



# Early Childhood Handbook

St. John Paul II Classical Catholic School  
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## **Table of Contents**

Philosophy Mission Statement/Prayer/Oath Objective	Page 3
Administration Staff School Organizations	Page 4
Admissions Policy	Page 5
Withdrawal Registration	Page 6
Medication/Allergies Arrival Procedures Hours of Operation Calendar	Page 7
Dismissal Procedures Kid's Club/Latch Key Absences	Page 8
Dress Code Supplies/Snacks Lunch Procedure	Page 9
Recess/Outdoor Procedure Birthdays Volunteers Discipline	Page 10
Emergency Procedures Child Accident/Illness Child Information Card Snow Day	Page 11
Crisis Response Field Trips Licensing Notebook	Page 12
Typical Preschool Day Schedule	Page 13

### **Philosophy:**

St. John Paul II Classical Catholic School (SJPIICCS) is dedicated to educating students in beliefs, practices, and traditions of the Catholic Faith. St. John Paul II Classical Catholic School incorporates parental involvement, a strong home to school community and a secure classroom environment. The learning community of SJPIICCS embraces diversity and encourages each student to fulfill his/her individual potential in a respectful Christian atmosphere.

### **Mission Statement:**

We are Learning ~ Growing ~ Believing ~ Succeeding as Disciples of Christ

### **Prayer:**

St. John Paul, pray with us this day, for the wisdom to live our faith in our school, in our homes, and in our communities.

### **Warrior Oath:**

Jesus said, "Love your neighbor as I love you," (JOHN 13:34) so I choose to use words and actions that help and heal not hurt.

### **Objective:**

The objective of our program is to contribute effectively to the child's total growth and wellbeing.

**Spiritually**, we seek to teach children to know and respond to God's love through his Son, Jesus Christ.

**Intellectually**, we provide a curriculum of educational and learning skills that are developmentally appropriate for each age level.

**Socially**, we provide both communication and listening skills through play and group interaction.

**Physically**, we provide a program that caters to the developmental stages of growth that preschool children go through.

**Emotionally**, we emphasize that each child is a precious gift from God and is therefore someone special. We strive to help children feel good about themselves and their progress.

### **LICENSED BY:**

State of Michigan Department of Health and Human Services

### **Administration:**

St. John Paul II Classical Catholic School (SJPIICCS) is under the administration of the Christ the Good Shepherd Parish's pastor and the principal of SJPIICCS. They are responsible to the Archdiocese of Detroit's (AOD) authorities for religious and academic instruction of the students, for implementing school policies and the maintenance of the school and public relations. The pastor, by delegation of the archbishop, is the primary educator, especially in Christian doctrine and formation within the parish.

### **Staff:**

All teachers and administrator that are employed at SJPIICCS are considered by the State of Michigan to be highly qualified and are certified teaching professionals. Teachers are also trained by the AOD in faith formation.

### **School Organizations:**

#### **School Advisory Committee (SAC)**

SJPIICCS has a consultative School Advisory Committee. This committee serves preschool through grade 8. This committee is advisory to the administration aiding the school in specific areas listed:

Infrastructure, curriculum support, finance, alumni relations, viability, and sustainability.

#### **Parent Teacher Association (PTA)**

SJPIICCS has a Parent Teacher Association that helps support the students and teachers. They sponsor enrichment events and fundraiser functions throughout the year that benefits the students' classroom education.

#### **Athletic Department:**

SJPIICCS has an athletic department established for the express purpose of promoting, organizing, supporting, and conducting athletic programs for the children of SJPIICCS, and Christ the Good Shepherd Parish. In addition, they assume the responsibility of maintaining and improving the athletic facilities of the school and provide all necessary equipment for the athletic programs.

## **Admissions Policy**

### **Non-Discrimination Statement:**

No student will be denied admission into the school based on their religious affiliation, race, color, disability, or national origin. Also, no student will be discriminated on the basis of sex in the educational programs and activities that it operates or sponsors. SJPIICCS acknowledges the requirements of Title IX, Public Law 92-318 (amended by Public Law 93-568).

### **Age Requirements:**

Preschool 3s – Children entering preschool must be 3 years old by September 1<sup>st</sup> of the current school year.

Preschool 4s - Children entering prekindergarten must be 4 years old by September 1<sup>st</sup> of the current school year. Unless otherwise specified per the results of the readiness assessment.

### **Birth Certificate:**

A copy of the child's birth certificate is required at the time of registration for all new students. Returning students do not need one.

### **Immunization/Health Appraisal:**

Children entering our programs must be in good health with all immunizations current. A health appraisal form (provided by SJPIICCS) must be completed and signed by a physician before a child will be permitted to attend the program. This form is good for two years. If you personally object to immunization regulations, the official waiver form must now be obtained from Wayne County Health Department and must be submitted upon child's entrance. MDHHS resource: [http://www.michigan.gov/documents/dhs/BCAL-3305\\_09\\_10\\_336837\\_7.pdf](http://www.michigan.gov/documents/dhs/BCAL-3305_09_10_336837_7.pdf)

### **Potty Training:**

Children must be fully potty trained. If a child is not trained prior to attending, the parent may hold the preschool spot by continuing to pay tuition even though the child is not attending school. Alternatively, the parent may discontinue payment and ask that the child be placed at the top of the waiting list. The child will then be admitted once potty training is complete, and placement becomes available. If the child starts school and it becomes apparent that the child is not potty trained and/or is still wearing pull-ups, the director has the right to release the child from school, and the parents may exercise one of the two options above.

### **Withdrawal:**

When your child is enrolled in our early childhood program, it is anticipated that he/she will remain with us for the entire school year. However, if it should become necessary for you to withdraw your child, we ask that you notify us in writing at least two weeks prior to withdrawal.

### **Withdrawal/Transfer:**

Tuition for students who withdraw or transfer from SJPIICCS will be pro-rated to the end of the quarter the withdrawal/transfer date occurs. If SJPIICCS early childhood staff feel that your child should be withdrawn from our program, the following steps will be taken:

- The teacher and parent will decide on an action that would most benefit your child.
- The teacher who works with the child and the director and/or the principal will meet with the parents and discuss the reasons they feel the child should be withdrawn.

### **Registration:**

The school financial year begins June 1<sup>st</sup> and ends May 31<sup>st</sup>.

New family requirements:

- Registering in February/March for fall entry to school: Begin paying tuition according to the Tuition Contract chosen payment plan.
- Registering after June 1<sup>st</sup>: must have tuition and school fees to SJPIICCS paid unless payment arrangements have been made with the principal or pastor. Pay the required school fee as listed in the annual information packet to school families.

Returning Family requirements:

- An annual school registration fee will be paid at the initial registration in February/March for each student attending SJPIICCS.
- REGISTRATION FEES ARE NON-REFUNDABLE and NON-APPLICABLE TO TUITION.
- SJPIICCS offers several tuition payment options. All families are expected to abide to the payment plan chosen on the annual Tuition Contract.
- Prior to registration, the school will review financial records. If school parents have repeatedly neglected their financial obligations to the parish and/or school, they will be denied for the next school year. All prior year tuition and school fees must be paid before registration is accepted unless prior payment arrangements have been made with the principal and/or pastor. Late registrations will only be accepted if classroom space is available.

### **Consequences for Delinquent Tuition Payments:**

Failure to meet financial obligation will be dealt with on a case-by-case basis. If you anticipate an issue in which you will be having some financial changes within your household, please let the principal and/or pastor know so accommodations can be made. However, consistent delinquent tuition may result in withdrawal of the student from the school, and referral to a collections agency.

### **Medication:**

It is the responsibility of parent and/or guardian to inform SJPIICCS if a student is subject to any medical need that requires regular or periodic medication while at school. School personnel will not dispense or administer any over the counter or prescription medicine to students without a Medication Prescriber/Parent Authorization form on file at SJPIICCS. (A new form is required each school year)

All medicine will be kept locked and be dispensed by designated school personnel in the school office. (In accordance with Public Act 10, inhalers and epi-pens may be carried by students with proper documentation). All medicine must be clearly labeled and in original bottle with expiration date, and the student's name and proper dosage on the container.

### **Food Allergy Procedures:**

Prior to the start of each school year, parents with children who have food allergies should contact the school office to set in place a plan of action for their child. Classroom or school wide precautions will be taken; the course of action will be determined by the individual student's plan of action.

### **Arrival Procedures:**

School doors open at 7:45 p.m. and the bell signaling the start of the day will ring at 8:00 a.m. Please make every effort to arrive at school on time. It is important to have the children arrive on time. This not only allows the teacher to maintain the daily schedule but helps your child by setting a great example for their future school years. Your compliance with this policy will be greatly appreciated.

### **Hours Of Operation:**

Preschool 3s – Monday thru Friday 8:00 am ½ day - 11:20 am full day – 3:10 pm

Preschool 4s – Monday thru Friday 8:00 am ½ day – 11:20 am full day – 3:10 pm

### **Calendar:**

SJPIICCS preschool program families will receive an annual calendar denoting days not in session due to holidays, staff professional development or session breaks. A Google calendar is available on our website and monthly calendars will also be sent home electronically as a supplement.

### **Dismissal Procedure:**

At the end of your child's day (half or full), please wait outdoors, the children will be dismissed to you at the door. Please do not enter the school.

With other grades still in session at the time of our dismissal, it is only fair to them to make the halls as quiet as possible. Teachers will dismiss children directly to the person listed. Please inform us of any changes in pick up routines as we will not release the child to someone if we are not properly informed. A driver's license will be requested to secure positive identification before releasing the child to someone we are not familiar with.

The staff reserves the right to verify any changes and also has the right not to release a child if they feel the child might be placed in an unsafe situation. If a parent or authorized person does not arrive to pick up their child, the staff will:

1. Try to contact the parent.
2. Call the emergency contact on the Child Information Card and have that person pick up the child.
3. Supervise the child until they are picked up. No child will be left unattended.

Children in the full day program that are not picked up after 15 minutes of class dismissal will be put in Kid's Club (latch key) and families will be charged through their FACTS account according to the established Kid's Club rates.

Your child will only be released to the individual's names on your Child Information Card. Please keep this card current and submit any changes as needed throughout the school year.

### **Kid's Club/Latchkey:**

Before and After School Child Care "Kid's Club" services will be provided for SJPICCS families in need of before or after school care. Information regarding times and rates can be obtained from the school office. (This service is for full time students only)

### **Absences:**

If your child will be absent on a given day, due to illness or some other reason, please contact the school office either by phone or email to let us know the nature of your child's illness/absence. We will then forward this information to your child's teacher. The safety and well-being of our students is our primary concern. It is required by the state that we report any communicable diseases, and we must keep this information on file.

Regular attendance is very beneficial for the children. It will also help them to develop good habits as they begin to prepare for their regular schooling.

Anytime your child will be gone because of vacation, extended weekends, etc. please let us know prior to their departure.

If you leave a recorded message for an absence, please include: your name, your child's name, and the reason for their absence. Contact: (313)386-0633 or [school@jp2catholic.com](mailto:school@jp2catholic.com)

### **Dress Code:**

Your child should come dressed in washable, clean, and comfortable play clothes that are appropriate for the weather.

- Elastic waistbands are best for children of this age, but a belt may be worn if the child can buckle and unbuckle it on their own.
- Children must be able to remove clothing by themselves when using the bathroom. Please keep in mind that overalls, one-piece outfits with zippers in the back, snaps and front zippers may create problems for the child.
- Shorts may be worn during warm weather.
- Shoes must be suitable for both indoor and outdoor activities. Sandals may not offer enough support or protection for their feet during playtime. Socks must be worn with all footwear, including sandals and crocs.
- Please label all outerwear with your child's name for easy identification.
- Please include a change of clothes each day in your child's backpack in case of bathroom accident. (Don't forget socks and underwear)

### **Supplies and Snacks:**

A supply list will be mailed at the start of each school year. Children will eat a healthy snack each day in the morning. All children will bring their own healthy snack each day. Depending on allergies in the classroom you may be asked to refrain from sending any snacks made from peanut or tree nut products. Teachers will inform you as the need arises.

### **Lunch Procedures:**

Lunch periods will consist of 40 minutes for Preschool (20 minutes for eating and 20 minutes for recess.) Preschool 3s and 4s will eat in their classroom.

Both have the option to order hot lunch monthly. Hot lunch menus will be sent home once a month and you may sign your child up for hot lunch every day or just occasionally. Lunch menus are due prior to the start of each month. A full hot lunch consists of an entrée, fruit, vegetable and choice of milk or juice. If your child is not ordering hot lunch, a lunch should be provided from home. Lunch can be packed in a lunch box or brown paper bag (please label box/bag with your child's name).

Milk or juice only may be ordered monthly, or you may pack a beverage for your child. Please do not send food items that need heating/microwaving.

### **Recess/Outdoor Procedure:**

Outdoor recess will be in compliance with *R400.8170 (3) – A center operating with children in attendance for 3 or more continuous hours per day shall provide daily outdoor play, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled.*

Please remember to dress your child appropriately for the weather. When weather does not permit outdoor recess, (temperature below 20 degrees or wet weather) students will enjoy recess in the gross motor room.

### **Birthdays:**

We will celebrate each child's birthday at school during the school year. For those who have summer birthdays we will celebrate ½ birthdays. If you would like to acknowledge your child's birthday in school, you may send individual treats for each child. Treats do not necessarily need to be food. Stickers, pencils small notebooks etc. make great birthday treats.

### **Volunteers:**

Parent involvement is always welcome. You are encouraged to serve as a volunteer (schedule provided by teacher) in the classroom. All volunteers must have a background check from the Michigan State Police ICHAT system and take the *Protecting God's Children Workshop*. Dates and times for the workshop can be found at [virtus.org](http://virtus.org). A signed Volunteer Code of Conduct must be on file. Volunteer packets are available in the school office. Each family is required to volunteer 12 hours per school year.

### **Discipline:**

Our program is designed so that activities throughout the day will hold the child's interest and enthusiasm.

If it is necessary to discipline, however, it will be handled in a positive manner, and will encourage self-control, redirection, self-esteem, and cooperation.

Basic rules of the program will be discussed early in the school year and when the need arises, the reasoning method will be implemented. When verbal discipline is used, it will be done in a discrete manner, taking the child aside to discuss the situation.

A "time-out" policy will be used only when the teacher/assistant deems it necessary as a last resort.

Corporal punishment is never used. Instead, we use praise as an everyday reinforcement for proper behavior. If there should be the need to further discipline a child who is consistently having problems, an approach agreed upon by both the parent and the teacher will be implemented. Expulsion is rare and only necessary if the teacher and administration deems necessary.

### **Emergency Procedures:**

SJPIICCS utilizes the FACTS (phone and text message) and Constant Contact (email) to contact families in case of school closing or emergency.

The FACTS system is automated and can reach all our families within minutes. Please make sure the school has an updated phone contact at all times. The caller ID will display (313) 386-0633 which is the main number for SJPIICCS.

### **Child Accidents/Illness:**

If a child is injured during school hours, we will:

1. Administer basic first aid/CPR/AED.
2. Call parent or persons listed on the Child Information Card.
3. In the case of a serious injury, 911 will be immediately called. Parents will be notified of minor incidents via phone or email.

In case of serious injury, the parent would be notified directly following the emergency call, and will be asked to meet the ambulance, child, and staff member at the designated hospital.

If the parent cannot be reached, the doctor on the Child Information Card will be called.

If a child becomes ill during the school day, we will contact a parent or persons listed on the Child Information Card to pick the child up from school. If a fever is present, we ask that the child remain home until the fever has been gone for 24 hours without taking medication.

If parents have waived immunizations for their child, a child may be subject to exclusion from the program if the local and/or state public health authority advises exclusion as a disease control measure.

### **Child Information Card (BCAL3731):**

The Child Information Card must be signed by the parent(s) at the time of the child's initial attendance. These cards are required by the Michigan Department of Health and Human Services and must be on file immediately upon the opening (first day) of school.

The information cards must be updated at least annually or any time there are changes in employment, cell phone numbers, home phone numbers, contact information etc.

### **Snow Days:**

If SJPIICCS should need to close due to inclement weather conditions, parents will receive a phone call from the FACTS system with a message from SJPIICCS regarding the closing. This is an automated system and phone calls are generated from a list of the home phone numbers listed on the Child Information Cards.

SJPIICCS will also broadcast on all local TV stations as well as sending out an email through Constant Contact.

### **Crisis Response:**

Throughout the year, the children will be walked through emergency drills, instructing them about the proper procedures concerning Fire Safety, Tornados, and Disaster/Crisis. In the event of a Tornado Warning or Lockdown Procedure we are not allowed to release your child to you. Therefore, do not come to the school for your child until the danger is over.

### **Field Trips:**

If the class takes a field trip that is away from the school grounds, parents will be notified in advance. All children must have field trip permission slip completed by parents/guardians prior to the field trip.

### **Licensing Notebook:**

Per Child Care Organization Act (1973 PA116) MCL 722-113g, St. John Paul II Classical Catholic School maintains a licensing notebook that is available to parents during regular business hours. The notebook includes all licensing inspections and special investigation reports and related corrective action plans.

Licensing inspection and special investigation reports from at least the past 2 years are available on the childcare licensing website at [www.michigan.gov.michildcare](http://www.michigan.gov.michildcare)

*This handbook is provided to inform parent of policies and procedures of SJPIICCS Preschool Programs. These policies and procedures are subject to change and may vary depending on certain circumstances. This handbook will be reviewed periodically to reflect such changes. The information contained within is for informational purposes only and does not constitute a contract between SJPIICCS and any other party.*

## **St. John Paul II Classical Catholic School Preschool**

### Sample Daily Schedule

7:45 – 8:05 am: Drop off

8:05 – 8:10 am: Morning Prayer, Warrior Oath, Pledge of Allegiance

8:10 – 8:25 am: Morning Seatwork/Journals

8:25 – 8:55 am: Carpet Time (Phonics, Songs/Finger plays, Story Time, etc.)

8:55 – 9:45 am: Daily Instructional Centers

9:45 – 10:05 am: Snack and Clean Up

10:05 – 10:25 am: Calendar/Weather

10:25 – 10:45 am: Outdoor Activity – Weather Permitting

10:45 – 11:00 am: AM Students Pack Up, Closing Prayer, and Dismissal

11:00 – 11:20 am: Quiet Reading, Set Up for Rest Time, Bathroom Breaks

11:20 – 12:20 pm: Prayer, Lunch, and Lunch Recess

12:25 – 1:25 pm: Nap/Rest Time

1:25 – 2:25 pm: PM Daily Instructional Centers

2:25 – 2:45pm: Student Free Choice

2:45 – 3:00pm: Students Pack Up/Closing Prayer

3:10 pm: Dismissal