

St. Mary Cathedral School

Preschool & Pre-Kindergarten Handbook



Revised: February 2024

St. Mary Cathedral School
321 North Otsego Avenue
Gaylord, MI 49735
(989) 732-5801 FAX: (989)732-2085

School Principal

Mrs. Heather Glasby

Dean of Students

Mr. Rich Moffitt

Administrative Assistant

Ms. Susan Roundy

Preschool

Teacher: Mrs. Kristen Payton

Teaching Assistant: Mrs. Kelly Kirk

Class Times:

Monday, Wednesday, Friday 7:45am – 2:50pm Full Day

OR

Tuesday & Thursday 7:45am – 2:50pm Full Day

(This class has the option of half day)

Pre-Kindergarten

Teacher: Mrs. Lindsey Sims

Teaching Assistant: Mrs. Betty Root

Teacher: Mrs. Sam Jones

Teaching Assistant: Mrs. Andrea Kirkby

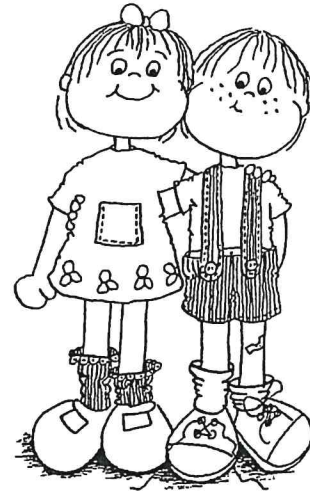
Class Times:

Monday – Friday 7:45am – 2:50pm Full Day

(Friday classes are OPTIONAL)

Daily Schedule for Preschool

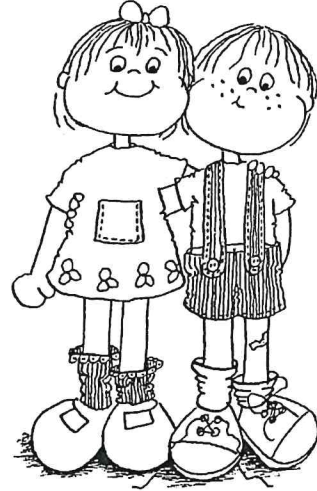
7:45 – 8:00	Convocation
8:00 – 8:15	Morning Circle Time
8:15 – 8:30	Bible
8:30 - 9:00	Free Play
9:00 – 9:10	Clean Up
9:10 – 9:15	Zoo Phonics
9:15 – 9:30	Snack
9:30 – 9:50	Large Group
9:50 – 10:10	Story & Lesson Demonstration
10:10 – 10:40	Work Table Time
10:40- 11:00	Bathroom/Wash Hands/Music
11:00 – 12:00	Lunch & Recess
12:15 – 1:30	Rest Time
1:30 – 1:45	Quiet Activities
1:45 – 2:00	Story
2:00 – 2:30	Work Table/Free Play
2:30 – 2:50	Collect belongings & Dismissal



- Schedule is subject to the day of the week as Preschool has specials; Library, Art, Computer Lab

Daily Schedule for Pre-K (M – F)

8:00 – 8:10	Arrival, Prayer, and Morning Work
8:30 – 8:50	Calendar, Daily Chain, & Question of the Day
8:50 - 9:00	Bathroom & Drink Break
9:00 – 9:15	Story & Transition to Stations
9:15 – 10:15	Stations (Literacy & Math)
10:15 – 10:30	Prayer & Snack
10:30 – 11:30	Free Choice Play
11:30 – 12:30	Lunch & Recess
12:30 – 1:10	Rest Time
1:10 – 2:10	Whole Group (Letter of Week/Number, Social Studies & Science)
2:10 – 2:30	Recess
2:30 – 2:40	Closing Activity
2:40 – 2:50	Collecting Work/Departure



NOTE: Class time will also be allocated each week with specialized teachers, for Computer Lab, Art, Music, and Library.

Teaching Philosophy

In Preschool and Pre-Kindergarten, we truly believe that children learn through interactions with their surrounding environment, and through hands on experience. With a strong supportive environment, children will be able to make and express choices, and will participate in playful activities with a learning purpose.

It is very important for children to have a positive bond with adults, especially the teacher. In the classroom, we encourage all students to have contact with other adults and children in the room. Discipline is something that we strongly feel should not be a penalty. Children need to learn from their mistakes, and be able to solve problems and/or solutions dealing with their behavior.

We will be attaining these goals through various themes that will be taught throughout the year.

Non-Discrimination Policy

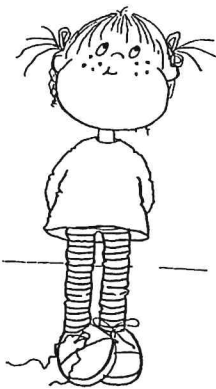
St. Mary Cathedral School does not discriminate. Students are admitted based upon The Diocese of Gaylord Admission Policy #4010.

*No Catholic child whose parents desire to enroll him/her in any Catholic school in Michigan shall be denied admissions to that school on the basis of race, color, or national origin.

*No child, regardless of religious affiliation, whose parents desire to enroll him/her in any Catholic school in Michigan which possesses capacity for additional students, shall be denied admission to that school on the basis of race, color, or national origin.

*Catholic schools shall do everything possible to achieve their purpose in an increasingly adequate way and to show their special concern for the needs of those who are poor in the goods of the words.

St. Mary Cathedral School complies, as required, by the terms of Title IX of the Education Act of 1972 and Public Law 92-318 (as amended by Public Law 93-568.) SMCS will not discriminate on the basis of race, national or ethnic origin, or gender in the administration of our hiring and personnel policies, education policies, admission, scholarships and loan programs.



Age of Entrance

St. Mary Cathedral Preschool will accept students who will be three (3) years of age on or before their first day of school. To be eligible for the Pre-K program, students must be four (4) years of age on or before their first day of school. There are no exceptions to this age requirement due to State regulations.

Students must be completely potty trained to participate in either program.

In extreme cases, parents may so significantly reduce the school's ability to effectively serve its students, that the parents may be requested to remove their student from the school for one or more of the following reasons:

1. Refusal to cooperate with school personnel.
2. Refusal to adhere to Archdiocesan or local policies and requirements.
3. Interference in matters of school administration or discipline.

Required Student Records

On the first day of attendance, your child must have the following information on file:

1. Copy of your child's Birth Certificate
2. Child Information Card completed with name, address, etc
3. Health Appraisal Form, signed by a licensed physician
4. Complete listing of immunizations or the proper waiver form
5. Transportation Form - name, address, and telephone number of the person(s) we are authorized to release your child to
6. Preschool/Pre-K Transportation Policy
7. Handbook Parent Agreement Form
8. Medical Treatment Release Form (notarized)
9. Media / Press Release Form
10. Field Trip Release Form

and hot lunch for all day students. The cost is \$.40 cents for milk and \$2.00 for a full lunch, billed at the end of each month.

Dress Code

Preschool students should wear clothes that are comfortable for play and Pre-Kindergarten students will be asked to wear St. Mary dress code. The guidelines below must also be followed:

1. Polo Shirt/Dress Oxford/Peter Pan Blouse
 - *White or Navy Blue with a logo
 - *Long or short-sleeved
 - *Undershirt must be dress code color
 - *Must be tucked in with a belt
2. Pants/Skirts/Skorts/Jumpers/Capris/Shorts
 - *Navy Blue or Khaki (not brown)
 - *Girls Skirts/Skorts/Jumpers must be knee length
 - *Bermuda or Walking Shorts (shorts must be knee length)
3. Cardigan Sweaters/Vest (knit or fleece)/Crewneck Sweatshirts
 - *Navy Blue or White
4. Socks/Girls Stockings (tights, knee highs)
 - *Navy Blue or White
5. Shoes are to be worn at all times (socks must be worn with sandals). No open toe or flip flops.
6. Please dress your child appropriately for the weather.



If you have any questions, please contact a member of our staff

Late Arrival to School

Our classroom starting time is at 7:45am for. Please try your best to arrive on time so that your child won't miss out on any of the daily activities.

Drop-off & Pick-up Safety

To ensure that all Preschool and Pre-Kindergarten students arrive safely to their classrooms, you must accompany your child to the classroom door and verify that the teacher has acknowledged their arrival.

If your child is to go somewhere other than his/her usual destination after school, you **MUST** notify the teacher with a note. Your child will not be released to anyone other than a parent/guardian without your permission. If a change in plans occurs during the school day, please contact the school office to notify the teacher.

Parent-Teacher Conferences & Report Cards

Pre-Kindergarten parents and teacher will have the opportunity to formally discuss child's progress once during the school year through parent-teacher conferences, assessments, and report cards. Additional conferences may be scheduled for concerns that parents or teaching staff may have which need immediate attention. There are no conferences for preschool students and parents.



Immediate – can be enforced as soon as the rule is broken.

Consistent – consequences must be enforced every time the rule is broken.

Logical – consequence helps the child learn how to follow the rule the next time and helps the child recognize how personal actions affect others.

10. Teachers give a warning of what consequence will result from breaking the rule “You can either share the truck or I will have to take it away. You can either stop pushing right now or we’ll have to wait inside until you do.”
11. In certain situations, teachers may have child find a solution before continuing with classroom activity.
12. Children at St. Mary Cathedral School are never physically disciplined by a method such as hitting, spanking, or slapping.
13. Should a child fail to adjust to a group situation, the Principal, Teacher, Teaching Assistant, and parents will confer as to the appropriate action to be taken. Every effort will be made including referral, testing, and special services before a recommendation is made to remove a child from the classroom.



and doctor signature. Medical form will also need to be dated with specific instructions.

- The medicine must be in its original bottle with the child's name on it.
- A log will be maintained containing the name of the student, staff member present, date and time medication was administered and the name of the medication.
- The medicine will be kept in the school's main office.

Students should be instructed NEVER to accept any type of medication from another student. These rules also apply to the administration of sunscreen and cough drops.

Communicable Illness Policy

If your child has contracted or been exposed to a communicable disease, the parent is required to notify the school so we may contact the parents of children in your child's class. Children under a doctor's care may return to school when the doctor feels the child is well enough to do so.

Parent Notification of Accident/ Injury

- Notification will occur at pick up time for minor injuries, incidents such as a minor scrape on the knee may only require staff to apply first aid, complete incident report, and notify parent at pick up time verbally and provide written injury report.
- Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent the emergency contact person will be contacted immediately for more serious injuries,

- Elementary Playground Duty
- Ticket Takers at Sporting Events
- Elementary Carnival
- Band
- Snowbird Gala
- Elementary Field Day
- Concession Stand Helper
- Summer Time General Cleaning
- Drama
- Assistant Coaches
- Lunchroom Supervision

Other possibilities exist Elementary room parents will distribute information and schedule volunteers throughout the year.

Snow days

Cancellations due to weather conditions will be the same as Gaylord Public Schools.

Objects Not Permitted

Please do not allow your child to bring any of the following items to school:

- Guns, knives or sharp objects
- Balloons or rubber bands
- Motorized toys or electronic Gameboy's
- Candy or gum
- Money
- Animals(unless with prior approval of the teacher)

St. Mary Cathedral School

Parent Agreement Form (Please return this form before school begins)

Parent notification of the Licensing Notebook Requirement
Child Care Organizations Act, 1973 Public Act 116

- This Center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspections and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I/we have read the Preschool/Pre-Kindergarten Handbook and agree to abide by the policies of the St. Mary Cathedral School program(s) of which our child(ren) is/are enrolled.

	Preschool	Pre-K
_____	<input type="checkbox"/>	<input type="checkbox"/>
Child's Name		
_____	<input type="checkbox"/>	<input type="checkbox"/>
Child's Name		

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please return completed form to St. Mary Cathedral School