

# SAINT PATRICK CATHOLIC SCHOOL

*Encounter Jesus, Grow in Him, and Witness to Others*



## PRESCHOOL HANDBOOK 2023-2024

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

Email: [schooloffice@stpatrick.school](mailto:schooloffice@stpatrick.school)

Website: [www.stpatscarleton.com](http://www.stpatscarleton.com)

# PRESCHOOL HANDBOOK

## **SCHOOL MISSION STATEMENT:**

Our mission is that everyone in the Saint Patrick School community Encounter Jesus, Grow as his disciples, and Witness to others through a Christ-centered 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 integrated 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
- Lisa Kemmerling, PreK-3 Teacher
- Karen Schenavar, PreK-3 Teacher
- Amanda Carter, PreK-3 Instructional Aide
- Nikita Newkirk, PreK-4 Teacher
- Kathy Gaynier, Young 5's Teacher
- Karen Schenavar Preschool Teacher

**SCHOOL HOURS:**     Start:                     :             8:00 a.m.  
                                  Half-Day Dismissal:     11:00 a.m.  
                                  Full-Day Dismissal:     2:45 p.m.

\*If there is a half day for the entire school, preschool dismissal is at 10:45 a.m.

## **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. Pick up is also at the west door near the school office at 2:45 p.m.

## **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 officer after 2:45 p.m.

### **DISMISSAL:**

Please come to your child's classroom at 11:00 a.m. Please sign your child out and students will be released one at a time. Children will only be released to their parent/guardian, or those whose names are on the information sheet.

### **EXTRA CLOTHES:**

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

### **FIRE DRILLS:**

The school complies with the Michigan Statutory Requirements and the local fire department with regard to 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).

### **FUND RAISERS:**

In order 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.

- **General Mills Boxtops for Education** – Earns cash for boxtops from General Mills products digitally. Participating brands include General Mills, Kleenex, Betty Crocker, Progresso, Pillsbury, Green Giant, Totino's, Old El Paso, Yoplait, Go-Gurt, and Gold Medal. Now you can submit your digital receipts right in the Box Tops app! Simply tap "Scan" on the home screen and choose the digital receipt option. Tip: Make sure you have the latest version of the Box Tops app and that you're using either iOS14+ on your iPhone or Android 7+ before you scan.
- **Printer cartridge and cell phone recycling** – Empty name brand computer ink cartridges, name brand toner cartridges, and cell phones are brought to the school office. These are recycled and the profit is returned to the school.
- **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.
- **Busch's and Kroger's** – By linking Saint Patrick School to your Busch's *My Way* card or 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.

### **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.

### **ILLNESS AND IMMUNIZATIONS:**

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 with regard to 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.

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.

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 Police #5011)

**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 in 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 remaining students 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
<ul style="list-style-type: none"> <li>● Grafton Road north to Oakville Waltz Road</li> <li>● Left (west) on Oakville Waltz Road</li> <li>● Right (north) on Sumpter Road</li> <li>● Left (west) on Willis Road to</li> <li>● Lincoln Middle School – 7525 Willis Road</li> </ul>	<ul style="list-style-type: none"> <li>● Grafton Road north to Oakville Waltz Road</li> <li>● Left (west) on Oakville Waltz Road (Oakville Waltz changes names several times. Going into Milan it is called County Road)</li> <li>● Right (north) on Tolan Street</li> <li>● Tolan Street becomes North Street as road curves to left.</li> <li>● Milan Sr. High School – 920 North Street</li> </ul>

**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 with the Student-Parent Handbook. 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. These reports serve as an indication of performance of the student thus far. Parents should contact their child's teacher with specific questions or concerns. Preschool conferences are held in third quarter (February).

**PROTECTING GOD'S CHILDREN:**

The Archdiocese of Detroit has required criminal history background checks of all church personnel, both employees and volunteers, who have contact with children, elderly people and people with disabilities. The Archdiocese has mandated that these checks begin on September 2, 2003. All employees and volunteers are also required to attend and participate in a workshop. The aim of this workshop is to educate church employees and volunteers to be more aware of the possibility of sexual abuse in the various groups with which they work. This massive undertaking is in the keeping with the implementation of the Archdiocese of Detroit's *Policies and Procedures Regarding Sexual Abuse of Minors by Priests, Deacons, and other Church Personnel*. These policies, procedures, and related materials can be found on the web and are available for download at [www.aodonline.org](http://www.aodonline.org), select *Inside the Archdiocese, Policies and Procedures*. For more information call 313-237-5947. You may go online to view the schedule of upcoming workshops or register for a workshop by visiting [www.virtus.org](http://www.virtus.org).

**SCHOOL PICTURES:**

School pictures of the students are taken each fall and yearbooks are included in any of the packages. Parents are not obligated to purchase school pictures or yearbooks. On Picture Day, students should dress in school appropriate 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.

**TARDINESS:**

Starting time for school is 8:00 a.m. Students arriving after this time will be considered tardy and will need to pick up a tardy slip at the school office.

**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 local radio and TV stations. In the event of fog or any other delays, we will begin school at 10:00 a.m.

**WEEKLY EMAILS:**

PreK-4 parents will receive a weekly email to keep you informed of our preschool happenings. The email will keep you up to date on what your child is doing in class. PreK-3 parents will receive a weekly newsletter and occasional emails.

**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.

In order to avoid any disruption of your child's classroom, arrangements should be made with your child's teacher beforehand if you wish to observe a classroom. If you are waiting for your child at the end of the day, you are asked to wait outside the preschool classroom.

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.

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

### 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 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.

### YOUNG 5'S

#### EDUCATION:

St. Patrick Young 5's program educational goals include instructing children in the following areas:

- **SOCIAL SKILLS:** Obeying classroom rules, routines, manners, and healthy interactions with peers, being able to problem solve with minimal guidance
- **LANGUAGE AND 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 D'Nealian style of writing.
- **LARGE MOTOR SKILLS:** Throwing and catching, dancing, balancing, hopping, etc.
- **LETTERS:** Recite alphabet, recognize the letters by sight, learn the phonetic sound of each letter, start sounding out words
- **BIBLE:** Know who God is, listen to Bible stories, and learn prayers.

**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. Keep your hands and feet to yourself at all times.
3. Use your inside voice everywhere inside the school.
4. Always walk in the classroom, bathroom, and hallway.

**PREK-3 TRAFFIC LIGHT BEHAVIOR MANAGEMENT:**

Every child starts the day with his or her clip on the green circle of the traffic light. For the first infraction of the day, he/she receives a tiny warning. Second infraction of the day, he/she receives a verbal warning. Third infraction of the day, teacher moves his/her name to the yellow circle of the traffic light which means; "Caution to be careful". After the fourth infraction of the day, the teacher moves his/her name to the red circle of the traffic light which means:

1. Stop or let's talk.
2. Student sits in time out for three minutes most likely during playtime. Teacher will talk to student about his/her behavior after the time out.
3. Teacher will talk to you at the end of the day.

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 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.

**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 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**

7:40-8:00 am	Arrival/Unpack Morning Centers
8:15 – 8:20 am	Prayer/Pledge
8:20 – 8:35 am	Calendar/Music & Movement
8:35 – 9:00 am	Theme/Letter/Number/Color/Shape
9:00 – 9:20 am	Restroom/Snack
9:20 – 9:40 am	Recess (Weather Permitting)
9:40 – 10:00 am	Religion
10:00 – 10:55 am	Centers (Art, letters, numbers, colors, shapes, indoor play) *Restroom 10:15)
11:00 – 11:10 am	Dismissal for half day students/Restroom for full day students
11:10 – 11:40 am	Recess
11:40 – 11:50 am	Restroom/Prayer
11:50 – 12:20 pm	Lunch
12:20 – 12:30 pm	Clean-up
12:30 – 12:40 pm	Restroom
12:40 – 2:15 pm	Rest Time
2:15 – 2:25 pm	Restroom
2:25 – 2:35 pm	Story/Music Time
2:35 – 2:45 pm	Pack Up
2:45 pm	Dismissal

\*Schedule Subject to Change



## **PREK-4 and YOUNG 5'S DAILY SCHEDULE**

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 – 2:00 pm	Rest time
2:00 – 2:45 pm	Educational Activities