



# Holy Cross Catholic School



**2024-2025**

# Holy Cross Preschool Handbook

## OUR PHILOSOPHY

Holy Cross Preschool is centered on the belief that the needs of young children are best met through a developmental approach to learning. It provides balanced opportunities for children to learn from interactions with both adults and peers, as well as many different materials and activities that take place in God's world. Children are all gifts from God, and are accepted the way they are physically, academically, socially, and emotionally in their current stage of development. We do our best to build upon this foundation in order to grow in all of these areas.

## STAFF AND LICENSING

Holy Cross Preschool is licensed by the State of Michigan. A state licensing agent visits the classroom each year, with licensing renewal every two years.

All sessions in which enrollment is above ten students are staffed by a state approved teacher and assistant. The teacher meets all professional requirements for early childhood education. Both the teacher and the assistant are employed by Our Lady on the River parish. Background checks and fingerprinting are done on all employees of the Holy Cross Preschool.

## ADMISSION GUIDELINES

1. All children **MUST** have reached the age of **THREE** years for enrollment
2. All children **MUST** be in compliance with the State of Michigan health policies.
3. All children **MUST** be toilet-trained.



## **HOLY CROSS PRESCHOOL SESSION OPTIONS\***

Holy Cross Preschool follows the calendar (holidays, vacations, and closings) of Holy Cross Catholic School. Holy Cross Preschool sessions are as follows:

Our program operates Monday through Friday 7:30am-3:00pm for full days and 7:30am-11:00am for half days. Students may register to attend for 2, 3, 4, or 5 days - half or full day.

## **ENROLLMENT PROCEDURES/FORMS**

1. Complete all of the registration paperwork and pay the NON-REFUNDABLE deposit.
2. Complete the child's Health Appraisal and Immunization form and return. **All immunizations must be current.** There are three areas that must be signed and dated by the appropriate person. **The reverse side of the Health Appraisal form MUST be signed by your child's doctor and include the office stamp.** \*\*State law requires all students to have a physical before entering preschool. Children will NOT be allowed to attend without their up-to-date Health Appraisal and Immunization form. This form must be completed prior to the child's first day of class. \*\*\*unvaccinated students must obtain a vaccine waiver from the local health department in lieu of an immunization form.
3. Complete the front and back of the Emergency Card and return. Please complete EVERY line. If there is a space that does not apply, please draw a line or put "none" in those spaces.
4. Complete and return the directory information page.
5. Sign and return the Handbook Acknowledgement form and the Parent Notification of the Licensing Notebook form found at the end of this handbook.

PLEASE NOTE: Each child's file MUST be completed by the second week of school.

## **LICENSING NOTEBOOK**

The state of Michigan requires that we have a Licensing Notebook available to parents during regular business hours. The Licensing Notebook contains all of the licensing inspections and special investigation reports and related corrective action plans.

## **TUITION/FEE POLICY**

The tuition for Holy Cross Preschool is set by Our Lady on the River parish each year. By registering, you have reserved a space for your child for the entire school year. Tuition is payable in full or on a monthly basis; the standard payment plan calls for payments due at the end of each month from June through March, paid online through FACTS Tuition Management Company. In addition to the tuition charged, a non-refundable deposit is required at the time of registration. If you have any questions regarding your account, please contact the school office.

## **WITHDRAWAL**

If you are withdrawing your child from the program, we request that you notify us, in writing, at least two weeks prior to the actual date your child will be leaving the program. Holy Cross Preschool may request withdrawal due to nonpayment of tuition or failure to comply with procedures. The school may also request withdrawal based upon the readiness, health, behavior, or best interest of the child. Tuition and fees are not refundable.

## **GENERAL INFORMATION**

Holy Cross Preschool is open to all. However, it should be noted that it is part of Holy Cross Catholic School, sponsored by Our Lady on the River parish. We will say grace before snacks and meals, and the mention of Jesus, God, and basic Christian principles will occur.

## **NON-DISCRIMINATION POLICY**

Holy Cross Preschool admits students of any race, nationality or ethnicity to all rights and privileges, programs, and activities generally accorded students at this school. It does not discriminate on the basis of race, nationality, ethnicity or handicap in the administration of its educational or admissions policies, scholarships, athletics, and other school-administered programs as required by the terms of the Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

## **ARRIVAL AND DEPARTURE**

Parents will transport children to and from the preschool program. All doors of Holy Cross Catholic School will be locked during the school day, with the exception of the main doors on South Water Street between 7:15-7:30am: all preschool children are to enter through these doors.

We ask that you drop your child off for class no earlier than 7:30am. Please remain quietly in the hallway with your child until the door has been opened and the teacher or aide is present. Other classes may be in session throughout the building at drop-off and we appreciate your assistance in this matter. Parents or guardians are to pick up their children in the classroom at the conclusion of each session (11:00am for half-day and 3:00pm for full day).

## **EXTENDED CARE "FRIENDS" DAY CARE**

When sufficient interest exists, Holy Cross Preschool students are eligible for Holy Cross Catholic School After School Child Care (when offered) from 3:00-5:30pm; additional fees apply. Please contact the school office for more information.

### **SIGN IN-SIGN OUT/CHILD RELEASE POLICY**

There will be a daily sign in/out sheet that will be posted by the preschool teacher. Please initial and indicate the drop-off time next to your child's name each day.

At pick-up, put the time and your FULL signature on the same line as your child's name. This allows us to keep track of your child, and it releases us of the responsibility at the day's end.

\*If someone other than the parent or guardian is picking up your child, arrangements MUST be made IN ADVANCE with the teacher in the form of a handwritten note, signed and dated by the parent.

To ensure that the teacher is aware of any changes, a new note must accompany each occurrence, with exceptions made for long-term arrangements. If a situation occurs in which we do not have written authorization to release your child, the parent/guardian will be contacted. If we are unable to contact the parent/guardian, the person listed on your child's emergency card will be contacted to pick up your child. Please inform the person on the release form that s/he will be asked for photo identification if s/he is not familiar with the staff.

The safety and welfare of your child is our number one concern!

### **DIVORCE/CHILD CUSTODY**

If a parent wishes the child to be released to the custodial parent or his/her designee only, that parent is obligated to notify the office, in writing and with the proper documentation (e.g. current valid custody order). Failure to do this will lead to the school to conclude that the child may be released to either parent named on his/her birth certificate.

### **FIELD TRIPS**

School sponsored field trips provide learning experiences outside of the classroom. Holy Cross Preschool may plan a special fall field trip and a spring field trip. Each child is expected to have an adult join him/her on these special trips; transportation is usually the family's responsibility, but will be addressed by the teacher when planning the trip. Other field trips during the year may require walking or meeting at a field trip destination. All chaperons are responsible for their assigned students during field trips. Under NO circumstances is a child to be left unattended. Detailed information and a field trip permission slip will be sent home prior to all field trips. Each child MUST have this form signed by a parent or guardian and returned prior to the scheduled field trip in order to attend.

## **PARENT AND VOLUNTEER INVOLVEMENT**

Holy Cross Preschool has an open-door policy for all custodial parents. This enables parents to visit their child's class at any given time. We request that parents inform the director of their intent thirty minutes prior to their visit. Please let us know if you or a family member has any special talents, hobbies, and/or careers that you would like to share this year. The children are always excited when there is a "Special Guest."

Parents who would like to volunteer during class time are required to fill out, sign, and return an F.I.A.-approved form prior to the scheduled visit. These forms are available at the school office. Any parent asked to be a Preschool Room Parent during the school year will be required to fill out this form. All forms will be kept on file at the school. In addition, any parent or adult volunteer who will be working with children in preschool must submit to a criminal background check and, in compliance with mandates of the Archdiocese of Detroit, must attend an Archdiocesan "Protecting God's Children" workshop session. During this training, adults learn the legal requirements for persons in a position of "mandatory reporter" for ensuring the safety and protection of our young children. These workshops are free of charge and available at various locations throughout the year: contact the Archdiocese at [aod.org](http://aod.org) for more information about the workshops.

At NO time are volunteers permitted to have unsupervised contact with children.

**\*\*\*All visitors/volunteers MUST stop at the school office to sign in and receive a visitor's pass prior to a visit. This allows us to monitor who is in the building in case of an emergency.**

## **DISCIPLINE**

Holy Cross Catholic School is a Catholic Christian institution that rejects force as a form of discipline. Inappropriate behavior will calmly be brought to the attention of the child. An alternative expression of feelings will be explained and modeled for the child. Our curriculum is developed for the child, not vice-versa. Choices are given to the child and the process of redirecting is used. We reinforce positive attitudes and behavior rather than draw attention to negative behavior. This, along with the right combination of equipment, time, and space, provides a safe and healthy emotional climate, in turn creating an environment that keeps conflict to a minimum.

## **SUPERVISION**

The following information is a parent/volunteer plan of supervision. Parents, visitors, and volunteers are asked to review this plan before visiting the classroom. Visitors in the classroom are there for the students and the staff.

### **Please:**

- Greet the students and staff.
- Be available to assist students, director/teacher, and teacher aide.
- Become familiar with the schedule for the day.
- Become familiar with the preschool classroom and surroundings.
- Become familiar with the emergency procedures posted in the room.
- Help guide students during transition time.
- Parents/volunteers/visitors may NOT be alone with children.
- Join in our activities, including circle time, center/free-choice time, small group time, large muscle and music time, story time, and snack time (hands MUST be washed prior to handling ANY snack products, including paper products and utensils).
- Use positive discipline. Inform the student what you WANT them to do rather than what you do NOT want them to do. This helps the students to develop self-control, self-discipline, self-esteem, and cooperation.
- Encourage students to remember classroom rules: use walking feet, use inside voices, treat others with respect, keep body parts to self, use manners, use listening ears.
- Ask questions and HAVE FUN!

## **DAILY SCHEDULE**

7:30am **Quiet Morning Time:** Free choice play

8:30am **Wash hands and morning snack**

9:00am **Circle Time and music and movement:** pledge, prayer, calendar, weather, colors, numbers, letters, shapes, story, songs, instruments

9:30am **Centers:** Projects, learning games, name practice, fine motor skills.

10:00am: **Bathroom break:** wash hands, puzzle or book when done

10:10am: **Outside time**

11:00 **Wash hands, lunch prayer/Dismissal for half day students**

11:10: **lunch time**

11:45 **Clean up lunch, bathroom break and settle on cots**

12:00 **Story before rest time**

1:15 **Wake up, bathroom break, and independent centers at table**

1:30pm **Story Time, review of the day**

2:00 **Outside time**

2:35 **Wash hands and pack up for home.**

2:45-3 **Full day pick up**

## **CLOTHING**

The children should wear comfortable clothing and rubber-soled shoes. It should be clothing that children can handle easily, such as snaps and zippers. Please remember that your child will be learning using a variety of materials, including paint, play dough, and the discovery table. Please send your child in clothes that paint, glue, etc. will not ruin. Children should also be dressed in weather-appropriate clothing that allows them to go outside as weather permits. Note: It must be above 28 degrees to go outside.

## **BACKPACK**

Please send a backpack or tote bag with your child every day. Many things go home, and this makes take-home time easier for you. Also, please include a spare set of clothing in the bag EVERY DAY. Please avoid wheeled backpacks. Your child will never have more in his/her backpack than s/he is capable of carrying. PLEASE LABEL EVERYTHING with your child's FULL name.

## **SCHOLASTIC BOOK ORDERS**

Holy Cross Preschool offers monthly book orders from Scholastic. An order form will be sent home each month. If you choose to order, fill out the form and return it to school with a CHECK ONLY made out to "Scholastic Books" or order online by the due date. Points are given for each dollar spent and can be used for free books and items for the preschool classroom.

## **MEALS/SNACKS**

Families will provide meals and snacks for their own child each day. If your child attends for a half-day, please send at least one snack and a water bottle. If your child attends for a full-day, please send at least two snacks, lunch, and a water bottle. Please use ice-packs if your child's food requires cold temperatures.

## **BIRTHDAYS**

Special treats are welcome for birthdays. Please contact the teacher in advance. Please send snacks that are STORE-BOUGHT and easy for the child to handle. We ask that you respect the nutritional needs and dietary restrictions of all of our preschoolers, especially food allergies. If your child is having a birthday party other than our class time and you do not plan to invite all of the children in your child's class, please send the invitations through the mail or speak directly with the other parents.

## **SCHOOL CLOSINGS**

There will be no preschool program when Holy Cross Catholic School closes for weather reasons or other emergencies. School closings will be shown on television Channels 2, 4, and 7, as well as radio stations WWJ 950 and WJR. We will also send an email and post it on our school Facebook page.



### **TORNADO, FIRE, AND SHELTER-IN-PLACE DRILLS**

Tornado, fire, and shelter-in-place drills will be conducted throughout the school year. Fire drills require students to exit the building in an orderly fashion. Tornado drills require the students to sit on the floor with their heads down in the hallway. Shelter-in-place drills require the students to follow the teacher's lead through the ALICE protocol. The preschool teacher will record the date, time, duration, and the type of drill in a log maintained in the preschool classroom. Please be advised that in the event of a tornado warning, students will not be released from school until we are notified that the danger has passed. Tornado and fire escape routes are posted in the classroom near the door. Any parents in attendance will be required to follow all escape procedures. Please familiarize yourself with these procedures.

### **EMERGENCY EVACUATIONS**

In the event of a natural crisis or man-made danger, children will be evacuated from the building. Riviera Restaurant, located at 475 South Water Street, Marine City, is established as the destination for evacuations. Parents will be notified promptly about how families can reunite with their children. Any child with a disability will be accompanied by an adult who will facilitate the child's move to the safe location. (R400.816)

### **SCHOOL YEAR CALENDAR**

Holy Cross Preschool follows the Holy Cross Catholic School calendar. The calendar is subject to change.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences will be held twice per year - once in November and once in the spring. These will be optional, but are encouraged. If you wish to meet with the teacher outside of these scheduled conferences, please make an appointment.

### **ABSENCES**

Please call the school office (810.765.3591) by 8:30am on any day when your child will not be attending. Please inform the office personnel of the reason for the absence. If the absence is due to an illness, please state the illness. Please contact the teacher in advance when taking your child on vacation, hospital stay, etc.

### **LESSON PLANS/DAILY ROUTINE**

A weekly lesson plan will be posted outside the classroom door. It will contain the weekly theme, along with daily centers, stories, activities, letter of the week, etc.

## HEALTH AND SAFETY

### Emergency Policy

Every precaution has been taken to ensure a safe and comfortable environment for your child. However, if a child is injured, the following steps will be taken:

1. Small accidents will happen; however, first aid-administered accidents will be accompanied by an accident report. A staff member will notify parents of the incident at the end of the day.
2. Basic first aid will be administered. Cuts will be rinsed and bandaged. Bumps will be treated with ice. Some children may refuse basic first aid treatment.
3. In the event of a serious injury, the parents will be notified and emergency medical personnel will be contacted if needed. If the parent is not available, the local person on the Emergency Card will be called. If that person cannot be reached, the doctor designated on the Emergency Card will be called. Holy Cross Preschool will act in the best interest of the child.

### Medication

If PRESCRIPTION medication is to be administered, the parents MUST bring it with written instructions and a signed permission form. This form is available at the school office. All medication will be kept out of reach of the children and administered by school personnel. Any allergies that your child may have should be made known to the school personnel at the time of registration. No over-the-counter medication will be administered, including Tylenol, cough medicine, cough drops, etc. Medication MUST be prescription. It must be in the original container with your child's name, doctor's name, and required dosage on the pharmacy label.

### Illness

A child who has been ill MAY NOT return to school until s/he has been free of fever (WITHOUT the aid of any medication such as Tylenol or aspirin), rash, open sores, vomiting or diarrhea for at least 24 hours. Please report any communicable diseases to the school immediately. If your child does contract a communicable disease, s/he MUST have a doctor's note upon returning to school. If the school is made aware of a communicable disease, we will notify ALL parents of children in our care through email, note sent home, calling, or posting the information in a conspicuous location (such as the preschool bulletin board).

### Head Lice

In the event that your child is found to have head lice, the following procedures must be followed:

- Keep your child home from school and notify the school immediately
- Shampoo all infected family members with a lice-killing shampoo. All eggs (nits) must be removed by hand.
- Vacuum your house and furniture.

### Head Lice (continued)

- Wash all bedding.
- Shampoo pets. (Pet fur will be used as a temporary resting spot for lice, but they must have a human host to exist.)

Your child may return to school after proving to be nit-free. Children's hair must be inspected by the director or the director's designee and found to be nit-free before re-admittance is permitted.

### Hand Washing

All preschool students will be consistently guided to use effective hand-washing practices before eating, after outdoor play, after using any soiled equipment or materials, and after using the restroom. They will use warm water (between 75 degrees Fahrenheit and 110 degrees Fahrenheit) and soap, washing vigorously for about 10-15 seconds and then rinsing and drying their hands with disposable towels. Students WILL NOT use sanitizer in place of soap and water to wash their hands. Parents are encouraged to support the development of proper handwashing procedures at home in order to communicate the same message of learning good hygiene habits.

### Staff Members' Illness

To prevent exposing children to communicable germs, staff members and volunteers must not come to work or provide volunteer services if they are ill with a sickness that could be contagious. Similarly, parents are urged to keep their child home when there is good reason to believe the s/he may have an illness that could be spread to other children at school.

### Combustibles

NO paper decorations will be hung from any classroom ceiling, and paper decorations may not cover in excess of 20% of wall space.

### **PLAYGROUND**

Michigan requires that preschool children have a very clearly defined outdoor play area. The playground equipment at Holy Cross School does not meet the height mandate for preschool (30 inches). For this reason, staff members WILL NOT allow preschool children to play on the K-8 playground equipment (or any equipment designed for climbing that exceeds 30 inches) at any time. Our preschool students will have a designated outdoor play space with age-appropriate toys and equipment.

## **COMMUNITY OUTREACH AND FUNDRAISERS**

Holy Cross Catholic School and Preschool participate in various charitable outreach programs throughout the year. Information is sent out prior to these programs, and appreciated donations are on a voluntary basis. Various fundraisers occur during the year to benefit the school or particular programs. Participation in the SCRIP program can help decrease your tuition. Please support our school!

**HOLY CROSS CATHOLIC SCHOOL  
PRESCHOOL HANDBOOK ACKNOWLEDGEMENT**

I have read and agree to follow the policies and procedures as outlined in the Holy Cross  
Preschool Handbook. I understand that these policies and procedures are subject to change.

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Signature

Printed Name

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Date

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**  
Child Care Organizations Act, 1973 Public Act 116  
**Michigan Department of Licensing and Regulatory Affairs**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read the above statement issued by \_\_\_\_\_  
Name of Child Care Center

Child(ren)'s Name(s) \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

LARA is an equal opportunity employer/program.