

Saint Patrick Catholic School

et nolite conformari huic saeculo sed reformamini in novitate sensus vestri ut probetis

quae sit voluntas Dei

bona et placens et perfecta.

Do not be conformed to this world but be transformed by the renewal of your mind,
that you may prove what is the will of God,
what is good and acceptable and perfect.

Romans 12:2 (RSV)



Preschool Parent Handbook 2025-2026

2970 West Labo Road, Carleton, Michigan 48117 (734) 654-2522

Website: www.stpatscarleton.com

Email: schooloffice@stpatrick.school

Encounter Jesus ~ Grow in Him ~ Witness to Others

SCHOOL MISSION STATEMENT:

Our mission is that everyone in the Saint Patrick School community encounter Jesus, grow as his Disciple, and witness to others through a Christ-centered, Catholic, academic environment.

PHILOSOPHY:

Saint Patrick Catholic School, Preschool to Grade 8, gives every child the essential Catholic/Christian foundation to succeed in an ever-changing and challenging world. Maximized faith-filled instruction, delivered in the security of a safe community, develops a happy, well-educated wholesome child with a life-long love of learning.

SCHOOL MOTTO: *Encounter Jesus, Grow in Him, Witness to Others***VISION STATEMENT:**

The Vision of Saint Patrick School is that the world be transformed by the joyful witness of our students equipped with faith, knowledge, and the love of Jesus.

Everyone in our school community is a unique creation, made in the image of God and deserves to be cared for unconditionally and valued equally. In our learning, in our work, in our relationships with each other, and in the ways in which we organize our community, we are committed to be a school that:

- Pursues excellence in all fields of learning.
- Supports innovation and creativity.
- Respects and reinforces cultural identity and diversity.
- Cultivates an environment that promotes high quality experiences and opportunities for students, staff and community.
- Lives the Gospel message through prayer and service.

ADMINISTRATIVE PERSONNEL AND SCHOOL FACULTY:

- Rev. Dr. Michael Woroniewicz, In Solidum Priest and Moderator – Monroe Family of Parishes #1
- Carl Lenze, School Principal
- Sierra Grubb, School Secretary
- Geraldine Menna, PreK-3 Teacher
- Amanda Carter, PreK-3 Instructional Aide
- Nikita Newkirk, PreK-4 Teacher
- Jennifer Jackson, PreK-4 Instructional Aide

SCHOOL HOURS:

Start: 8:00 a.m.

Half-Day Students Dismissal: 11:00 a.m.

Full-Day Students Dismissal: 2:45 p.m.

3-year-old Preschool- Tuesday, Wednesday, and Thursday

4-year-old Preschool- Monday – Friday

PRESCHOOL REQUIREMENTS

Use the toilet independently:

- Pull pants and underwear up and down without assistance
- Sit correctly on the toilet
- Keep clothing on during potty
- Wipe independently

Be consistent with using the toilet.

- Minimal accidents
- Be able to communicate when having to use the bathroom in time to avoid accidents.
- Stay dry during rest time.
- Be able to independently clean themselves up and change clothes if an accident occurs.

Communicate effectively

- Tell if something is wrong
- Tell an adult if they need to use the restroom
- Communicate with any other needs

Rest quietly on the mat

- Must allow classmates to fall asleep

Eat independently

- No need to be fed
- Lunch aides will open lunch items if needed

ARRIVAL/DISMISSAL OF PRESCHOOL STUDENTS:

The parent or guardian will drop their child off at the west door near the school office between 7:40 - 7:50 a.m. as students should be unpacked and ready to start the day promptly at 8:00 a.m. If your preschooler has a sibling dropped off earlier for school, he/she may also be dropped off earlier by utilizing latchkey in the gym starting at 7:00 a.m. Pick up is also at the west door near the school office. Half-day students are dismissed at 11:00 a.m. and full day at 2:45 p.m. Please ensure to use the **Lillio App**, as directed by your child's teachers to both sign-in and sign-out your student.

- **DROP-OFF POLICY**

Children should be able to independently and willingly walk into the school at drop-off. A one-month adjustment period will be provided to help children become comfortable with this routine. If a child continues to struggle with independent drop-off after this time, a meeting will be scheduled to discuss preschool readiness and determine the best next steps.

ATTENDANCE:

If your child is going to be absent, please call the school office before 7:45 a.m. If calling before school hours, a message may be left on the school answering machine. Requests for homework should be made at that time. Any assignments requested for an absent student will be available in the school office after 2:45 p.m. We also ask that you mark your child absent using the **Lillio App** and write any notes for your student's teacher to see.

EXTRA CLOTHES:

In case of accidents or spills, please keep an extra set of appropriate weather clothes, including underwear, in your child's backpack or in the bottom of their locker **at all times**. Clothing should be labeled with your child's name.

FIRE DRILLS:

The school complies with the Michigan Statutory Requirements and the local fire department regarding fire/exit drills, fire safety, fire warning and alarm systems, fire extinguishers, and avoidance of fire hazards.

(Archdiocesan Policy #6003).

State law requires fire, tornado, and shelter-in-place (lockdown) drills every year. Students are taught how to respond to potential emergencies in school with regular practice drills. Visitors and volunteers who are in the building when a drill takes place need to follow the safety directives as well. Exit routes are posted in each room for fire and tornado emergencies. (Archdiocesan Policy #6004).

FUNDRAISERS:

To reduce the cost of tuition, Saint Patrick Catholic School has several fund raisers in which parents are encouraged to participate in each year. Our major fundraisers are the Scrip program, annual auction, sales drives, and annual appeal. These fundraisers, in addition to reducing tuition, help families "connect" with each other in meaningful activities. Being involved in fund raising projects provides a powerful support for adults.

Fundraisers that cost you nothing extra.

- **Rise Right Scrip Program** – Participating merchants give a percentage of your purchases to our school. Through the purchase of gift certificates, a school family also receives tuition credit for purchases made. For more information contact the school office.
- **Kroger's** – By linking Saint Patrick School to your Kroger card, a donation is made back to the school every quarter.
- **Paper Recycling** – Families may drop off their newspapers, magazines, office mail, junk mail, and other papers in the two yellow and green bins in the school parking lot.

FUNDRAISING REQUIREMENTS:

Auction Raffle Tickets: Saint Patrick Catholic School fundraisers help to support the cost of educating each child at Saint Patrick. Parents/Guardians are required to participate in purchasing or selling auction raffle tickets.

- **Preschool Families** are required to purchase/sell \$100 worth of auction raffle tickets. Failure to purchase/sell tickets will result in a \$150 fundraiser fee. This requirement is a PER family.

SERVICE REQUIREMENTS: Preschool Families -- The parents/guardian will be required to perform a total of five (5) hours of service for Saint Patrick Catholic School. Two of these hours are REQUIRED for auction. Your service hours will be required to be recorded on your Facts Family Portal.

- Non-paid activities which include but are not limited to -- chairing or assisting at school fundraisers or events, PTO, school committee, chaperoning field trips, fish fry, auction, rummage sale, St. Patrick Day breakfast, classroom assistance, office assistance, recess, etc.
- School administration will make final determinations as to acceptable activities for service.
- Service hours need to be recorded on Facts Family Portal by April 30th, 2026.

- Service time needs to be performed between July 1 and April 30 of the current school year.
- Youth service time may not be counted in this service requirement.
- Other family members may not fulfill this requirement unless special arrangements have been approved by the pastor and school administrator because of hardship.

For those not completing the required amount of school service hours, a fee of \$25 for each unfulfilled service hour will be charged. A fee of \$75 for each unfilled auction hour will be charged.

Service fees will be assessed and billed in May 2026. A late fee of \$25 will be added if not paid by the last day of school.

GUARDIANSHIP:

Parents are acknowledged to be the child's legal guardians. Saint Patrick Catholic School abides by law in respect to the right of non-custodial parent in-regards-to access of academic records and other school information given. It is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. In the case of a divorce, the parent with whom the child resides is considered the custodial parent. The child will only be released to non-custodial parents with written permission of the custodial parent.

IMMUNIZATIONS AND SEVERE ILLNESS:

Michigan law requires compliance with certain physical examinations and student immunizations. In addition, schools shall follow the regulations of the local public school district and/or the local governing health department regarding health observations, physical assessments, screening tests, and immunization requirements of students and students newly entering their schools.

Michigan law requires all students enrolled in a Michigan school to have a certificate of adequate immunizations or they will be excluded from school premises until proof is presented, or a waiver is signed by the local health department.

Parents are required to report all absences to the school office if their child has a communicable disease (i.e. Chicken pox, Mumps, Measles, Scarlet fever, Strep throat, pink eye, Head lice, Fifth disease, etc.). The school office is required by the State to report all communicable diseases to the local health department.

ILLNESS:

It is the responsibility of the parents/guardians to call the school office to report an absence for **each day** that the student is absent.

If a child has complications due to an illness or injury, special arrangements must be made for the student to be excused from any part of the daily routine such as gym, recess, etc. A signed and dated note from the parent stating the reason and limits of participation is required. If non-participation will be for more than one or two days, a doctor slip should be provided stating the limitation and time frame. (Archdiocesan Policy #5011)

When to Exclude your student from School*

Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of spreading harmful disease to others. These criteria also apply to when staff should be excluded. Criteria include:

1. Severely ill: A child that is lethargic or less responsive, has difficulty breathing, or has rapidly spreading rash.
2. Fever: A child with a temperature of 101°F or greater AND behavior changes, or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until there is no fever for 24 hours, without the use of fever-reducing medications. Staff can use their best judgement if the child does not have a fever of 101°F or greater but still appears significantly ill with symptoms such as glassy eyes and lethargy.
3. Diarrhea: A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school. Exception: A health care provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by Campylobacter, E. coli, Salmonella or Shigella, please refer to the chart below for exclusions and required clearance criteria.
4. Vomiting: A child that has vomited two or more times. The child should have no vomiting episodes for 24 hours prior to returning. Exception: A health care provider has determined the vomiting is not due to an infectious condition.
5. Abdominal pain: A child with abdominal pain that continues for more than two hours, or intermittent pain associated with any other signs and symptoms such as fever.
6. Rash: The child with a rash AND has a fever or a change in behavior. Exclude until the rash subsides or until a health care provider has determined the rash is not infectious. For students with a diagnosed rash, please refer to the chart below for exclusions and required clearance criteria. Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.
7. Skin sores: A child with weeping sores on an exposed area that cannot be covered with waterproof dressing.
8. Respiratory symptoms: Worsening or not improving, and not explained by another cause (e.g., allergies)

9. Certain communicable diseases: Children and staff diagnosed with certain diseases may have to be excluded for a certain period. (MDHHS Version 8.0)

INJURIES AND/OR ILLNESS AT SCHOOL:

If a child is seriously injured or becomes ill at school, parents will be notified immediately. It is the parents' responsibility to be sure all information on the emergency card is current.

LUNCH:

Students may bring a lunch box or sack lunch from home. Parents are encouraged to pack healthy lunches and refrain from including beverages and foods that do not meet nutrition standards. Neither refrigeration nor heating of food from home is provided. Glass containers should not be brought to school. Because our school is a peanut and tree nut restricted zone due to students with allergies, no nut/peanut snacks should be brought in. Students may bring a water bottle marked with their child's name, to drink as needed. Please do not send pop, juices, etc. in water bottles.

LUNCH/RECESS SCHEDULE: Preschool Recess Time: 11:10 – 11:40 a.m.
Preschool Lunch Time: 11:40 – 12:30 p.m.

NUCLEAR EMERGENCY:

Detroit Edison in cooperation with the Monroe County Office of Civil Preparedness and the Emergency Management Division of the Michigan Department of State Police have designed the following procedures in case of a nuclear emergency.

1. Schools have their own evacuation plans, so do not attempt to pick up your child(ren) at Saint Patrick School.
2. Saint Patrick Catholic School students would be transported by bus to Lincoln Middle School in Ypsilanti Lincoln School District. This school is located beyond the emergency zone and would act as a "host" school for Saint Patrick children, where parents are to pick up their children.
3. After 8:00 PM the host school will be closed, and the remaining students have moved to Milan High School. "Authorization for Student Pick-Up" forms will be sent home the first week of school and must be returned immediately.

DIRECTIONS

Lincoln Middle School 7525 Willis Road Ypsilanti, MI	Milan High School (after 8:00 p.m.) 920 North Street Milan, MI
● Grafton Road north to Oakville Waltz Road ● Left (west) on Oakville Waltz Road ● Right (north) on Sumpter Road ● Left (west) on Willis Road to ● Lincoln Middle School – 7525 Willis Road	● Grafton Road north to Oakville Waltz Road ● Left (west) on Oakville Waltz Road (Oakville Waltz changes names several times. Going into Milan it is called County Road) ● Right (north) on Tolan Street ● Tolan Street becomes North Street as road curves to left. ● Milan Sr. High School – 920 North Street

PESTICIDES:

As required by the Michigan Department of Agriculture, parents have the right to be informed of any pesticide application made to the school grounds or buildings. An *Advisory to Parents* form is sent home at the beginning of the year. This allows you to receive prior notification when pesticides are applied. Please return this form to the school office to receive prior notification.

PROGRESS REPORTS:

Academic progress reports are available during the third and fourth quarters as requested by the parents. These reports serve as an indication of the performance of the students thus far. Parents should contact their child's teacher with specific questions or concerns. Preschool conferences are held in the third quarter (February).

PROTECTING GOD'S CHILDREN:

Safe environment programs are in place to assist parents and children - and all those who work and volunteer in Archdiocesan parishes, schools, agencies, and Curia offices- in preventing harm to young people. Individuals CANNOT be employed or serve in any volunteer capacity in the Archdiocese of Detroit until they have digitally signed the revised Code of Conduct, supplied background check information, and completed the appropriate Protecting God's Children session. After initial training, employees and volunteers are required to stay current with Protecting God's Children training and regularly submit to a background check. Such individuals are likewise considered mandated reporters and are required to complete mandated reporter training. Lastly, teachers and catechists are required to present Empowering God's Children safe environment lessons to all K-12 students in school and parish programs. St. Patrick School and Divine Grace Parish are audited for compliance annually. Please visit the websites below for more information and to register for training.

protect.aod.org
virtusonline.org

SCHOOL PICTURES:

School pictures of the students are taken each fall and are available to order. Yearbook orders will be at a later date in the year. Parents are not obligated to purchase school pictures or yearbooks. On Picture Day, students should dress in appropriate school clothing, with no hat.

SNACK TIME:

Students may bring a small healthy snack to school such as yogurt, fruit, cereal, crackers, cheese, etc. Please put the snack in the front zipper pocket of your child's bookbag so they don't have to go through their lunch box to get their snack. Because our school is a peanut and tree nut restricted zone due to students with allergies, no nut/peanut snacks should be brought in. Students may bring a water bottle with their name on it to drink as needed. Please do not send in pop, juices, etc. in water bottles.

TOILETING INDEPENDENCY POLICY:

Please refer to the Preschool Requirements for details on preschool readiness expectations. Students will be provided with a one-month trial period to demonstrate consistency in meeting toileting expectations. If a student is unable to meet these expectations within that time, a reevaluation will be conducted to determine readiness for preschool.

TOYS FROM HOME:

Your child should leave his or her toys at home or in the car. The same is true of rings, necklaces, or other items that would cause disruption to the child or classroom. If an item is brought to school, we cannot be responsible for it.

WEATHER CANCELLATION OR DELAY:

If school is closed or delayed because of inclement weather, the school's communication system will be activated with a phone call, text, and e-mail. Generally, we follow the decision of the Airport School District with announcements made on social media. In the event of fog or any other delays, we will begin school at 9:30 a.m.

WEEKLY UPDATES:

Parents will receive weekly updates from the teacher to keep you informed of all school events as well as keep you up to date on what your student is working on in class. These updates may consist of email or a printed newsletter.

VOLUNTEERS, PARENTS, AND OTHER VISITORS:

Volunteers are an essential part of our school environment. Volunteers in our school are required to complete a "Criminal Background Check", undergo the "Protecting God's Children" training workshop, and complete the Orientation Guide for Volunteers.

All volunteers, parents, or visitors should sign in at the office before visiting the classroom. When you are finished for the day, please sign out. This is important for the safety of our students and staff as well as insurance requirements.

For everyone's safety, we must ask that younger children be left at home while you are volunteering. When the school invites younger siblings to special events such as Halloween parties, please sign them in at the office.

If you need to speak with your child's teacher about your child's performance, positive or negative, please do not use your volunteer time as conference time. Schedule time when the supervision of our students will not be affected. This includes field trips.

Your time here is important to us, and we appreciate your help. We could not achieve all that we do without our volunteers, but it is important that we follow the safety procedures mentioned above.

THREE-YEAR-OLD PRESCHOOL

EDUCATION:

Saint Patrick Three-Year-Old Preschool Program educational goals include instructing children in the following areas:

- **SOCIAL SKILLS:** Obeying classroom rules, routines, manners, and healthy interaction with peers.
- **LANGUAGE AND LISTENING SKILLS:** Following directions and completing tasks independently.
- **FINE MOTOR SKILLS:** Using crayons, markers, pencils, scissors, and glue. Learning to print name and introduce all letters of the alphabet and numbers, using the manuscript style of writing.
- **LARGE MOTOR SKILLS:** Throwing and catching, dancing, balancing, hopping, etc.
- **NUMBERS:** Counting and beginning to recognize numbers.
- **LETTERS:** Singing the alphabet song, introduce the letters and begin to recognize the letters by sight.
- **BIBLE:** Know who God is, listen to Bible stories, and learn prayers.

FOUR-YEAR-OLD PRESCHOOL

EDUCATION:

Saint Patrick Four-Year-Old Preschool Program educational goals include instructing children in the following areas:

- **SOCIAL SKILLS:** Obeying classroom rules, routines, manners, and healthy interaction with peers.
- **LANGUAGE AND LISTENING SKILLS:** Following directions and completing tasks independently.
- **FINE MOTOR SKILLS:** Using crayons, markers, pencils, scissors, and glue. Learn to print name, letters of the alphabet, and numbers using the manuscript style of writing.
- **LARGE MOTOR SKILLS:** Throwing and catching, dancing, balancing, hopping, etc.
- **NUMBERS:** Counting and recognizing numerals.
- **LETTERS:** Recite the alphabet, recognize the letters by sight and begin to learn the phonetic sound of each letter.
- **BIBLE:** Know who God is, listen to Bible stories, and learn prayers.

Each week a new theme, color and shape will be taught. Each month two to three letters and numbers will be introduced.

DISCIPLINE:

Since lifelong success depends in part on self-discipline, a Classroom Discipline Plan has been developed to afford every student guidance in making good decisions about their behavior and thus an opportunity to learn in a positive, nurturing class environment. Your child deserves the most positive educational climate possible for his/her growth and together we will make a difference in this process. The plan below outlines the classroom rules, consequences for appropriate and inappropriate behavior, and rewards.

RULES:

1. Follow directions.
2. Always keep your hands and feet to yourself.
3. Use your inside voice everywhere inside the school.
4. Always walk in the classroom, bathroom, and hallway.

PREK-3 TRAFFIC LIGHT BEHAVIOR MANAGEMENT:

Preschool Three Green and Red Choices Behavior Management

In our classroom, we use **Green & Red Choices** as a positive behavior system. This approach helps students learn and practice expected behaviors in a supportive, loving environment.

- **Green Choices** are positive behaviors we want to encourage, such as listening, using kind words, and having a calm body. Green means *“go, keep going!”*

- **Red Choices** are behaviors that need to stop. Rather than focusing on the child, we focus on the behavior.

Students learn about Green Choices through books, activities, and visual support. If a Red Choice happens, teachers gently remind students by asking if it's a Green Choice and guiding them to make a better choice.

This system uses positive language to build a caring classroom community where all children feel safe, loved, and ready to learn.

PREK-4 CLASSROOM BEHAVIOR MANAGEMENT:

The children in PreK-4 have a behavior chart. At the end of each day, your child and his/her teacher will together evaluate if the day was good, okay, or needs improvement. Stickers will then be distributed to be placed on a chart that can eventually be turned in for a prize. The objective is to fill in the chart without losing any stickers. Your support in this plan is most appreciated. You can reinforce the positive behavior at school by complimenting your child on days he/she receives all stickers. Other classroom rewards include: praise, good behavior stickers, treasure chest, and positive notes sent home.

If there is a problem with a child's behavior, the child is talked to. If the child continues, he/she may have to sit out of an activity for a short period of time. If a child has several warnings, he/she will not receive a sticker for the day.

PREK 3 DAILY SCHEDULE (Schedule subject to change)

7:45– 8:00am – Arrival/Unpack/Sign-In/Morning table work

8:00 – 8:15am – Clean-up/Move to rug

8:15 – 8:30am – Music & Movement

8:30 – 8:50am – Greeting time/Calendar (Counting, Days of Week, Weather)

8:50 – 9:10am – Restroom/Snack/Prayer

9:10 – 9:25am – Large Group Time (Theme, Letter, Number, Color, Shape)/Read Aloud

9:25 – 10:25am – Small Group Time & Work Time (Center: Art, Fine Motor/Math, Dramatic Play, Blocks/Building, Sensory/Science, Library)

10:25 – 10:30am – Clean-up

10:30 – 10:40am – Restroom

10:40 – 10:50am – Religion/Outdoor Time/Read Aloud

10:50 – 11:00am – Pack-up/Dismissal for half-day students

11:00 – 11:10am – Full-day students get ready for recess

11:10 – 11:40 -- Recess

11:40 – 11:50am – Restroom/Prayer

11:50 – 12:20pm – Lunch in the classroom

12:20 – 12:30pm – Books/Clean-up

12:30 – 12:40pm – Restroom/Get ready for rest time

12:40 – 2:15pm – Rest time

2:15 – 2:45pm – Restroom/Pack-up/Read aloud (time permitting)

2:45pm -- Dismissal

PREK-4 DAILY SCHEDULE (Schedule subject to change)

7:40 – 7:50 am	Arrival/Greet Preschoolers/Educational Activities
8:00 – 8:20 am	Morning Circle Religion – Morning Prayers/Pledge Social Studies/Math/Science Calendar/Days of the Week/Counting
8:20 – 8:30 am	Restroom Break
8:30 – 8:50 am	Religion/Language Arts
8:50 – 10:00 am	Centers/Art/Math/Language Arts Handwriting/Indoor Play
10:00 – 10:20 am	Restroom Break/Snack/Reading
10:20 – 10:50 am	Group Time/Story Time Educational Activities Music and Movement
10:50 – 11:00 am	Get ready for home/stickers
11:10 – 11:40 am	Outdoor Recess
11:45 – 12:30 pm	Restroom/Lunch/Clean-up
12:30 – 2:15 pm	Rest time
2:15 – 2:45 pm	Restroom Break/Pack-up/Story if time allows