

# **Little Wings Preschool Parent Handbook**

## **Guardian Angels Catholic School**

### **Mission Statement**

The mission of Guardian Angels Catholic School is to proclaim Jesus Christ through sacraments and prayer by teaching Christ-centered values while encouraging academic excellence and social justice within our Catholic community.

### **Philosophy**

Our preschool provides a loving and safe environment to foster the social, emotional, and academic development of each child. Our professional staff specializes in early childhood education which promotes a love of learning that sets the stage for future academic success.

### **Governance**

The pastor of Guardian Angels Catholic Church is responsible for the school. The responsibilities for the daily operations of the school are delegated to the Principal.

As a parish, Catholic preschool, elementary school, and academy, Guardian Angels follows the policies and the guidelines of the Archdiocese of Detroit for Catholic Schools as well as the Archdiocesan policies governing Religious Education and Catechesis.

### **General Center Information**

School is located at:

521 East Fourteen Mile Road

Clawson, Michigan 48017

Telephone: (248) 588-5545

Fax: (248) 589-7356

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

School Main Office email addresses:

Stephan Turk                      Principal                      [turks@gaschool.com](mailto:turks@gaschool.com)

Trisha Ortisi                      Administrative Assistant                      [ortisit@gaschool.com](mailto:ortisit@gaschool.com)

Early Childhood Staff email addresses:

Allison McCulloch	Preschool 3	<a href="mailto:mccullocha@gaschool.com">mccullocha@gaschool.com</a>
Liz Sheridan	Preschool 3	<a href="mailto:sheridanl@gaschool.com">sheridanl@gaschool.com</a>
Cathy Rowe	Preschool 4	<a href="mailto:rowec@gaschool.com">rowec@gaschool.com</a>
Kyra Burns	Junior Kindergarten	<a href="mailto:burnsk@gaschool.com">burnsk@gaschool.com</a>

Billing email address:

Julie Kowal	Bookkeeper	<a href="mailto:kowalj@guardiana.com">kowalj@guardiana.com</a>
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## **Hours of Operation**

We are open Monday through Friday from 6:45am to 6:00pm on school operating days. Guardian Angels Catholic School runs on a typical school year from late August until early June. Consult the current calendar included in your parent orientation folder for details regarding holidays and vacations when the building will be closed.

Three-year old program hours:	Four-year old program hours:	Junior Kindergarten
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½ day from 7:50 am-11:00 am	½ day from 7:50 am-11:00 am.	7:50 am-3:00 pm Mon.-Fri.
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Full-day from 7:50 am-3:00 pm	Full-day from 7:50 am -3:00 pm
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Latchkey is available Monday through Friday for an additional fee per ½ hour. Morning sessions are from 6:45 am until the beginning of class and the afternoon program is from 3:00pm. until 6:00pm. Afternoon sessions are not for ½ day preschool programs.

## **Programs**

3 year old program	3 by October 1 <sup>st</sup>	Monday-Friday	1/2 & Full day options
4 year old program	4 by October 1 <sup>st</sup>	Monday-Friday	1/2 & Full day options
Junior Kindergarten	5 by December 1 <sup>st</sup>	Monday-Friday	Full day

## **Ratios**

3 year old program	1 staff for every 6 children
4 year old program	1 staff for every 8 children

Junior Kindergarten 1 staff for every 12 children if a four year old is in the program. If all are 5 years old then 1 to 18.

All ratios must be based on the age of the youngest child in the room at the time.

### **Program Licensing Notebook**

The licensing notebook containing all of the licensing inspections and special investigation reports, as well as related corrective action plans will be available to parents during regular school hours. This is located in the main office. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Maintenance of Premises**

As part of the Guardian Angels Catholic School Pest Management Program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. Should you require prior notification, you may indicate so on the Pesticide Advisory to Parent form included in the parent orientation folder.

### **Tuition**

Tuition is established in the annual preparation of the school budget. Tuition for the forthcoming school year is published prior to, or along with, the necessary annual registration information. This tuition schedule may be found in your parent orientation folder. Please note that preschool families are not required to perform any service hours, unless they also have a student in grades K-8th.

Tuition payments are expected to be made according to conditions agreed upon in the Tuition Contract. All tuition is paid through FACTS Management Tuition Company. Parish member tuition discounts are offered for registered, contributing parishioners. For more information, contact the parish or school office.

## **Admission/Withdrawal Policy**

Children may be admitted to the preschool program by filling out a registration form and paying the appropriate non-refundable deposit to hold their spot for the upcoming school year.

Should you choose to withdraw your child from the program, a written notice is required. You will be responsible for the full tuition for each month that your child was enrolled. Your deposit will not be refunded.

## **Probationary Status**

All students entering Guardian Angels Catholic School are admitted on a one semester probationary status. Students who demonstrate an unwillingness to cooperate academically or demonstrate unacceptable or disruptive behavior may be asked to leave at any time during the first semester.

## **Weather-Related Closings**

The Guardian Angels administration will monitor all weather and local news stations to determine when it is appropriate to close school early or cancel for the following day. Every effort will be made to arrive at the decision prior to the beginning of the school day. You will be notified by the School Messenger automated call system, along with an email sent to the address that was provided to administration.

Emergency school closings during the day, due to unexpected situations, may occasionally occur. School closing information will be on all major television networks, WJR and WWJ radio and on the school website. The School Messenger automated call system along with emails will be sent out immediately. \*Do not call the school as it will overwhelm the phone lines. If a child has not been picked up within an hour, the lead teachers will call emergency contacts found on the emergency card.

## **Child Information Record (Emergency Card)**

It is important that parents complete and update as needed, two of the Child Information Record (white emergency cards). These cards contain contact information for both the parents as well as the individuals authorized to pick up the child in the event of an illness or emergency. **It is the responsibility of the parent to complete these cards and to make corrections as necessary.**

## **Custody Documentation**

Guardian Angels Catholic School requires that divorced or separated parents file a court certified copy of the custody section of the divorce decree with the school office. A non-custodial parent has no right of physical access to a child unless granted by court order. With the increasing prevalence of divorce, many schools are faced with questions regarding the rights of noncustodial parents. The school must follow the terms of the custody agreement, usually contained in a divorce decree or custody order. If a parent claims the custody arrangements have changed, the parent must provide a copy of the new order. If one parent is legally barred from contact with the child, the school must have a copy of the court order on file. Without an official court order, BOTH parents are allowed rights to the child.

## **Evacuation Policy**

Should an evacuation become necessary, the school will notify parents with an automated call and email with directions on how to pick up their child. Emergency contacts will be notified if a parent fails to respond within an hour. Specific evacuation plans will be made for children with special needs.

## **Absence**

A student's absence from school is to be phoned in by the parent between 7:30am and 8:30am. The student is considered unexcused from school until communication is made. It is the responsibility of the parents to call each day that a child is absent. If a child has a communicable disease, the office must be advised. The school office telephone number is: **(248) 588-5545**. Absences not due to illnesses, such as doctor appointments, must also be reported.

If your child will be absent due to vacation, please advise the school office and the teacher so we can plan accordingly.

## **Illness**

Our first priority is providing a healthy, safe learning environment for all children. A child or staff member who becomes ill while at school must be removed from the classroom in order to limit the exposure of other children to a communicable disease. An ill child will be sent to the office to wait for a parent or guardian to arrive.

Children/staff will be sent home as soon as possible if any of the following is experienced:

- **Fever** of 100 or greater; student must be fever free for 24 hours without fever reducing medication.
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- **Diarrhea** not associated with diet changes or medication; child may not return until diarrhea episodes stop for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed healthcare professional.
- **Vomiting**: The student may not return until the vomiting has resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the individual is not in danger of dehydration.
- Persistent abdominal pain that continues more than 2 hours.
- **Pinkeye (conjunctivitis)**: The student may return after treatment has been initiated for 24 hours and the eye does not weep.
- **Head lice**: The student may return after treatment and elimination of eggs and/or bugs.
- **Scabies**: the student may return after treatment has been completed.
- **Tuberculosis**: The student may return after health care provider states that the individual is on appropriate therapy and can attend school.
- **Impetigo**: The student may return 24 hours after treatment has been initiated.
- **Hand foot and mouth**: The student may return once sores have dried and crusted and the child is fever free.
- **Strep throat**: The student may return after 24 hours of antibiotic treatment and the child is fever free.
- **Chicken pox**: The student may return when all sores have dried and crusted (usually 6 days).
- **Pertussis**: The student may return 5 days after appropriate antibiotic treatment has been completed.
- **Mumps**: The student may return 9 days after the onset of symptoms and the child is fever free.
- **Measles**: The student may return 4 days after the onset of the rash.
- **Rubella**: The student may return 6 days after the onset of the rash.
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.

Guardian Angels reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

## **Notice of Exposure and Reporting Disease**

If a child or staff member is found to have a communicable disease, a written and/or an electronic notice will be sent home to all affected classrooms.

## **Injuries**

If a child becomes injured while at school, the school will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the emergency card will be called.

Children who are seriously injured will be sent to the office and remain under the supervision of administration until a parent arrives. Additionally, a Child Care Injury/Incident Report will be provided to the parent for their signature and a copy will be retained in the student's file.

## **Immediate medical attention**

Should a child require immediate medical attention, the staff member who witnessed the emergency situation will remain with the injured child and instruct the nearest adult to call 911 and notify administration. They will accompany the child to the hospital, bringing the child's emergency card.

**Staff may not transport an ill and/or injured child in a personal vehicle.**

## **Immunization**

Guardian Angels Catholic School, in unity with the Oakland County Health Department, requires all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a physician submits a waiver to the Health Department on behalf of the child.

## **Medication Authorizations/Special Healthcare Needs**

Children who require medications must have a Release for Dispensing of Medications form completed and signed by a parent and their healthcare provider. This form will be kept on file in the office where medication is held and administered. All medications must be in their original container with the prescription label attached with the child's first and last name.

Parents/guardians must notify the administration, main office, and teachers of any special health care needed for their child. Special equipment, if needed, will be kept in the main office.

If you choose to send in sunscreen, please refer to the Policy and Consent Sunscreen Form

## **Allergies**

Parents need to make all staff (including latchkey) know if their child has an allergy. An Emergency Allergy Action Plan, signed by a professional healthcare provider, must be posted in the classroom. If your child has an Epi-Pen, it must have the prescription label on the pen itself and the box. Copies of action plans will be given to the main office and other appropriate staff.

**\*Due to possible nut allergies in the classroom, please stay away from snack/lunch items that have peanuts, tree nuts, or peanut butter in them.**

## **Confidentiality**

All information given on forms and in discussions will be treated as confidential. Information in children's files, including health, family needs, and behavior will only be made available to appropriate staff and the child's parents.

## **School Volunteer Guidelines**

In compliance with both the State of Michigan and the Archdiocese of Detroit, the following must be completed for ALL individuals volunteering in the school:

- **Volunteer/Personnel Criminal History Background Check**

Criminal background checks will be done free of charge for anyone who volunteers for school or parish functions involving children including scouts, athletics, and classroom activities. ALL INFORMATION WILL BE KEPT CONFIDENTIAL. (Forms are included in your parent orientation folder).

- **Protecting God's Children (PGC) Workshop**

As a school, we value the safety of the children in our care, as well as our employees and volunteers and the people whom we serve. Our school strives to provide a faith-filled and safe environment for all of our youth. This includes required participation in a Protecting God's Children workshop within six months of a staff member or volunteer (aged 18 years and older) assignment, if the potential exists for contact with children or youth. This is taken once. Upon completion a record is kept in a database. If you have completed this class for another school or organization please inform administration so a record can

be found. If not, completion is required before interaction with children is allowed. Classes can be found at [www.virtus.org](http://www.virtus.org).

### **Guardian Angels Parents (GAP)**

GAP is a service and fund-raising group that seeks to build community among parents, supplement the school budget, and provide special programs to benefit the students. Family and adult oriented events are provided to foster the development of community. All parents are considered members of GAP and are encouraged to attend the monthly meetings, as well as to participate in the committees serving the needs of Guardian Angels.

## **Preschool Program Curriculum**

Each level of our preschool program builds on the next in preparation for kindergarten. The program covers all key learning domains, including literacy, math, and science, in a fun, engaging and developmentally appropriate way for all learners.

We provide activities to aid in the social, emotional, and cognitive development of each child through a balance of free play and structured learning in our Catholic environment. Each classroom is set-up in centers, which include blocks, dramatic play, gross motor, fine motor, and art. Outdoor play is encouraged when weather permits. Most importantly, we strive to meet the Catholic values of our mission statement to proclaim Jesus Christ by teaching Christ-centered values while encouraging academic excellence.

Parents will receive a report card reflecting their child's progress at the parent/teacher conferences held in Spring.

## **Parking**

The parking area to the west of the flagpole is the designated area for preschool families. Please park your car and walk your child to his/her classroom. The area on the other side of the flagpole and cones is used by families with older children for drive-up and drop-off. Mornings are very busy and there are distracted drivers. Please hold your child's hand and keep an eye on him/her while in the parking lot.

## **Arrival and Dismissal**

**Morning:** When you arrive with your child, you may walk to the classroom door and have him/her hang up his/her backpack and jacket. Lots of hugs and kisses and high-fives are encouraged by the classroom door before you leave. We would like your child to be in the room and ready to learn by 8:15.

**\*\*Dismissal** is at 11:00 for half day preschoolers. Please wait inside of the building by the office doors for your child's teacher to bring him/her to you.

**Afternoon:** Students will be dismissed at 3:00 by the building entrance. Please meet your child on the sidewalk outside of the doors. You must walk up to the sidewalk to get your child from the teacher. Your child may not meet you in the parking lot. The students that have latchkey will be escorted to the designated area for care.

## **Attire**

The preschool children need to wear comfortable clothes that they can easily put on and take off by themselves. This includes shoes, which should be Velcro or slip-on, unless they know how to tie shoes. NO sandals. Please be sure to label ALL outdoor clothing with their name.

Junior Kindergarten children need to wear their school uniform. See [www.gaschool.com](http://www.gaschool.com) for specific guidelines. Please make sure to label all uniform clothing.

## **Keeping Things Clean**

Please have your child wash his/her hands before entering the classroom. The children are encouraged to use a tissue as needed, and then to wipe off their hands with a wipe. The toys are cleaned often with an anti-bacterial cleanser, rinsed, and air dried. The children will wash their hands throughout the day to keep germs away. If the children place toys in their mouth, the toys will be cleaned before they are put back on the shelf.

## **Restroom/Messy Accidents**

Children should be able to use the restroom by themselves. This includes removing clothing properly and wiping themselves.

Extra clothes that are sealed in a zip-lock bag need to be packed in their backpacks. If your child wears a uniform please make sure to send uniform clothes. Depending on the situation, we may have to call you to pick up your child.

## **Snacks and Lunch**

Little Wings Preschool does not serve food from the cafeteria. There is no hot lunch and all meals, snacks, and water bottles must be brought from home. Parents must complete the Food Service Policy form included in the parent orientation folder.

All food items, lunch boxes, and water bottles for the classroom and latchkey must be labeled with the child's name and date. Please be sure to include a utensil if your child's food requires one. If your child is here all day, you must label his/her snacks with his/her name, AM, PM, and latchkey.

Healthy snack ideas include fruit, vegetables, cheese, pretzels, goldfish or graham crackers, etc.

## **Uneaten Food**

Every attempt will be made to encourage children to eat what has been packed for them. However, it is not a good practice to force or bribe children to eat. Any food item that is not eaten will be sent home. If something is too messy to return home, a note will be sent instead.

## **Birthday/Special Occasion Treat**

Children are welcome to bring in special treats to celebrate a birthday. We will also have occasional classroom parties. If you do not want your child to partake in the special treats, please indicate your preference on the Food Policy Form provided in your parent orientation folder. In addition, do not send any food items that may have peanuts, tree nuts, or peanut butter in them. Providing plates, napkins, and utensils (if needed) is very helpful. If your child has a summer birthday, we can celebrate it at the end of the school year.

## **Naptime**

If your child is registered for the full day program, he/she will need the red/blue nap mat purchased from school along with the large plastic storage bag. A small napsize sleeping bag or a simple blanket and a stuffed animal are all that is needed. These items will be sent home at the end of each week to be washed. Please have their name on all items. If new storage bags or mats are needed, please see your child's teacher to purchase the items.

## **Church**

The Junior Kindergarten class and the four year old preschool class will attend all school Masses beginning with the Christmas season and throughout the rest of the year on a monthly basis. The three year old preschool class will attend if our Mass day is a Holy Day and a few other times throughout the year. Please try and attend Mass on Sundays so you and your child can listen to and participate in the Word of God together as a family.

## **Field Trips**

Our Junior Kindergarten students may go on school fields trips outside of the building. Permissions slips and money must be turned in on time or your child will not be allowed to go on the field trip. \*\*The Protecting God's Children class ([www.virtus.org](http://www.virtus.org)) and the criminal

background check (form in parent orientation folder) need to be completed in order to attend a field trip and to volunteer in the class.

## **Discipline**

Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation shall be used. All of the following means of punishment shall be prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Preschoolers are learning social behaviors every day; how to play, how to interact with classmates, how to solve problems, how to cope with their feelings, etc. If a child's behavior harms or endangers another child or property, he/she will be given a warning and we will discuss the situation together. Depending on the situation, a phone call home may be needed to discuss solutions.

## **Bullying**

Competitive behavior is minimized in our program. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior. All efforts will be made to guide children in finding appropriate ways to interact with others.

## **Weapons**

In school, pretend play with weapons of any kind, is discouraged. Redirection should be used when a child is engaging in weapon or violent play.

## **Special Services**

Guardian Angels Junior Kindergarten through eighth grade students, upon referral from parents or teachers, may receive special services offered through the City of Clawson Public School

District. These services range from testing for learning disabilities, to speech pathology, to intervention. They are dictated by Clawson School District, not Guardian Angels Catholic School. Services are also received through the Oakland County Intermediate School District upon referral from Clawson Schools, as well as through the Oakland County Health Department. Students with special needs in a service plan will be given a daily progress report upon the parents request.

### **Phone Numbers-Community**

Clawson non-emergency: 1 248 524-3477

Fire Department: 1 248 435-4500 ext. 114

Oakland Health Department

South: 1 248 424-7144

North: 1 248 858-1280

General Parent Hotline: 1 844 456-KIDS

### **Special Education Support**

Early On for Oakland County: 1 248 209-2084

Michigan Special Education: 1 888 320-8384

Michigan Alliance for Families: 1 800 552-4821

### **Counseling and Crisis Care**

Lighthouse of Oakland

Pontiac: 1 248 920-6000

Clarkston: 1 248 620-6116

Care House of Oakland: 1 248 332-7173

Oakland Community Health Network: 1 248 858-1210

Catholic Social Services: 1 855 882-2736

Oakland Family Services: 1 248 858-7766

Haven 24 hour Crisis: 1 248 334-1274 toll free 877 922-1274

Legal Aid: 1 313 967-5555

Baldwin Center Pontiac: 1 248 332-6101

Centro Multicultural La Familia: 1 248 858-7800

## **Preschool Daily Schedule**

### **Morning Greeting**

- Students must wash hands before they come into the classroom.
- Students arrive no later than 8:15 and hang up backpacks/jackets.
- Water bottles/lunches/snacks are placed into the bins outside of the door.
- Folders and other items can be left in backpacks until we get them when needed.
- As the students arrive, various activities will be available until about 8:30 or so.

### **Morning Circle Time**

- We will gather with our school family at the carpet for our morning routine; songs, prayer, calendar, counting, shapes, colors, and Pledge of Allegiance
- Events of the day are introduced, as well as our letter and/or number of the week and topics related to the weekly theme.

### **Play Time**

- Children can free play.
- Many toys and activities are available during this time.

### **Centers Time**

- The children will rotate between a variety of academic centers covering literacy, mathematics, small motor activities, art, science, social studies, and religion.

### **Snack**

- The children will use the bathroom and wash hands before and after they eat.
- We will say a prayer together.
- Reminder: All snacks must be nut-free, labeled and dated.

### **Special Classes**

- These will include music, library, Spanish, and gross motor activities (3 year olds); art, music, library, science, Spanish, and gross motor activities (4 year olds). Junior Kindergarten participates in all specials, including computers.

### **Group Learning**

- A fun time to explore the world around us through activities such as science experiments, math activities and games, nursery rhymes, poetry, songs, and read alouds.

### **Dismissal for half day students is at 11:00.**

- The children will be brought to the area outside of the main office next to the gym.

## Preschool Afternoon Schedule

### Recess

- There will be a bathroom break before the children go outside.
- We will go outside if the weather permits. If recess is indoors, there will be free play in the classroom or the gym.

### Lunch and Naptime

### Snack and Group Activity

- Again, please label and date snack items and avoid foods that contain peanuts, tree-nuts or peanut butter.
- Group activity may include a question of the day, music and movement, and/or a story.

### Dismissal for full day students is at 3:00.

- Children will be brought outside of the school entrance to their parents/grandparents.
- \*\*\*You must walk up to the sidewalk to get your child from the teacher. Your child cannot meet you in the parking lot. Latchkey students will be taken to their designated area.

Angel of God my Guardian dear,  
To whom God's love commits me here  
Ever this day be at my side,  
To light and guard, to rule and guide.  
Amen