

St. Mary's Preschool

Parent Handbook

2020-2021



*St. Mary's is dedicated to the education
of the whole child...
spiritually, intellectually, emotionally, and physically.*

Teachers: Colleen A. Thompson-4K, Laura Jones-3K, Triniti Perkins-2K

Assistant Teachers: Tina Butler & Penny Fitzgerald

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A Little About Mrs. Thompson

I grew up in a small town in Florida and graduated high school in 1992. I moved to Jackson in 1992 to attend Union University. While at Union I double majored in Spanish and Psychology and in 1996 received my B.A. degree. I also received my M.R.S. degree since this is where I met my husband! We were married in 1995. After graduating I decided I was going to graduate school for psychology...but God had different plans for my life! In the fall of 1996 I went back to school to receive my certification to teach Spanish. One year later I was standing in front of 7th and 8th graders teaching Spanish in Brownsville, TN. These years turned out to be some of the best years of my life. While in Brownsville, I learned so much and developed a great love for the community. During this time, I also decided to return to school in the evenings and in December of 2002 I received my Master's degree in Education with an emphasis in curriculum development and administration. In the spring of 2003, University School of Jackson had an 8th grade Spanish position open. As hard as it was to leave my position in Brownsville, my husband and I decided that after 7 years of driving back and forth... it was time to work closer to home. Once again, God knew much more than I could have imagined because in March of 2004 I had my daughter, Allison while teaching at U.S.J. Although teaching there was a wonderful experience, I decided to stay at home with my daughter and teach two days a week at a home-schooling tutorial. This was a great blessing, providing a place for me to teach, obtain more experience and still be there for my family. At the tutorial I taught Spanish to Kindergarten, 1st and 2nd graders and co-taught with the Kindergarten and 1st grade teachers. Then, in February of 2007 I began working here at St. Mary's School substituting in the 5th grade. I immediately fell in love with the St. Mary's family. Soon after, I began developing and teaching the pre-kindergarten program here and had a great first year with some of the most incredible families. Teaching in the pre-K program has been one of the most challenging and rewarding careers that I have ever had. I absolutely love it and I am looking forward to my thirteenth school year with the St. Mary's Preschool class.

A Little About Laura Jones

My name is Laura Jones and I am excited to be joining the preschool team this year! I am starting my 25th year of teaching with this being my 14th year at St. Mary's. I taught 2nd grade for 18 years, preschool for 4 years, 4th and 5th grade the past 2 years, and now I am returning to 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 dog, Daisy. We have 3 adult daughters (ages 25, 23, and 18). My youngest daughter is 18 and will be moving to attend college this year at MTSU. My middle daughter lives and works in Murfreesboro, TN, and my oldest daughter is a teacher in Jackson. I am looking forward to a fun-filled year of growth and learning with the Little Angels!

A Little About Triniti Perkins

My name is Triniti Grimes-Perkins (please call me Triniti). 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 last year. 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 Penny Fitzgerald

I am originally from Northern Lower Michigan. My Husband Mike and our 3 daughters Hannah, Gale, and Erin moved here 11 years ago. Hannah is a senior at Christian Brothers University. Gale will be a junior at Southeast Missouri and Erin is a senior at Sacred Heart of Jesus High School. I graduated from Petoskey Cosmetology Academy in 1986 and worked as a stylist for 26 years. After moving to Jackson, I joined the St. Mary's family and have worked in the cafeteria, in Kindergarten, and in preschool as a teacher's aide. I know we will be blessed with a great year, and I'm looking forward to meeting all of our Little Angels!

A Little About Tina Butler

My name is Tina Butler. I have been married for 34 years and am both a mother and first time grandmother. I have been a part of the St. Mary's family for 18 years, both as the Kindergarten assistant and as a St. Mary's parent. I have a passion for working with children and helping them learn in the classroom, and I'm looking forward to my new role as the Pre-K assistant.

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 main focus of learning during each week.

Daily Learning Centers

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

Daily Instruction includes

Phonics
 Math
 Religion
 Handwriting
 Literature
 Science
 Social Studies
 Outdoor Time

Enrichment Classes

Music, P.E. & Library

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 olds.

In addition, we use 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, we use *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, I 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. Keep hands, feet and objects to yourself.
2. Treat everyone with kindness and love.
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 Little Angels. 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 I will help your child to learn from their mistakes in a gentle and loving way. I want to ensure that each child has a pleasant and positive learning environment. Please sign and return the report to school each day.



2K Daily Report Example

Name _____ Date _____ m - t - w - th - f

Today I was:	Went Outside:
Happy Sad Hyper Tired Grumpy Quiet	yes no

I ate lunch:	Nap:
All Some None	good poor

Notes: _____

Diapers:
Wet BM when

Name _____ Date _____ m - t - w - th - f

Today I was:	Went Outside:
Happy Sad Hyper Tired Grumpy Quiet	yes no

I ate lunch:	Nap:
All Some None	good poor

Notes: _____

Diapers:
Wet BM when

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

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 maintain a close and constant supervision of the children at all times 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 7:20-8:00

At St. Mary's, parents are responsible for the transportation of their children to and from school each day. Please follow the Little Angels carpool guidelines. Please always think of the safety of all of our children. Children may be dropped off between 7:20 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. Temperatures will be taken before a student exits the vehicle. A temperature up to 99.9 will be permitted to enter the building. Any student with a temperature of 100 or above will be asked to go home until fever free for 24 hours. In addition, each parent will be asked questions about their COVID-19 exposure. Please have your child exit the vehicle from the back right side door with staff supervision. There will be staff present to conduct temperature checks and guide your child to their class. Please be sure that you never enter the school premises where the main carpool line is exiting from. At 8:00 am promptly 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 and a staff member will sign your child in and walk your child to their classroom.

Dismissal

Children who have chosen to attend only for ½ a day will be dismissed at 11:45 at the Little Angels door. Children attending for the full day without siblings at St. Mary's can be dismissed at 2:40 pm 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 Angel's 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 Little Angels child. Please pull up to the steps by the Little Angel's 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 Little Angels child up at 2:40, then going to the Elementary or Middle School dismissal line to pick up your older children. The person picking any pre-school 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 Little Angels child will be dismissed on their own at any time. Little Angel's children are not allowed to be dismissed in the Elementary or Middle School dismissal line. Little Angel students may only be dismissed from the Little Angels door. In the event that 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 are in need of after school care for your child, please call the school for information regarding rates and availability. After school care is available until 5:30 pm. Any Little Angels student who has not been picked up from school by 3:30 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 Angel's door.

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 of 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 usually are 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 Student and Parent Handbook Dress Code pages 51-55

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 their work and 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 my 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, after school, or in the evening. 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.

At this time all communication will be done via phone conversations, email, SeeSaw Messenger or written.

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Laura Jones	laura.jones@stmarys.tn.org	731-668-2525 ext. 127
Trinity Perkins	trinity.perkins@stmarys.tn.org	731-668-2525 ext. 131

Cubbies

Each child will be provided with an individual cubby that has his/her name and 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 and take-home bag. Please make sure that they are not bringing anything extra (like toys, sunglasses, hats, etc.) to school each morning.

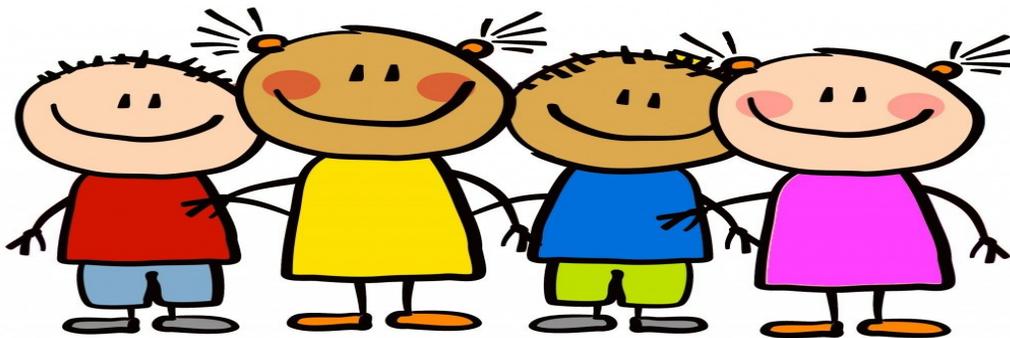
Dis-enrollment Policy

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 particular 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. 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 to have water at their desk throughout the day. This should be separate from their lunch drink.

Lunch:

Little Angels 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 fresh made to order lunches. The lunches will be delivered to the school individually packaged and labeled with the child's name and grade. We will be using the following restaurants: Jason's Deli, Firehouse Subs, Fazoli's, Sakura (twice a month), Panda Express (twice a month) and Pizza Hut. 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> 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. Purchase some ice packs to put in your child's lunch box to keep their lunch cool in the morning hours. Remember to put your child's name on his/her 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, an apple cut up, mandarins, etc...), a vegetable (baby carrots, cucumber slices, etc...), and a small handful of goldfish or graham crackers. I am not opposed to your child having a simple treat in their lunch box such as 1 small cookie. Yogurt also makes a nice treat which the children enjoy. Just please be sure your child has plenty of healthy items to eat before they have dessert. Please keep in mind that we cannot heat your child's lunch for them. Also please be sure that all food is peeled, cut up, and ready for your child to eat.

Drinks:

If your child is drinking something other than water from their spill-proof cup, please send in a separate drink that is in a spill-proof drink container in your child's lunch-box. 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 of our children, families, 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 here 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

2K will not be attending Mass as a class but 3K and 4K will begin attending school mass later in the fall once they have adjusted to their normal schedule. You will receive information home about this before we begin regular attendance.

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 with regard to 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. In order 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 videos will be shown to your child at school. This will occur on Friday afternoons for “Movie Matinee Fridays” and on a limited basis for a special occasion or when it correlates with student learning.

Newsletters

Please take the time over the course of each week to read over our Little Blue Angel’s 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 Little Angels 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 I will require that they lie on their mat quietly 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. Just 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. I 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. I 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 kids ready to train:

1. We will be reading potty books and talking about going 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 getting their pants up and down on their own and 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 and hand washing all without assistance. 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. 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 nap-time, 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. 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 of and pick up the medications in person from 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: _____

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 they come 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 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

The pastor, principal and teacher 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 Child Care Centers.****