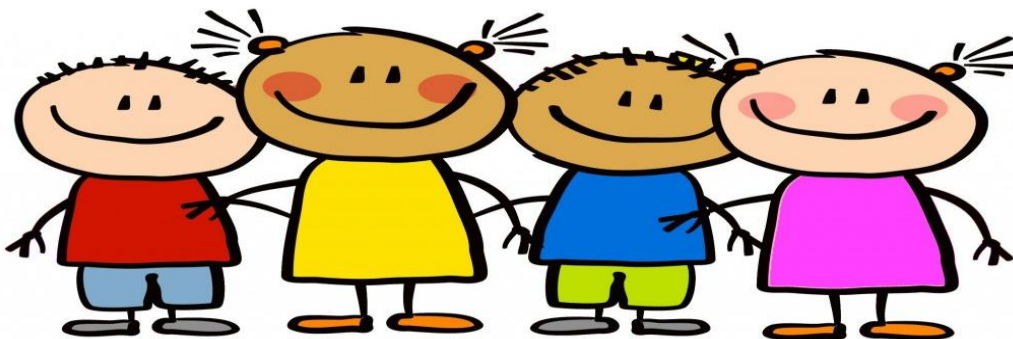
## Dis-enrollment Policy

The following factors could be, but are not limited to reasons for dismissal:

1. Behavior problems that are a disruption to the classroom environment.
2. Behavior problems that are harmful to him, her, or other children.
3. Lack of school readiness such as consistent crying, lack of cooperation, and separation anxiety.
4. Consistent potty-training issues (excludes 2K).

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him or her, or disrupts the classroom on a regular basis, then the principal reserves the right to terminate enrollment for that child.

All new students to St. Mary's are on a 9-week probationary period. (Please see SMS handbook for specific details.)



## Food Policy

The following guidelines should be followed to help prevent the risk of choking:

- Hard candy and nuts should not be sent to school.
- Grapes and cherry tomatoes should be cut into small bite sized pieces. Hot dogs should be cut in half length wise or into bite sized pieces.
- Olives should be cut in half with the pits removed.
- All food should be cut into appropriate bite sized pieces.

### Snacks:

Please send in your child's individually wrapped or packaged LABELED snack each day. The preschool program is a nut-free environment. Please do NOT send in peanut and/or any tree nut foods. Please make sure you notify us of any food allergies to ensure your child's safety. Please be sure you send healthy snacks. Fruit, yogurt, and cheese are examples of a healthy snack. Cupcakes, cookies, candy, and potato chips are examples of unhealthy snacks.

Please also send in water in a spill-proof cup for your child. This should be separate from their lunch drink.

### Lunch:

Preschool students have the option of purchasing a lunch through the new Schoolhouse FARE Lunch Program or bringing a lunch each day. Schoolhouse Fare procures restaurants to prepare and deliver freshly made to order lunches. The lunches will be delivered to the school individually packaged and labeled with the child's name and grade. Once they are delivered, we will keep them warm and refrigerate the cold items. Please note that you must sign up for this program and order 1 week in advance. Please go to [HTTPS://ORDERS.SCHOOLHOUSEFARE.COM](https://orders.schoolhousefare.com) to sign up and place your order.



If you choose to pack your child's lunch, we ask that you please follow these lunch box guidelines:

### **The Containers:**

Please have the contents of your child's lunch ready to eat! The idea is that your child can open 1 or 2 containers and have their entire lunch in front of them. Please also remember that your child's lunch will not be refrigerated or heated up. You must include an ice pack for any foods and/or drinks (especially milk) that require refrigeration. Remember to put your child's name on all containers.

### **Contents of Lunch:**

Please be sure to send your child a nutritional lunch each day. A healthy lunch should have the nutrients that children need to grow, learn, and play. An example of a healthy lunch would be a sandwich, a fruit (berries, a cut up apple, mandarins, etc), a vegetable (baby carrots, broccoli, etc), and a small handful of goldfish or graham crackers. We are not opposed to your child having a simple treat in their lunch box, such as 1 small cookie, but please don't send candy in your child's lunch. Yogurt also makes a nice treat which the children enjoy. Please be sure that your child has plenty of healthy items to eat before they have dessert. Keep in mind that we cannot heat your child's lunch for them. Also please make sure that all food is peeled, cut up, and ready for your child to eat. The preschool program is a nut-free environment. Please do NOT send in peanut and/or any tree nut foods.

### **Drinks:**

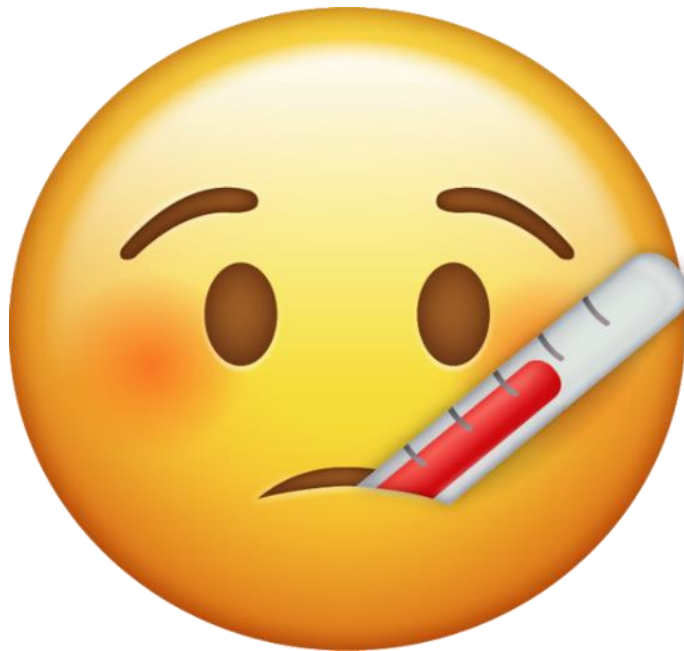
Please send water for your child each day in a spill-proof cup/bottle. If your child would like an additional drink at lunch, please send the lunch drink in a spill-proof container in your child's lunchbox. Please do not send in a box or pouch drink because they are very difficult for the children to open and very messy. Milk, water, or a fruit juice, such as apple juice or orange juice, is the type of drink your child should bring to school in their lunch box. Absolutely no carbonated beverages, soft drinks, or tea.

**Following these guidelines help lunch and snack go smoothly in our classroom each day. Thank you for your help and support.**

## Illnesses

If a child becomes sick during the day, you will be notified to come and take your child home. If your child is sent home, they may not return the following day. Sick children cannot be cared for at school. Please do not send your child to school with a fever. Any child who has had a fever, nausea, diarrhea, or vomiting should be symptom free for 24 hours before returning to school WITHOUT taking a fever-reducing medication. Your cooperation with this policy is extremely important and helps ensure a healthy and happy school environment for all our children, families, faculty, and staff. In addition, if your child is going to be absent for the day, it is the parent's responsibility to notify the school office by 8:30am.

A priority at St. Mary's is to keep all of our students healthy and in school. We can all work together to prevent the spread of illness.



# Mass

The 4K students will begin attending school Mass later in the fall, once they have adjusted to their normal schedule.

## **Guidelines on the Reception of Holy Communion:**

On November 14, 1996, the National Conference of Catholic Bishops approved the following guidelines on the reception of communion. The guidelines, seek to remind all those who may attend Catholic liturgies of the present discipline of the Church regarding the sharing of Eucharistic communion.

### **For Catholics:**

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. To be properly disposed to receive Communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (canon 916). A frequent reception of the Sacrament of Penance is encouraged for all.

### **For our fellow Christians:**

We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad divisions which separate us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one" (Jn 17:21).

Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (canon 844 § 4). Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own Churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these Churches (canon 844 § 3).

### **For those not receiving Holy Communion:**

All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

### **For non-Christians:**

We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.

## Movies

Age-appropriate G-rated videos will be shown to your child at school. This will occur on a limited basis for special occasions or for educational purposes when it correlates with student learning.

## Newsletters

Please take the time over the course of each week to read over our class newsletter so you will be aware of events and important information. This is a great communication tool between the school and the home, as well as a fun way to highlight what we do each week.



## Naptime

According to the American Academy of Pediatrics, preschoolers need a minimum of 10-12 hours of sleep each night, as well as a nap each day. This amount of sleep has been shown to be necessary for young children to be able to learn and develop well. Our day in preschool will be very busy, and your child will need to be well rested to be a happy participant. Children will nap each afternoon. Your child will not be required to go to sleep, but he/she will be required to rest quietly on his/her mat so other children can rest. If a child is consistently disruptive during nap, the child will be placed on ½ days. The school will provide the 2-inch plastic mats that are required by state guidelines. You will need to purchase a mat cover from the school. Your child may also bring a *small* soft stuffed animal or doll to sleep with during nap time. Please remember that the item should promote rest. The item needs to be something that can be kept at school rather than something that would need to be carried back and forth between home and school each day. We wouldn't want your child to be upset if the item were forgotten at home or school. The item should be small enough to fit in your child's cubby. Please be sure that all items are labeled with your child's first and last name. We will send home your child's mat cover for laundering at the end of each week.



## Potty-Training and Restroom Policy

In 2K, the children will be potty-training.

Some things we will do to get the children ready to potty-train:

1. We will be reading potty-training books and talking about going to potty in the big girl or big boy potty during changing.
2. We will have them sit on the potty during natural transitions times (before and after meals, before and after naps, and diaper changes)
3. We will practice with them in getting their pants up and down on their own along with hand washing.
4. We will supervise them and watch for signs that they have to go or are going and get them off to the potty.
5. We will keep close communication with the parents about any indicators suggesting the child is ready.

Students entering St. Mary's 3K and 4K must be toilet trained before the start of school. This includes independent use of the toilet, able to remove and replace clothing, as well as hand washing, all without assistance. Please practice these skills at home. In contrast to a day care setting, we require that our pre-k students be fully potty-trained to the extent that they can take care of their own toileting needs without assistance. Students are not allowed to wear diapers or pull-ups to school in 3K or 4K. We understand that a child may occasionally have a potty accident. Your classroom teacher will ask that you provide an extra set of uniform clothing for your child in case this should happen. When your child has an accident, he or she will be required to change without the assistance of a teacher. The Catholic Diocese strictly prohibits adults from being inside the restroom with children. Below you will see our procedures:

If a 3K or 4K student has three accidents in one week, the child will be sent home full time for one week to work on potty-training. If the accidents are only occurring during naptime, the child will be placed on a half day schedule for two weeks.

If a child has two potty accidents in one day, the parent will be called to pick up the child when the second accident occurs.

If a 3K or 4K student has an accident, a parent may be called to come and help the child clean-up, if needed. At that time, it will be determined if the child needs to be taken home to be cleaned further.

## Prescription Drugs and Medicines

Prescription drugs and over the counter medicine should, whenever possible, be dispensed by a parent or guardian. If a child is given a prescription to take three times daily, it is recommended that the parent give the medicine before school, after school, and at bedtime. If the medicine must be taken with the lunch meal, or more often than three times daily, the office personnel should dispense the medication. All medications will be kept and administered through the school office. **Do not send in medications with your child.** You must drop off and pick up the medications in person at the front office and have the following authorization form completed. You will need to make copies of this form or access it on the school web site. Once the medication is administered, there is an additional form that will be sent home for you to complete and return. All these forms are required by law for any individual to administer any kind of medication. Medication includes anything from Neosporin to prescription drugs.



## PRESCRIPTION DRUG AND MEDICINE AUTHORIZATIONS

All prescriptions must be in the original, labeled container and stored in the school office under lock and key.

The following information must be completed before the medicine is given.

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

NAME OF PRESCRIPTION: \_\_\_\_\_

AMOUNT OF DOSAGE: \_\_\_\_\_

TIMES TO BE GIVEN: \_\_\_\_\_

SIDE EFFECTS: \_\_\_\_\_

PRESCRIBING PHYSICIAN: \_\_\_\_\_

I hereby authorize \_\_\_\_\_

(Name of school)

to dispense \_\_\_\_\_ as directed above.

(Name of prescription)

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**Please send a completed form with your child each time  
medicine is sent to school.**

## Scrip

Each family enrolled at St. Mary's is required to earn \$200 per year in Scrip for the school per your contract agreement. To sign up and for more information regarding SCRIP please contact the school office.

## Take-Home Bags

Please, no backpacks. The school will provide "take-home bags" for the children on their first full day of school. These bags will be sent home daily and should return with your child each morning. Please make sure that you check your child's bag each day when he/she comes home. All important information about your child's day at school will be inside of your child's bag. This is our primary source of communication and is great practice for years to come! Please take care of your child's bag. If the bag is lost, parents are responsible for paying to replace the bag.

## Tardies

Preschool in the state of TN is not compulsory. However, a consistent and unrushed schedule is best for your child and his/her peers. PLEASE do everything you can to have your child in their classroom by 7:55. This way they have time to unpack, use the restroom if needed, and begin prayers at 8:00. The Little Angels preschool door will be closed and locked at 8:00 am. If you arrive at school past 8:00 am, you must park and walk your child to the front door where a staff member will meet you. Please communicate this to anyone who may drop off your child.



## Toys

In order to promote a quality learning environment for all students, we request that you do not allow your child to bring toys to school. Toys cause multiple distractions and problems in a school environment. They may also get lost or broken. The school is not responsible for any toys that are brought to school and become lost or broken.

This information is provided in addition to St. Mary's Student and Parent Handbook. In addition, please take some time to read through the school handbook at [www.stmarysschool.tn.org](http://www.stmarysschool.tn.org)

The pastor and principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

**\*\*St. Mary's Preschool Program adheres to, and follows, the guidelines approved by the State of Tennessee for School-administered Child Care Centers.\*\***

