

OUR LADY OF REFUGE SCHOOL

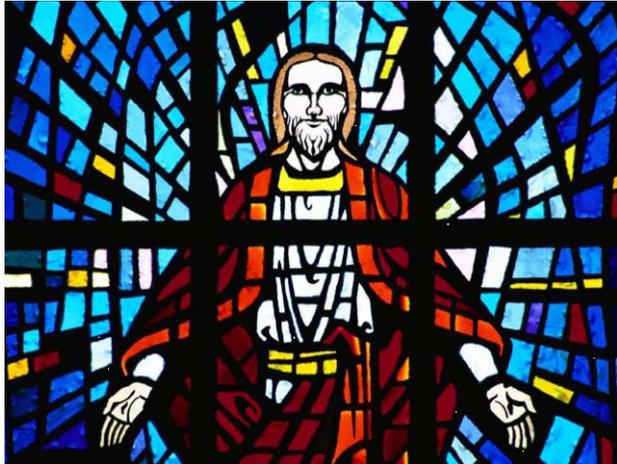
3 year old PreSchool Program

Information Package



2016-2017

**3750 Commerce Road
Orchard Lake, Michigan 48324
248-682-3422
www.our-school.net**



Welcome to Our Lady of Refuge School

Dear Parents,

Welcome to Our Lady of Refuge's Preschool Program, where Jesus is part of every day activities. Our school is committed to providing quality early learning experiences, in a Christian and nurturing environment. The children will be involved in "hands-on-learning" allowing them to explore, manipulate, discover, raise questions and solve conflicts. We will encourage and support each child's physical, social, emotional, spiritual and cognitive growth.

We welcome you and your child to the program and trust that with your input, we can create a successful experience for your child's education and growth.

Mission Statement: Our Lady of Refuge is a Catholic school family committed to celebrating our personal love for Jesus Christ through our spiritual and academic life, as we ask our Blessed Mother for guidance every day.

Daily Schedule

The daily schedule is extremely important because young children feel most secure when they know what is going to happen next. Small changes may be made within the normal schedule to accommodate the needs and interests of the students.

8:10 am	Arrival
8:15	Circle Time (Attendance, Calendar, Weather, Finger plays, Songs)
8:40	Teacher directed play (carpet)
9:10	Religion
9:20	Snack
9:45	Centers
10:45	Teacher directed play (tile)
11:00	Half day student dismissal
11:30	Lunch
11:50	Music/Movement
12:30	Nap
2:00	Snack
2:15	Free play
2:45	Dismissal

Curriculum

The goal of the program is to provide age appropriate experiences in a Christian environment, which encourages each child to develop his/her capabilities. Children are encouraged to make decisions, explore, discover, ask questions, be creative and solve problems. Students will be exposed to learning centers, group activities and teacher initiated activities which provide learning experiences in all areas of the preschool curriculum. Each month we focus on a specific theme. Our monthly theme is divided into the following curriculum areas:

Religion (God and creation, Catholic celebrations, Prayers)

Language Arts (written and spoken language and pre-writing and pre-reading skills)

Math (number recognition, number concepts)

Science (growth and changes in our environment)

Social Studies (families, school communities, work communities)

Music (singing, using instruments, creative movement)

Health/Physical Education (health and safety topics, exercise)

Lunch and Snacks

All children should bring a lunch from home as the hot lunch program is NOT available to the preschool. Keep in mind that we will be operating a peanut free classroom. Two small, nutritious snacks should be sent to school daily. We will stop for a snack break in the mid-morning and also after nap.

Birthdays

Birthdays may be celebrated on or near the child's birthday. Parents may send in a treat such as cookies, donuts, mini muffins or fruit snacks. Please no frosted cupcakes or particularly messy snacks. Parents should notify the teacher in advance of the date that birthday snacks are being brought in.

Celebrations

We will have several celebrations (Halloween, Thanksgiving, Christmas, etc.) throughout the school year. A sign-up sheet for volunteers and items needed will always be posted, in advance, at the classroom door.

Dress Code

The type of clothes your child wears to preschool is important. Please make sure your preschooler comes to school in comfortable clothing that does not restrict their developing independence of using the bathroom. Students will be working with paint, glue, markers and playdoh regularly. Keep this in mind when dressing your child.

Jewelry should not be worn in school as it can be lost or cause injury. Flip flops, open toe sandals, or slippers **are not permitted** in school. Tennis shoes (with Velcro) are recommended. Have the children dress appropriately for the weather. **Label all of your child's personal belongings with your child's name.**

Toys

It is natural for children to want to bring toys from home to share, **but this will be allowed on designated show and tell days.**

Parent/Teacher Communication

It is important that parents communicate their needs and ideas openly and honestly to the teacher and arrangements can be made to discuss any issues or concerns. A monthly preschool calendar and newsletter is sent home to keep you abreast of activities in the classroom. Additionally, a school calendar is also sent home on a monthly basis.

Positive Guidance

The foundation of our discipline policy is a climate of mutual caring and respect. Our staff models these behaviors in their interactions with each other, the children and parents. The expectations we have for behavior are based on an understanding of child growth and development. The limits we set are basic and consistent. Guidelines for behavior are introduced early and built upon throughout the year.

Our goal is for the students to be aware of the guidelines and follow them because they understand their value. It is our responsibility to state, explain and model the expected behavior; teaching them the appropriate words and skills needed to handle situations in a positive way. When conflicts arise between students, instead of immediately separating them, they are involved in the problem solving process. In the classroom we use redirection, logical consequences and problem solving techniques.

Parent/Teacher Communication

It is important that parents communicate their needs and ideas openly and honestly to the teacher and arrangements can be made to discuss any issues or concerns. Monthly Newsletters and emails will be sent home with information such as: activities, special events, celebrations and skills that children are working on. Please take time to read them as they will contain important information regarding the program. The monthly newsletter and calendar are also available on the preschool website.

Criteria for Admission

The Preschool Program at Our Lady of Refuge School does not discriminate on the basis of race, national origin or sex.

During the enrollment process, a birth certificate, an updated physical and current immunization record must be on file. Please provide a baptismal certificate if available. Parents are also expected to sign an enrollment agreement that outlines the program policies.

By the first day of school, all children must be able to perform bathroom and toileting needs independently. **OLR Preschool students must be three years of age by September 1st of the year of admission.**

Criteria for Dismissal from Program

A child appears to be a danger to themselves, other children, teacher or any staff member. The parent/guardian fails to abide by the tuition and any policies of the program and the school.

A parent/guardian requests special services which are not provided by the program and cannot reasonably be delivered by the program.

If a child's aggressive behavior persists after exhausting our resources in finding a successful solution to the problem, we may then consider it to be in the best interest of all the children involved, to ask them to be withdrawn from the program.

Calendar

The Preschool Program abides by Our Lady of Refuge School's calendar for all Holy days, holidays, as well as ½ days, September through May.

A copy of the school calendar will be given at the beginning of the school year.

Operating Hours are as follows:

Monday, Wednesday and Friday:

**Half-Days – 8:15 am to 11:00
Full-Days – 8:15 am to 2:45 pm**

***Bussing is not available for the Preschool Program.**

Tuition and Payment Policies

Please refer to the attached payment plan

- **All fees are to be paid through the FACTS program, either monthly, quarterly, or in 10 payments.**
- Unpaid tuition may result in termination of Preschool Services.
- A fee will be charged if a payment is returned by the bank for insufficient funds. In this event, the full payment plus the fee must be paid before the child may return to school.

Arrival and Departure

Arrival: Our day begins at 8:15 a.m. Parents may drop off their child at the Preschool classroom door beginning at 8:10 am. **All children must be accompanied by an adult to the classroom.**

If another person will pick up the child, then please notify the teacher with the person's name and relationship.

Please call the school office @ 248-682-3422 if your child is going to be absent, arriving late, or if you will be picking up the child before or after dismissal time. If you are late picking up your child, then they will be waiting in the main office.

Departure: Dismissal is at 2:45. Parents should park in the school parking lot and come into the building to wait outside the preschool classroom door. Pick up for ½ day students is 11:00 am and the pick up procedure is the same as the end of the full day.

Once you arrive to pick up your child, ***you are the responsible person in charge. Please make sure that there is no running in the parking lot.*** If you need to pick up your child early, please sign your child out in the main office.

Health and Illness Policy

All children attending OLR Preschool must have a State of Michigan Health Appraisal on file signed by a physician with a record of age appropriate immunizations on a yearly basis.

Immunizations: All children must have updated immunizations on file in order to begin school. Immunization updates must be reported to the office. If you choose, for any reason, not to have your child immunized, you must sign a waiver.

Contagious Diseases: In most cases, children are contagious before obvious symptoms appear. The staff will notify parents when children may have been exposed to a contagious illness. Notices will include the date of exposure, symptoms, incubation period and exclusion criteria. Please alert our staff if your child has been exposed to a contagious disease.

OLR Preschool will abide by the standards of the Oakland County Health Division for exclusion and re-admittance of children with contagious diseases. If a doctor diagnoses infection and administers an antibiotic to your child, they should not be brought in until the child has taken the medication and is fever free for at least 24 hours.

Agencies: The staff uses the following resources when developing and implementing health guidelines:

- National Association for the Education of Young Children
- St. Joseph Mercy Oakland Infection Control.
- Oakland County Health Division.
- Michigan Department of Consumer and Human Services.

Physical: All students are required to have a physical before entering school.

Injury/illness: Should a child be injured seriously or become ill at school, we would attempt to notify the parents at home or work. If unsuccessful, we would then contact the names listed on the emergency card.

Sick Child Procedure: If your child becomes ill while at the center, the staff will:

- Isolate the child in a safe comfortable area.
- Call the parent(s) and give them specific information over the telephone.
- Agree on an immediate course of action with the parent.
- Continue to isolate and care for the child until the parent or parent-designate arrives to take the child home.

Bitten Child: If a child is bitten by another child, the parents of the bitten child and the biter are notified. OLR Staff are aware that biting is a serious health and behavior concern. The staff is trained in first aid. All efforts are focused on teaching alternative and acceptable ways of expressing needs. If a child continues in this type of behavior they can be asked to leave.

Children should be excluded and should not come to school for the following reasons:

- Illness that prevents the child from participating comfortably in program activities.
- Fever of 100 degrees or higher
- Diarrhea or vomiting
- Undiagnosed rash or rashes diagnosed as contagious
- Pink eye
- Strep Throat
- Head Lice or Scabies
- Chicken Pox
- Any contagious illness

Children may return to school:

- When they are free of vomiting, and diarrhea for a full 24 hours.
- When they are free of fever for 24 hours without medication or accompanied by a physician statement stating that the child is no longer contagious before they may return to class.

- When they have been treated with an antibiotic for a full 24 hours.
- When the child is able to participate comfortably in all usual program activities.

We ask that for your child's comfort and to reduce the risk of spreading illness, children be picked up on notification. If the parent is reached but cannot pick up the child, it is the parent's responsibility to arrange for alternate pick-up with someone listed on the emergency card. If the parent cannot be reached, the staff will begin to call the people listed as an emergency contact, until arrangements can be made for the child to be picked up.

Medication

Over the Counter Medications: Medications will be administered according to the original container instructions or with a physician's written prescription. Parents requesting non-prescription medications to be administered "as needed" for specific symptoms, may be requested to administer the medications themselves. Medications will not be administered if mixed with formula, milk, and juice or in a bottle.

Prescription Medications: Prescription medications will be administered according to the prescription directions with written parental permission when the medication is in the original container.

Parents may come to administer medication to their child during school hours. If medication is to be administered by the school, parents must submit a form to the school office.

Emergency School Closing

Emergency school closings will be announced on radio stations WWJ and WXYZ and TV channel 7. In case of inclement weather, Our Lady of Refuge will be included in the announcements for the West Bloomfield School District.

Accidents/Injuries

In the event that your child sustains an injury, you will receive a report outlining the incident and the course of action taken by our staff. You will be contacted immediately if the injury produces any type of swelling or needs medical attention.

For more serious injuries, you will be contacted by telephone as soon as possible. The staff will continue to call you or your emergency contacts until someone is reached. However, whether or not you are contacted, the child will still be taken to the hospital by ambulance in the event of serious medical emergency.

Reporting Abuse and Neglect

Employees of Our Lady of Refuge Preschool Program are mandated reporters and are required under the provision of 1975 PA 238, MCL 722.621 Child Protection Law to report any instance where there is reasonable cause to suspect child abuse or neglect to the school administration, as well as the local children protective agency where the child in question lives.

It then becomes the role of the agency to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. We will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our concern is always the protection of the child.

Health Care Policies

Hand Washing Procedures:

- Turn on the water, moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, under fingernails, wrist and back of hands
- Rinse with running water until free of soap
- Leave water running and dry hands with a clean disposable paper towel
- Turn tap off with disposable paper and dispose of towel in trash container

Hand washing procedures are posted above sinks. All staff members are required to wash hands before serving snack. Children wash hands before snack, after activities such as playing with clay, painting, stamping and whenever needed.

Please practice the hand washing technique at home with your child.

Cleaning and Sanitizing:

- Heavily soiled areas or articles are cleaned with detergent and rinsed with warm water.
- Surface or article is then sprayed with a sanitizing solution (bleach and water) and left to air dry.

**Our Lady of Refuge
3 Preschool and 4 PreK Program
REGISTRATION FORM
2016-2017**

Child's Name: _____ Birth Date: _____
(A child entering the 3 or 4 year old program must be 3 or 4 by September 1, 2016)

Parent's Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone Number: _____ Email Address: _____

Work Number: _____ Cell Phone: _____

Emergency Contact: _____ Phone: _____ Relationship: _____

SPECIAL MEDICAL NEEDS (i.e. allergies, etc.): _____

PLEASE CIRCLE THE DAYS YOU PREFER:

PreK and Preschool Registration Fee: \$275.00 per child

	1 payment	2 payments June & Dec	++ 4 payments Jun, Sept, Dec. Mar	++ 10 payments Jun/Jul/Aug/Sep/Oct Nov/Dec/Jan/Feb/Mar
Four Year Old PreK: M,T,W,Th, F Full Day	\$ 6,175.00	\$ 3,087.50	\$ 1,543.75	\$ 617.50
Three Year Old Preschool: M,W,F Full Day	\$ 3,975.00	\$ 1,987.50	\$ 993.75	\$ 397.50
M,W,F Half Day	\$ 2,175.00	\$ 1,087.50	\$ 543.75	\$ 217.50

++ Payment plans only available through FACTS Program.

- **OLR needs a copy of immunization records, birth certificate and baptism certificate.**

Thank you for selecting Our Lady of Refuge Preschool Program. We are excited about having your child in our program this year. In a cooperative effort of parents, students and school we will do our best to provide a Catholic Christian education for your child. **A non-refundable registration fee of \$275 per child must accompany this registration form to officially enroll your child for the 2016-2017 class.**

Signature

Date