



ST. ANNE CATHOLIC GRADE SCHOOL

BUILDING THE CHAMPION CATHOLIC SCHOOL OF GOD

Preschool Handbook

St. Anne Catholic Grade School

5920 Arden
Warren, MI 48092
www.st-anne.net

School office phone: 586-264-2911
Office Hours: 8:30-4:30

Principal:

Mr. Matthew Marion
mmarion@st-anne.net

Preschool Teachers:

Ms. Donna Campbell
rdabish@st-anne.net

Mrs. Dorita Bou Tanos
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Pre-Kindergarten Teachers:

Mrs. Lindsay Demsky
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Mrs. Jean Kotlar
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Mrs. Jasmine Holt
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Mrs. Michele Lucido
mlucido@st-anne.net

Latchkey:

Mrs. Yazee Najjar
Before and after school care is available in Room 4,
Cafeteria, Library, Gym and Outside Play Area
Phone: **586-264-8460**

Mission Statement

St. Anne Catholic Grade School exists to provide a student-centered Catholic education. It seeks to integrate the spiritual, academic, athletic and social development of all of our students so they can become moral, disciplined and respectful individuals.

Philosophy

Our mission statement speaks of St. Anne Catholic Grade School as a school of teaching and continued learning, of scholarship, of service and community. The components flow from three elements of Roman Catholicism:

- † The person of Jesus
- † His Gospel
- † His Spirit

St. Anne draws its fundamental inspiration from our Lord as the source of wisdom from whom all things can be brought to completion. As a Catholic school, St. Anne expects to contribute to the Church's educational mission.

Welcome to Our Preschool, Pre-Kindergarten and Latchkey Program

We welcome you and your child to our program where we follow Jesus and the way of life he teaches us to live. As Catholic Child Care givers, we are committed to providing an exciting learning experience in a nurturing spiritual environment. As Catholic Educators, we will provide active learning experiences which will allow the children to explore, manipulate, discover, question and solve conflicts. We will encourage and support each child's spiritual, social, emotional, cognitive and physical growth in a positive atmosphere.

Our latchkey program provides before and after school care for all students preschool through 8th grade. We are available from 7-9 a.m. and 4-6 p.m., Monday through Friday.

Admissions

St. Anne Catholic Grade School admits students of any race, nationality, and ethnic origin to all rights and privileges, programs, and activities generally accorded to students of this school. It does not discriminate on the basis of race, national and ethnic origin or sex in the administration of its hiring personnel, educational policies, admissions, scholarships and loan programs, and athletic and other school administered programs as required by the terms of Title IX of the Educational Act of 1972, Public Law 92-318 (as amended by Public Law 92-588).

Preschool students should be "potty trained" and have received all state required immunizations. Proof of immunizations must be on file in the school office before the first day of school. During the enrollment process, a birth certificate, an updated physical, and a current immunization record must be on file. Please provide a baptismal certificate if available. A child information card, licensing notebook form and a family emergency form must be on file by the first day of school.

All students who attend before school and after school care must register with the Latchkey Program. A \$20 fee for one child or a \$35 fee for two or more children will be required at the time of registration. This is a non-refundable fee. A child information card, family emergency form and our Licensing Notebook Form will be required to be on file.

Family Information

Family home and work addresses and phone numbers, emergency contacts, and authorized care information must be kept current. Parents are responsible to inform the school office of changes to any of these.

Arrival

School doors open at 8:45 a.m. Children should arrive in sufficient time so as to be in the classroom promptly by 9:00 a.m. Parents must sign in their child by writing the *time of arrival* on the *Attendance Sheet* located on a clip board in the classroom mail box.

Preschool students can wait in the hallway outside the classroom. Parents please wait with their child until the teacher invites the children into the classroom. On a daily basis, it is very important that each parent take their child to the restroom before entering the classroom.

Dismissal

Preschool students' day ends at 12:00 noon or 3:30 p.m. Teachers will dismiss the students at latchkey doors. Teachers must sign out their students by writing the *time of departure* on the *Attendance Sheet* located on the clip board in the classroom mail box. If you are going to be late picking up your child, please contact the school or teacher if possible.

Schedule of Operation

Our preschool program follows the regular school calendar. This is available at our website: www.st-anne.net.

You may enroll your child one, two, three, four or five full or half days per week. Tuition is based on how many days you choose to attend. Monday – Friday, 9:00 a.m. - 12:00 p.m. or 9:00 a.m. - 3:30 p.m.

Daily Routine

| | |
|-------|--|
| 9:00 | School Begins/Announcements and Prayer |
| 9:20 | Calendar Time |
| 9:45 | Religion/Story Time |
| 10:00 | Daily Lesson |
| 10:15 | Center Time |
| 10:45 | Cleanup/Bathroom Break/Snack Time |
| 11:15 | Work Station/Small Group Activity |
| 11:45 | Story Time/Review of the Day |
| 12:00 | Dismiss Half Day/Recess Full Day |
| 12:30 | Lunch |
| 1:00 | Rest Time |
| 2:00 | Large Group Activity |
| 2:30 | Bathroom Break/Snack Time |
| 3:00 | Center Time |
| 3:30 | Dismiss Students |

Latchkey Schedule of Operation

Our before school and after school program follows the school calendar. Latchkey is available every school day **except the first day of school** and **PM latchkey** on the **last day of school**. Any changes to our schedule will be emailed to parents as well as posted on our website.

Monday through Friday, 7-9 a.m. and 4-6 p.m.

Daily Routine

7:00 a.m. Arrival – **Parents must deliver and sign in their child**

8:45 a.m. Clean up or pack up and prepare for the school day

Students are delivered to their classrooms at 8:55 a.m.; Latchkey will sign students in on the attendance sheet

3:55 p.m. Arrival – Teacher must deliver and sign in their students

5:45 p.m. Clean up or pack up and prepare to go home – **Parents sign out their child when they are picked up**

Any Latchkey student leaving for extra-curricular activities such as an athletic practice or scout meeting must have written permission on file and students will sign in and out.

Preschool and Pre-Kindergarten Tuition Policy

A deposit for registration for the school year is a non-refundable \$100 per student fee due at the time of registration. This deposit will be applied to the tuition and thus deducted from the tuition balance. Tuition payments may be made by cash, check, automatic banking deduction, major credit card or debit card. You have the option to pay in full by August 1st or make monthly payments.

| | Tuition for Full Day: | Tuition for Half Days: |
|--------------|------------------------------|-------------------------------|
| Five | \$3910 | \$2330 |
| Four | \$3680 | \$2215 |
| Three | \$3450 | \$2100 |
| Two | \$2910 | \$1830 |
| One | \$2003 | \$1376 |

Latchkey Tuition Policy

There is a non-refundable registration fee for all families who register for before and after school care. A \$20 fee for one child or a \$35 fee for two or more children required at the time of registration.

Registration Fee (per year)

\$20.00 – 1 child

\$35.00 – 2 or more children

Extended Day (Latchkey) Program Fee

\$4.00 Per hour – 1st child

\$2.00 Per hour – 2nd child

\$1.00 Per hour – 3rd child

Fees will be charged in half hour increments after a one hour minimum charge.

Billing statements will be given out every other Monday. Payment is due the following Friday. Payments by check, made out to St. Anne Catholic Grade School, credit card and cash are accepted.

Latchkey services end promptly at 6:00 pm. If a child is not picked up by that time, a late fee of \$5.00 per 15 minutes will be charged per child.

Preschool and Pre-Kindergarten Class Choices

Half Day (9:00 a.m.-12:00 p.m.)

Full Day (9:00 a.m.-3:30 p.m.)

Mon

Tues

Wed

Thurs

Fri

You may choose which days and how many days you would like. You must choose either Full Days or Half Days.

Preschool and Pre-Kindergarten Age Requirements

3 year old program *Children must be 30 months old*

4 year old program *Children must be 48 months old*

Class Ratios

| | Class Ratio (Adult to Children) | Maximum Class Size |
|--------------|--|-------------------------------|
| 30 month old | 1:8 | 16 |
| 3 year old | 1:10 | 18 |
| 4 year old | 1:12 | 20 |

Uniform Policy

Our three year old Preschool students and our four year old Pre-Kindergarten students wear a school uniform. Our uniform consists of children wearing blue pants and a white collared shirt (polo shirts with our school logo). Solid, navy blue or white sweaters are also permitted. Girls have the option of wearing a St. Anne jumper or skort, a navy blue jumper, skort or skirt with a white collared shirt. White, navy blue or black socks or tights may be worn. Tennis shoes are acceptable in class. Brown or black school shoes may also be worn in class. Shoes should be comfortable and appropriate for large motor movement. Shoes should cover the entire foot. Boots, snow boots, clogs, sandals, flip flops and similar styles are not allowed at school. We recommend that you dress your child in comfortable clothing that your child can operate on their own. For example, elastic waist pants or clothing that your child can put on and off "All by Myself" so that they can attend to their own bathroom needs.

Extra Clothing

Each child should have a change of clothes to be kept at school. The change should include a white top, blue slacks, skirt, skort, or jumper, undergarments, and socks. Clothing items should be placed in a zip locked bag labeled with your child's name.

Outdoor clothing should be appropriate for the weather (such as boots and snow pants, hats and gloves) and labeled with your child's name.

Latchkey students are welcome to change their clothing after sign in and or attendance has been taken. Please make sure to label all personal belongings.

What Should Remain at Home

Toys should remain at home. The school does not assume responsibility for toys or other items brought from home. When in doubt ask your child's teacher.

At St. Anne we realize that children play games like police, war or space age warfare. However, the school's policy is that such games are not being part of the school experience. At St. Anne, toy weapons of any sort are not allowed at school or latchkey.

Electronic or hand held games, phones, readers, tablets, iPods and lap tops are allowed to be used in morning and afternoon care in the library, grades 5 – 8 only.

Cell phones and internet access may be used for educational purposes during, morning and afternoon latchkey. The use of cell phone and the internet will be supervised by latchkey staff in the library, grades 5- 8 only.

Snacks

A healthy snack, milk and water are provided for children around 10:30 a.m. and again around 2:30 p.m. in the afternoon for full day children.

All snacks are peanut and tree nut free. If your child has any special dietary needs or other food allergies please notify your teacher.

Latchkey students are welcome to bring their own snacks to school. We ask that you send healthy, peanut and tree nut free snacks to school. Milk and water are available for purchase on a daily basis.

Allergies

It is the parent's responsibility to notify the school and teacher of a child's allergies to food, insects or other substances. Life threatening or anaphylaxis reactions which require an EpiPen to be on hand should be placed in a Ziploc bag labeled with your child's name and contain a copy of the Medical Protocol and School Protocol. EpiPens must be given to your child's teacher and will be stored in the classroom for the year.

Recess

Each day the children will enjoy 30 minutes of recess time. Please make sure your child is dressed properly for outside play. For example, appropriate hats, gloves, mittens, boots, shoes, etc. would be appreciated. Please make sure you label your child's belongings. Weather permitting, the children will play outside on our preschool play structure. When the weather is not permitting, the children will play inside in the gym.

Food Items and Lunch

Children staying for lunch can bring their lunch or purchase hot lunch. Monthly lunch calendars can be printed from the school's website and turned into your child's teacher. Hot lunch is \$3.90, which includes a healthy, balanced meal including milk. Additional entrées are \$1.50. Milk or water may be purchased for 50¢. Please label your child's lunch box, containers and backpacks. Send utensils (plastic spoons, for example) with your child's lunch. No glass items and or metal knives (use plastic if a knife is necessary) should be sent to school.

Gum and Candy

Gum and candy are not allowed in class, school or latchkey.

Rest Time

We provide one hour of rest time each day. Some children are developmentally past the need for a nap, however, they need to remain quiet and relax on their cots. All day children should bring a sheet to cover their cot, a blanket, pillow and a small size stuffed animal to use during rest time. These items should be marked with the child's name. All items should be washable and stored in a sealed plastic bag. At the end of each week, we will send them home to be cleaned and returned the following week.

Authorized Persons to Pick Up Your Child

Parents must provide the school with the names of persons authorized to pick up the child and the names of person(s) NOT authorized. **It is the parent (s) or guardian's responsibility to inform the school of any changes in the names of persons authorized or not so authorized.** A Child Information Card must be filled out correctly and on file for each child.

Communications

In addition to communication from your child's classroom teacher, a number of other communication methods are utilized by the school.

The school website (www.st-anne.net) includes announcements, the school calendar, academics, policies, clubs and organizations, activities, events, lunch menus and other useful information. Parents are encouraged to check the site regularly.

The school and teachers will also use email to send home a variety of information. Please check your email regularly for these notes. It is the parents' responsibility that the school has current email addresses and phone numbers.

Each preschool student is also asked to bring in a folder. This folder will be brought home each day with notes from the school and teacher, as well as the child's work from the day. This folder should be checked and emptied daily.

Absent and Tardy

If your child will be absent from school, parents are asked to call the office to report the absence and the reason for the absence.

If your child is tardy to school, you must report to the office first and sign in, before coming to your child's classroom. Parents or care givers must sign in the time the child is delivered to the classroom teacher.

Calendar

The preschool, pre-kindergarten and latchkey program follows the regular school calendar. Check the school website (www.st-anne.net) for updated school calendars.

Snow and Inclement Weather Policy

If weather conditions should necessitate the cancellation of school, please check the television for school closings on Channel 2 Fox, Channel 4 WDIV and Channel 7 WXYZ. You may also listen for school closing information on the radio at WWJ 950 am or WJR 760 am. Look or listen for "St. Anne Catholic Grade School" to be listed or announced.

Goals of the Preschool and Pre-Kindergarten Program

- † To provide an age appropriate Catholic learning environment
- † To develop a good self image
- † To assist a child to become aware of others in relationship to themselves
- † To develop independence skills
- † To develop social skills
- † To be able to share
- † To develop communication skills
- † To develop spiritual, academic, physical, social and emotional growth
- † To feel safe, comfortable and happy at St. Anne Catholic Grade School

Goals of the Latchkey Program

- † To provide before and after school care for the children and families of St. Anne Catholic Grade School.
- † To continue to nurture and support a love for school, our faith and one another as we follow Jesus and the way of life he teaches us to live.
- † To continue to support and build independence and self-esteem while in our care.
- † To provide age appropriate program meeting the needs of the children in our care ages 3 – 13 years old that follow the rules and guidelines set forth by the state of Michigan.

Separation Anxiety

Changes, such as beginning school, camp, swimming lessons, etc., can trigger separation anxiety. Although infrequent, if your child demonstrates anxiety by crying, clinging onto a parent, etc., our staff will assist you through the anxiety. If you anticipate that your child might experience anxiety on the first day of school you might consider coming to school before the first day and walk your child around the building, the classroom, the playground and church campus. Familiarity with surroundings helps minimize anxiety. Once you drop your child off to the teacher, you need to leave without looking back (including hiding and peeking) or coming back to your child (unless a school staff member calls for your assistance). Experience has taught us that if a parent stays around, and the child is aware of the parent's presence, the child continues to get "worked up." In such cases, the parent will be called and be given an update on their child's disposition if necessary.

Curriculum

Our preschool curriculum is designed to prepare students for the St. Anne K-8 curriculum. The following skills lay the foundation for this preparation:

Catholic Faith Formation At a level appropriate for the age, students will learn about and practice the Catholic faith. As the school recognizes our parents to be the primary educators of their children, parents must realize their critical role as Catholic faith teachers by practicing our faith at home (regular Mass attendance on Sundays and Holy days, regularly participating in the sacraments, praying at home as a family, etc.) In class, students will participate in a variety of activities introducing them to the Catholic faith and providing a foundation for the future reception of the sacraments. Beginning in October each school year, our preschool and pre-k students attend school mass each week.

Physical Development utilizes cross-curriculum activities that suit the child's physical development of large and small motor (muscle) skills. This is achieved through an environment that provides freedom of expression, challenges, and the opportunity for frequent repetition. The ability to have control over one's own body provides satisfaction, pride, and positive self-awareness.

Dramatic Play is a child-centered activity. Children engage in pretending, role-playing, and imaginative play. These activities enhance a child's intellectual, physical, creative, and social-emotional development. By providing a variety of materials and situations, children are able to integrate what they learn and experience into reality. By practicing social and communication skills, they learn to resolve conflicts, express their individuality, and realize their creativity.

Math and Science activities are designed for exploration and discovery. Through hands-on experiences, children will experiment using a variety of math and science techniques. These concrete experiences allow the children to gradually comprehend math and science. By providing opportunities to explore and develop a sense of stewardship for God's earth, children will begin to gain respect and appreciation for our natural environment.

Language Development includes reading, writing, listening, and speaking skills. Children are involved with quality literature in diverse settings. Children are encouraged to explore a variety of writing materials used in ways that are interesting, meaningful and fun. Children are encouraged to express themselves and listen to others in a variety of situations. By integrating these opportunities throughout the day, the children practice effective communication skills.

Mass As a Catholic program, we follow a liturgical calendar. All preschool and pre-k children start attending Mass in October. We attend school mass weekly.

Birthdays

Celebration is important at this age. Classroom parties should be planned in accordance to each teacher's classroom guidelines regarding birthday celebrations in school.

Parent Volunteer Policy

Any person entering the building must sign in at the office before going to the classrooms (no matter how short or long the visit).

All Parent and Volunteers coming into contact with children must meet the archdiocesan requirements for volunteers including completing Protecting God's Children workshops. This requirement must be met before volunteer-ism can begin. All Parent volunteers must be supervised by a teacher and or a teacher assistant at all times.

Teacher-Parent Conferences

Our program follows the school calendar for all formal conferences which are scheduled twice a year. Parents may request an additional teacher conference anytime during the school year.

Preschool/Pre-Kindergarten/Latchkey Discipline and Guidance Policy

We believe that discipline teaches children how to effectively relate to others. We encourage the use of self-control, redirection, cooperation, and problem solving skills. These methods are utilized to teach the children how to be responsible and accountable for their own behavior. By targeting the child's behavior as opposed to the child, we believe the end result is positive self-esteem.

Discipline: To teach the expected behavior. It must be appropriate to the child's level of understanding. It must be individualized and consistent for each child. It must be directed toward teaching the child acceptable behavior and self-control.

Guidance: All teachers and caregivers may only use positive methods of guidance that encourage self-esteem, self-control and self-redirection which include positive use of praise and encouragement on good behavior instead of focusing only upon unacceptable behavior. Teaching and reminding a child of expected behavior by using clear positive directions and statements. Teach by redirecting the behavior by using positive redirection and positive statements. Teach and redirect by using brief supervised reflective time away from the group to help the child understand their own behavior.

Communication: All behavioral problems will be communicated to the parent(s). It is important the parent and teacher cooperate to resolve or help to correct the situation or behavior. Repeated behavior problems will be reported to the director and then to the principal. A conference may be held between the director, principal and the teacher. Written warning may be given at this time.

A child may be removed from the program if: The child poses a threat to self, staff or other children in the program. If the program does not meet the child's needs after a conference and the child is still having a difficult time. Professional advice and local support may be offered. If a child still continues to have difficulty, the principal and the director reserve the right to ask that the child be withdrawn from the program.

Not acceptable discipline: At no time will any of the following be used as discipline techniques in our program: hitting, shaking, biting, pinching or any form of corporal punishment. Restricting a child's movement by binding or tying, inflicting mental or emotional punishment. Depriving a child of food. Confining a child in a closed area. The only exception is if a child may harm himself or herself or another person. In this case, non-severe restraint may be necessary.

Illness Policy

Our goal is to help children learn good health habits and to ensure a safe and healthy environment for all students, teachers and all care givers in our program. In order to do so, any child, teacher or care giver exhibiting any of the following symptoms should remain at home:

- † Infectious runny nose
- † Fever of 100°F or higher
- † Nausea or vomiting
- † Skin rash or sores
- † Inflamed, swollen or infected eyes, such as pink eye
- † Diarrhea
- † Headache
- † Sore throat
- † A cough which is bad enough to make a child red/blue in the face
- † On an antibiotic for less than 24 hours

All Children and Adults must be symptom-free for 24 hours before they may return to school or work (no fever, no vomiting, no diarrhea, no eye discharge, etc. for 24 hours).

Colds, Coughs, Ear Infections: We prefer that children and adults remain at home when suffering from these problems. They don't feel well and won't be able to concentrate or enjoy their day, and or they could infect their classmates and teacher. Consideration for others is crucial to controlling the spread of colds and flu at school.

All communicable diseases must be reported to the school, including but not limited to: strep throat, pink eye, chicken pox, RSV, "hands, food and mouth", or lice. Please report any cases even if your child has been diagnosed and treated on a day when he or she does not attend.

Careful attention to good hygiene including hand washing before eating and after bathroom visits, after wiping runny noses, discouraging thumb sucking, nail biting and mouthing of any other objects (and cleaning and disinfecting these objects) can help keep you and your child healthy.

All children, when first exposed to a large group of children, will be exposed to a greater number of bacteria and viruses. This naturally will result in more illnesses during the first three to six months. Having an alternate form of care arranged when your child is too ill to attend school is highly recommended.

If a child begins to show signs of illness while at school, we will call the parents and then the emergency contacts. A parent or emergency contact must pick up the child within 1 hour of notification. It is important that the child be picked up immediately to prevent the spread of the illness.

Preschool/Pre-Kindergarten/Latchkey Change in a Child's Health Plan

When a change in the child's health is observed at School, the Parent will be notified by phone when indicators of changes in a child's health are present, including but not limited to:

- † Fever – If a child has a temperature of 100 degrees
- † Diarrhea – If a child has two loose or watery stools, even if there are no other signs of illness
- † Vomiting – Any vomiting, Exception spit up after eating
- † Rash – If the child develops a rash
- † Any head or face injury – Notifies immediately so that a parent can determine what treatment they want for their child
- † Crying or complaining for a long period of time – If the child is not himself and is complaining about discomfort or is just cranky and crying more than usual for that child

When a child becomes seriously injured or sick, experiences accidents or is too ill to remain in the classroom. The Parent will be notified immediately by phone if:

- † A child is unconscious, semi-unconscious or unusually confused
- † Has a blocked airway
- † Is not breathing
- † Is having difficulty breathing, has shortness of breath or is choking
- † Has no pulse
- † Is coughing up or vomiting blood
- † Has been poisoned
- † Has had a severe allergic reaction
- † Has had a seizure for the first time, a seizure that lasts more than 5 minutes or an atypical seizure
- † Has sudden, severe pain anywhere in the body
- † Has a life threatening injury

Accident or Injury Policy

A Parent will be notified by phone if any accident or injury occurs while your child is in our care including a bump on the head or face, a bite and any other incident that may occur that requires medical assistance for any reason.

Wellness Policy

Hand Washing Procedures

At School, the following hand washing procedures will be used for hand washing before snack time, lunch time and each time a child goes to the bathroom:

- † Moisten hands with water and apply one pump of soap
- † Allow water to run to a comfortable temperature between 60 degrees and 120 degrees
- † Rub hands vigorously until a soapy lather appears and continue until you have finished saying your ABC's
- † Make sure you rub areas between fingers, around fingernails, under fingernails and jewelry and the back of your hands
- † Rinse hands under running water until free of all soap and dirt
- † Turn off water and dry hands with one clean disposable paper towel

Handling Bodily Fluids

At School, the following precautions when handling bodily fluids will be used as instructed by the American Red Cross blood borne pathogen training. Steps will include:

- † Staff/Teacher will put on gloves
- † Clean up all bodily fluids
- † Wash area with soap and water, rinse and sanitize area
- † Wash hands of child
- † Take off gloves and wash hands

Cleaning and Sanitizing

At school, the following steps used for cleaning and sanitizing:

- † Wash area or surface with soap and water spray bottle
- † Wipe with disposal paper towel and throw away
- † Rinse area or surface with warm water spray bottle
- † Wipe dry with disposal paper towel and throw away
- † Spray area or surface with sanitizing solution
- † Allow area or surface to air dry

Resources: AOD Office of H.A.P.S (Health, Athletics, Physical Education, Safety), CDC.gov, Macomb County Health Department, OSHA

Medication Policy

Do not send Aspirin, Tylenol, Cough Syrup, or any substance containing an active ingredient to school for your child. We cannot administer any over-the-counter medications without a written statement from your physician. Any antibiotics or other medicines must be given only as prescribed by your doctor, and a special medication form must be filled out in order for this to be done.

If medications have been prescribed for your child, do not send him/her to school until he/she has been on the medication for a full 24 hours.

In the case of a prescription medication:

- † It must be the original container.
- † It must have the prescription label.
- † It must have the doctor's and child's names.
- † It must have a current date and expiration date.
- † A calibrated spoon, if appropriate, must accompany it.
- † A medication authorization form must be filled out completely and be given to your child's teacher. All medication is kept inside the classroom, with the proper paper work attached and medical protocol attached for the teacher to administer.

Emergency Preparedness Plan

The entire school participates in emergency drills including fire, lock-down, and tornado. If any parent or visitor is present during a drill, they are expected to comply with the emergency procedure protocol under the direction of the staff.

Withdrawal Policy

We understand that circumstances may make it necessary for a child or family to leave our program. A written notice is requested in order for us to make necessary arrangements for your child's withdrawal.

Student Withdrawal on Grounds of Parental Behavior

Under normal circumstances a child is not deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve our students that the parents may be requested to remove their child or children from the school for any of the following reasons:

- † Refusal to cooperate with school personnel
- † Refusal to adhere to the archdiocesan and school policies and regulations
- † Interference in matters of school administration or discipline

In such cases, reasonable effort to elicit minimum parental cooperation shall be made and documented. In the event a parent has caused a serious disruption, the parent shall be restricted from being present on the school premises or attending school activities.

If such effort does not correct the situation, then, after consultation with the pastor, the principal may recommend to the parents that they withdraw their child or children.

Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the recommended withdrawal the procedures for expulsion shall be followed.

Right to Amend

The principal retains the right to amend the handbook for just cause. Parents will be notified in writing if changes are made.

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