

Parent Handbook

The ABC's of Little Lambs Preschool

Absences

If your child is sick and cannot attend school, please call the preschool office at 480-966-1753.

Arrival

Class will start at these times: Morning Class: 8:30am / Afternoon Class: 12:15pm
Early drop off is available in the mornings at 8:00am.

For the safety of all children, please park **only** in the parking lot behind the church, and walk your child to class each morning. Inside the classroom, please locate the "Parent Corner". There you will find.....

The sign in/out book: It is required by the Arizona Department of Health and Safety that any persons designated to sign your child in and out must use their legal first and last name and be 16yrs of age. By law, Preschool staff can only release your child to persons that you have previously listed in your child's file.

Student Folders

We ask that you check your child's folder, daily, when signing your child in and out. This folder will contain important information regarding billing, announcements, and teacher notes. Please leave any information for your child's teacher or the director in this folder.

Birthdays

Birthdays are a very special day for every child! Talk with your child's teacher at least one week in advance if you wish to send in special snacks. If you will be having a party for your child, and are only inviting a few children from class, we ask that you mail any invitations to avoid hurt feelings.

Book Club

We are pleased to take part in the Scholastic Book Club. When you order a book our school receives bonus points, which will be used toward earning books for our school. Each month your child will bring home a book order form. There is no obligation to parents. If you wish to take part in this and order a book(s), fill out the form, add your total and child's name, attach your money for your total order and return to us. Make checks payable to Scholastic. Your order will return in 2-3 weeks. When books are delivered, we will place them in plastic bags so that the other children do not feel left out when they see others receiving books.

Clothing

Please keep in mind that your child is attending preschool! Our curriculum consists of teaching children through creative play, therefore we paint, play with nature and anything that will engage our creative minds. It will get messy! Please send your child in play clothes, or anything that you don't mind getting dirty. As accidents will happen, please send a change of clothes with your child everyday.

Children should be dressed in comfortable, washable clothing that he/she can manage in the bathroom. Please mark all clothing with the child's name. Children spend time outdoors each day and should have appropriate outdoor wear; warm outer clothing in the winter and light clothing plus sunscreen in hot weather. We do allow the children to run on the playground, so we recommend that you do not send your child to school in sandals. Girls should wear shorts under their dresses.

Conferences

Progress conferences will be scheduled in the fall and an optional conference in the spring. Additional conferences can be scheduled at any time. Always feel free to speak with your child's teacher before or after class time. Our progress reports were developed through the collaborative efforts of a cohort of Preschool Directors and the Diocese of Phoenix.

Critical Incident Management Policy

The purpose of this policy is to ensure the safety of students. To guarantee that Our Lady of Mount Carmel School community has the best interest of the students in case of an emergency situation, all employees are expected to be familiar with the procedures listed in the plan. All employees will report any threats to appropriate authorities/school staff.

Critical Incident – Include situations involving threats of harm to students, school staff, or school facilities. Critical incidents include but are not limited to fires, natural disasters, use/threatened use of weapons/explosives, active shooter incidents, and the taking of hostages. Such incidents require an emergency response involving law enforcement and/or emergency services agencies.

CRITICAL INCIDENT TEAM MEMBERS- The Critical Incident Team Members shall include the following: Principal, Pastor, Assistant Principal/Counselor, School Secretary, Preschool Director, Technical Assistant (as appointed by the Principal), and School Nurse.

In the event of a Critical incident drill, parents will be notified prior to the start of the drill. The door to the classroom will be locked and shall not be opened to anyone that the teacher cannot identify as a police officer or an obviously non-threatening person. Teachers will direct students to specific areas within the room out of the line of site from the windows, if possible. Teachers will instruct the students to sit down on the floor and remain quiet. To keep the children calm, we will talk them through this process and read to them until the drill is over. Please contact the director with any questions regarding this drill.

Discipline

In preschool, we work to eliminate any potential problems before they happen. Our staff Expresses appropriate respect and affection for the children and model positive social interaction and expression of feelings. Should there be a disciplinary problem, we use several techniques that help children to internalize rules and become self-directed in their behavior. These include offering choices, problem solving, natural and logical consequences, ignoring, redirecting, and a “cooling off” time in an area of the child’s choice. We will work together with parents to keep the lines of communication open.

Dismissal

At the end of the class day, please sign-out your child on the attendance sheet. As stated earlier, we will only allow the child to leave with the persons listed on your child’s registration form. You are required to keep that list updated. Tell the teacher on days when someone other than the usual person will be picking up your child. Please refer to the drop off / pick up map.

Pick up time for Monday through Friday am class is 12:30pm.

Pick up time for Monday, Wednesday, Friday am class is 11:30am.

Extended Care pick up time is 3:00pm. We do give parents a ten minute grace period. If you will be late please call the office at 480-966-1753.

Failure to do so will result in a charge of \$5.00 a minute.

E-mail

Our e-mail address is molly@olmctempe.com. We check this e-mail daily and it is a good way to send any questions or comments that you might have. We will send Newsletters, Announcements, Calendars and Reminders to your e-mail account. Please let us know if you would not like to be contacted through e-mail.

Emergency Dismissal

Although rare, in the event that the preschool cancels classes due to unforeseen reasons (example: broken furnace/ac unit) please make sure that we have a phone number that we can call at 7:30am each day to inform the person bringing your child to school about the cancellation. Also, we need the number(s) you wish us to call if school will need to dismiss early. Please list these numbers in your child's file.

Field Trips

We believe a child learns from experiences on educational field trips. Occasionally, transportation to some events will be by bus. Usually, we will ask parents to drive. Safety is our top concern on all trips. You will always be notified and asked to sign a permission slip before your child goes on a trip. All children must have booster seats. If you are not driving to the field trip, you must provide a booster seat for your child. If a field trip is scheduled and parents are asked to drive and supervise his/her own child, class will still be held as regularly scheduled. We do understand that working parents may not be able to attend. Announcements for these field trips will not be made in class.

Fire Drills

To keep the children safe, we will practice fire drills monthly. The dates of our drills are listed in the attendance book for our state inspector. Although the alarm is loud, it is necessary to practice with it. Under the advisement of the City of Tempe Fire Marshall we are asked to 1. Practice fire drills with the building fire alarm. 2. Never park in front of the preschool building or Church fire lanes. This is for the safety of all children attending Our Lady of Mount Carmel School.

Fundraisers

We do several fund-raisers throughout the year. Each family is asked to donate time to help better run these events. We do welcome financial and item donations, and as a non-profit organization, you will receive a letter from the preschool with our tax-ID number. Again, we are a non profit organization and any money received is applied to the scholarship fund, classroom supplies, or any additional need that has been voted and decided by the Preschool Parent Advisory Board.

God is First!

As Catholics, we start and end each day with a prayer and say a prayer before our snacks. The children will be taught the Our Father, Hail Mary, and the prayer to Our Lady of Mount Carmel. Our classrooms and hallways are decorated to constantly remind the children of God's love for them. We do occasionally use the church, and encourage families to attend weekly. Every week the children will attend Catechesis of the Good Shepherd faith formation class. In addition to prayer, part of each day is devoted to learning more about God and our faith, His love for us, and how He wants us to treat others.

Home-School Communication

We provide many opportunities to keep you informed including:

1. Bulletin Board Notices: We have a bulletin board located in the hallway of the school. Please check it for new announcements. Also, each teacher will frequently post information outside of her room.

2. Parent Letters: Your child's teacher will provide you with monthly calendars and also additional information to tell you what your child does each day at school. In addition, the school sends home monthly newsletters listing any events, such as pictures, field trips, programs, and fundraisers.

3. Parent Programs: We provide many opportunities for parents to observe what their child is learning in class. We will have a Spaghetti Dinner, Christmas Program and Graduation program in the evening. Family and friends are invited. Our programs are held in the church and McCready Hall for your convenience and comfort.

Illness

Do not send your child to school for 24 hours after he has had a fever over 100, rash, vomiting, diarrhea or severe cough. If your child has a communicable disease, inform the school so parents of exposed children can be alerted.

Immunizations

All immunizations must be up-to-date and a copy of your for a child to attend school.

Injury

Should your child become injured at school, your child will be taken into the director's office and assisted accordingly. It may need a Band-Aid, ice applied, observation, and/or a call to the parent or for emergency assistance. If we are unable to reach you by phone, we will call from the emergency information sheet that is on file for your child. Please keep the information updated. All injuries and/or accidents will be documented and signed by the teacher and director. You will always be told of the incident and offered a copy.

Kindness

Preschool is the time children begin to learn social skills. We are excited to offer a weekly class that will facilitate the child as he or she learns about his own emotions, friendship, and empathy for those around him. With the aid of puppets and music, we will discuss these beneficial lifelong skills.

Lice

Head checks are a monthly routine. Children will not be allowed into the classroom with head lice. If head lice are discovered in one child, the entire Preschool will be checked. Children with head lice will be sent home immediately, and a notification letter sent home to the classmates. This preschool does have a no nit policy.

Messy Work

Preschool can be messy – and work is never neat! Please understand that your child will be learning through developmental activities. The art projects that are produced in class will require the use of fine motor skills. It is essential for your child to master these skills.

Pre-cut projects are not a part of the OLMC Little Lambs Preschool curriculum. Although these types of projects are fun and easy for the children, they do not challenge or prepare them for kindergarten.

Music

Each day your child will be able to attend music class taught by Mrs. Molly. Every child will learn a sense of rhythm, (Pre reading skills) an appreciation for music of different cultures and experience a time of free expression using a variety of instruments. This class will also prepare the children for our parent programs.

Newsletters

Newsletters will be sent home with your child on a monthly basis. Please take the time to read these letters. They contain valuable information about happenings at the school. Newsletters are produced by the Parent Advisory Board. Parents are welcome to submit articles for publication in the newsletter.

Outside Play

Weather permitting; your child will go outside each day. For safety reasons, we ask that you do not send your child in sandals. Part of the playground is exposed to the sun, so we ask that you put on sunscreen before school. We are not allowed to apply sunscreen at school. Children will be asked to wear shoes at all times.

Parent Advisory Board

The Preschool Advisory Board is a service ministry to the Preschool and its staff. This ministry supports programs that enrich the education of our students. The Board members coordinate all volunteer committees and promote participation in and communication within the school community. We are seeking individuals who share in our vision to make our school a wonderful place for children and their families. The time requirement for the parent board is minimal, but your impact could be substantial. If interested, please contact the director for more information and to view the agenda for the upcoming year

Parent Participation

We are honored to work with parents to create a great environment for your child's first school experience. By working together we can design a program that will respond to the individual needs of your child. We invite parents to visit our school regularly and encourage you to participate in the many activities we have throughout the school year. We love to have your help! Parents can volunteer in the classroom, on the playground, or in the office.

Pictures

The teacher will frequently take pictures of the children at work and play to display. You are asked to sign the permission slip about these photos. Also, once in the fall, and once again in the spring, we will have a photographer come to our school to take pictures of the children. You are not required to purchase the pictures. We only offer this as a service to help our families.

Questions

There are several ways you can reach us if you ever have any questions:

1. School's phone number – 480.966.1753
2. School's e-mail – molly@olmctempe.com
3. The teachers and directors are also available before and after school.

Restrooms

Please take your child to the restroom before school. Children will be reminded several times a day to use the restroom. Children must be able to use the restroom with little or no assistance. If an accident does occur, the child will be assisted by a teacher. A note and the wet clothing will be sent home that day.

Safety

Your child's safety is our top priority. Every exterior door is alarmed and the alarm will beep when the door is opened. The door located off of Rural Rd. remains locked at all times. We ask that parents introduce themselves to the school office staff the first week of school.

Schedule

A weekly schedule is posted in each classroom. Your child's day includes prayer, circle time, center time, snack time, music, movement and group activities. Your child's teacher will provide you with additional information about the class.

Snacks

We ask parents to provide healthy snacks for their child's class. Please see the note provided by your child's teacher regarding how snacks are handled in her classroom. Several times throughout the school year we will share healthy snack ideas with our families.

Themes

We have many themes that we use throughout the school year as part of our curriculum. In order to enhance these themes, (for example, community helpers, firefighters, healthy bodies, pets, etc.), we would like to invite special visitors to come and talk to the children about their job or profession. If you would like to be a visitor, or know of someone, please talk to your child's teacher. This should be fun for everyone involved.

Tuition

Tuition and fees may be paid using cash, check, money order, or Visa/MC, if paid in full before June 16th, 2010. All others will use Sure Pay to automatically have the monthly fees deducted on the first business day after the 15th of each month for eleven (11) months (June through April).

Updates

Please keep all phone numbers, addresses and medical information updated.

Volunteers

We rely heavily on our families to help us with many different activities throughout the school year. Please consider helping when you see the request in the newsletters. Every volunteer must attend the Called to Protect Class. These classes are offered at our Parish as well as at other Diocesan Parishes. Please register for classes online as soon as possible. A link to the Diocese of Phoenix web site can be found on the Our Lady of Mount Carmel Parish web-site.