



*Preschool
Handbook
2017-2018*

TABLE OF CONTENTS

Mission Statement	2
Philosophy	2
Affiliation	2
School-Wide Learning Expectations.....	3
Developmental Process	4
Curricular Guidelines	4
Registration Procedures	4
Basis of Acceptance	4
Pre-Registration Privileges	5
Registration Forms	5
Tuition and Fees	6
Payment of Tuition	6
Penalties	6
Withdrawal	6
Dismissal	7
Operating Policies	7
Attendance	7
Punctuality	7
Sign-In & Sign-Out	8
Visitation	8
Communication.....	8
Health Policies	8
Accident Reports	9
Medications	9
Safety Procedures	9
Smog Alert.....	9
Disasters	9
Toileting	10
Equipment and Supplies	10
First Aid	10
Safety Precautions	10
Snacks	11
Uniforms	11
Curriculum	11
Learning Centers	12
Daily Schedule	13
Discipline and Guidance	13
Conferences	14
Cubbies	14
Treasures and Possessions	14
Birthdays	15
Grievance Procedure	15
Parent Information	15
Parent Involvement	16
Classroom Volunteers	17
Junior Kindergarten Entrance	18
What Do We Expect of a Preschool Child?	19
Signature Page	20

MISSION STATEMENT

St. Margaret Mary School, as a mission of the parish, provides a quality education within a Catholic-Christian atmosphere through a caring, holistic approach that prepares the child for spiritual growth, social responsibility and academic success.

PHILOSOPHY OF ST. MARGARET MARY SCHOOL

St. Margaret Mary School's goal is to enable children, preschool through eighth grade, to live in today's ever-changing world and prepare them to face the challenges of society. With teachers as facilitators of learning and parents as primary educators of their children, we provide a quality Catholic education with emphasis on growth in all individual and social dimensions...spiritual, moral, intellectual, cultural, emotional, and physical. In a shared cooperative effort, the students, parents and staff strive to create the faith community of St. Margaret Mary School.

We believe that through our student-centered learning environment, students will learn to become responsible for their actions, treat others with respect and dignity, attain their academic potential and accept themselves as children of God.

St. Margaret Mary School students appreciate and celebrate their cultural diversity and recognize the dignity of all members of our school community. We recognize that everyone is created in the image and likeness of God and we strive to teach as Jesus did.

We believe that Jesus Christ is the foundation of our school. He is the unseen, though ever-present, teacher in our classes and the model and inspiration for our staff, students and parents. Through our student learning expectations, we challenge our students to be faithful Catholics, effective learners, effective communicators, responsible persons and globally aware citizens.

AFFILIATION

St. Margaret Mary Preschool is accredited through the Western Association of Schools and Colleges, and the Western Catholic Education Association.

St. Margaret Mary Preschool represents an educational ministry of St. Margaret Mary Parish. The school is affiliated with the Roman Catholic Diocese of San Bernardino.

St. Margaret Mary Preschool adheres to the codes, and is licensed by the California Department of Social Services. The preschool serves children three years of age through four years of age. The license number is 364803851.

PRESCHOOL SCHOOL-WIDE LEARNING EXPECTATIONS

A Saint Margaret Mary Preschool Student is...

I. A Faithful Catholic Who...

- a. Is kind to friends and family
- b. Goes to church
- c. Prays and is helpful

II. An Effective Learner Who...

- a. Listens to their Teachers
- b. Stops to think
- c. Makes good choices.

III. A Responsible Person Who...

- a. Treats their classroom well
- b. Takes care of others.

VI. An Effective Communicator Who...

- a. Listens
- b. Uses kind words

V. A Globally Aware Citizen Who...

- a. Gives to the Missions
- b. Respects the Earth
- c. Keeps the Earth clean

DEVELOPMENTAL PROCESS

- A placement, which creates an environment for a child's high rate of success.
- An open-ended curriculum, which is child-centered and lends to the natural development and sequence of learning – one which takes its direction from the child's needs rather than from time schedules created by adults.
- An environment, which facilitates learning – one that satisfies a wide range of interests without creating undue stress.
- Expectations that concur with the child's level of development.
- An understanding that each year's growth brings an extended level of awareness to a child's world, and an extended period of time in any given classroom will foster that growth rather than limit it.
- Acceptance of the reality that a child's process holds as much importance as the product.
- A belief that the child's functionality is the prime factor in measuring his/her true level of success.
- Support from the adults in a child's life, which allows development to occur naturally.

CURRICULAR GUIDELINES

Program Goals:

1. Extend, enrich and encourage the work already begun by parents.
2. Encourage growth in self-awareness and self-esteem of the child as a creation of GOD.
3. Develop a sense of Christian community within the preschool environment.
4. Foster a sense of curiosity and wonder in relation to the child's world and the environment around him/her.
5. Provide an environment to foster a love of present and future learning.
6. Initiate a sense of liturgical celebration through classroom prayer.
7. Aid parents in their role as primary educators of their children.
8. Integrate with existing Catholic School primary curriculum.

Basic Methodology and Goals:

1. Promote an atmosphere of love, acceptance and belonging, which has room for flexibility and spontaneity.
2. Accentuate religious influence rather than formal instruction.
3. Develop learning through exploration, play and creative activity.
4. Focus on the developmental needs of the individual child.

Goals of Role Models within the Curriculum:

1. Emphasize the role of teachers/aides as facilitators and guides in the discovery process.
2. Encourage clergy, by their presence, to give an additional spiritual dimension of faith building process.

REGISTRATION PROCEDURES

Registration for enrollment is initiated by submitting a *NON-REFUNDABLE* registration fee and financial agreement.

Tuition is in accordance with amounts stated at the time of registration. Entrance to the program is contingent upon all fees being remitted at registration.

BASIS OF ACCEPTANCE

Children **MUST** be **COMPLETELY** potty-trained and minimally 3 years of age.

St. Margaret Mary Preschool supports the rights of all children to participate in their early childhood program, if the needs of all children, parents and staff can be met.

The Catholic Schools in the Diocese of San Bernardino, mindful of their mission to be witnesses to the love of Christ for all, admits children of any race, color, and national and/or ethnic origin and provides to all students the rights, privileges, programs and activities generally accorded or made available at the school.

PRE-REGISTRATION PRIVILEGES

The schools of the Diocese are established as religious schools; therefore preference in admissions shall be given to the following, in the following order:

- Currently enrolled families
- Siblings of students enrolled in St. Margaret Mary School
- Families actively engaged in St. Margaret Mary Parish
- Members of the Diocesan Community
- Catholics
- Non-Catholics

No one shall be admitted as a student in any Catholic school unless that person and/or his/her parent/guardian subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the diocese.

REGISTRATION FORMS

Participation in the school program is contingent upon receipt of all completed forms TWO (2) WEEKS PRIOR to the child's first day of attendance.

1. **Online Enrollment through Gradelink.com**
2. **Identification & Emergency Information** (lic 700)
Two (2) LOCAL emergency contact persons must be listed. It is essential that this information be kept current; parents are responsible for supplying information to update or revise records. Any additions or deletions must be made on original document.
3. **Physician's Report** (lic 701)
Verification of a recent physical examination is required.
4. **Immunization Record**
All immunizations must be current upon enrollment and remain current. All immunization dates MUST include a MONTH, a DAY, and a YEAR. Department of Health may mandate exclusion for those in non-compliance.
5. **Child's Health History – Parent Report** (lic 702)
A family and social history is needed. Allergy information is a MUST. Include all information regarding premature birth, birth trauma, and early illness.
6. **Emergency Medical Form**
LOCAL emergency contact persons must be listed. It is essential that this information be kept current; parents are responsible for supplying information to update or revise records. Any additions or deletions must be made on the original document.
7. **Consent for Medical Treatment** (lic 627)
8. **Personal Rights – Community Care Facilities** (lic 613A)
Acknowledges that parents have received literature regarding their personal rights. Parents sign and return lower portion only.
9. **Notification of Parent's Rights**
Acknowledges that parents have received literature regarding their parental rights. Complete and return bottom portion, "Acknowledgement of Parent's Rights Notification" only.

10. **Financial / Policy Agreement with Parent Involvement Program (PIP)**

Carefully review the contents of the handbook regarding school policy. In signing this agreement, you may not agree with the contents; however, you do agree to the compliance with the policies.

11. **Diocesan Information Form**

The Diocesan Office of Catholic Schools incorporates this information in its statistics.

12. **Special Needs Agreement**

13. **Parent Signature Page**

TUITION AND FEES

Non Refundable Registration fee is due and payable at registration. All fees are per child.

Registration Fee	Annual Tuition	
\$350.00	\$2880.00	Tues/Thurs
\$350.00	\$4320.00	Mon/Wed
\$350.00	\$7200.00	Monday-Friday

PAYMENT OF TUITION

Tuition is collected via an automatic debit from checking or savings account on the 5th or 20th of each month.

Preschool tuition is collected on a ten-month (beginning in August, and ending in May) or twelve-month (beginning in June, and ending in May basis).

Monthly tuition is based upon an annual rate. Therefore, it is continuous through all holidays and recesses with NO allowances for illness or vacations.

PENALTIES

A \$50 fee will be imposed each month for accounts with insufficient funds.

WITHDRAWAL

A two-week written notification is required when a child is withdrawn from the program. A pro-rated tuition fee may be assessed (amounting to a two week period or any portion thereof) when a two-week written notice is disregarded.

DISMISSAL

St. Margaret Mary Preschool reserves the right to cancel the enrollment of a child for any of the following reasons:

- Unless special arrangements have been made with the director, dismissal may occur when your account is delinquent on the 5th or 20th of the month.
- Not observing the rules of the school as outlined in the Parent Handbook.
- If the child has special needs, which we cannot adequately meet with our current staffing patterns.
- Any physical and/or verbal abuse of staff or children by parent or child.
- A re-enrollment registration fee of \$15.00 will be assessed if a dismissed child returns to the school.

OPERATING POLICIES

St. Margaret Mary Preschool operates on Monday through Friday from 6:30 a.m. to 12:00 p.m. Preschool Extended Care is offered from 12:00 p.m. to 5:30 p.m., Monday through Friday for attending students.

Program 1 Monday-Friday
 This program is designed for 3 year-olds.

Each child will be placed in the program if director and teachers feel it will meet the individual child's needs. Placement will be made in accordance with the child's "whole" development – his/her social, emotional, intellectual, physical, and adaptive behaviors. All areas are of equal importance. Staff reserves the right to make the final decision as to the child's placement.

Out of respect for the other classes in session, please do not enter through the interior hallway.

ATTENDANCE

In order for each child to benefit positively from the experiences provided, a child's attendance must be consistent. When a child has been absent for two consecutive weeks without notifications to the school, St. Margaret Mary Preschool reserves the right to dismiss the child to permit space for another child. Should attendance become erratic, this is just cause for dismissal.

It is the responsibility of the parents to notify their teacher when their child will be absent.

When a child has been absent for a period of one week, contact your child's teacher for information that may have been missed during the child's absence. Please notify your child's teacher if you know of any future dates when your child will not be in school.

PUNCTUALITY

The program begins at 8:00 a.m. Punctuality is critical. It is essential that a child be part of the beginning of the day; otherwise he/she misses the experience of integrating into the program with activities and with other children.

SIGN-IN & SIGN-OUT

Sign-in occurs on a daily basis, outside before entering the classroom. Arrival time must be indicated on the sign-in sheet. Every child shall have a parent or authorized person (18 years or older bring him/her to the classroom). The child must be signed in and PRESENTED TO THE TEACHER, AIDE, or DIRECTOR.

Sign-out occurs when a child leaves the school. The time, signature and relationship section must be completed on the sign-out sheet. Every child shall leave the school with a parent or authorized person (18 years or older). Any person unfamiliar to staff will be asked for identification. The child will be released ONLY to those persons who have been authorized by the parent on the Identification and Emergency form. Additionally, written and verbal notification must be given to school personnel EACH time an authorized person other than the usual parent/guardian picks up the child from school. Neither authorization nor notification will be accepted by telephone or email.

VISITATION

Visitors are welcome at any time. However, visitors looking to volunteer must have the state and diocesan mandated clearance. State requires all volunteers to have TB Clearance, Flu shot, Measles shot, Whooping Cough shot, and Live Scan Clearance. The diocese requires all volunteers to have the Safe Environment for Children online training. Please contact the preschool director for more information.

Visitors are requested to report to the school office upon arrival. If specific information or a directed tour is desired, please make an appointment with the Director.

COMMUNICATION

The best way to communicate with the Preschool Director and Teachers is through email. Emails are checked daily. We do our best to return emails within a 24 hour period.

HEALTH POLICIES

Verification of a recent physical examination is required. Every parent needs to have alternative care for his/her child when he/she is ill. This includes having someone available if the child is deemed not well enough to remain at school upon arrival and/or when the child becomes ill during school hours.

You are the best judge of your child's health and we trust you will not bring a sick child to the school. However, all staff members are trained in First Aid and to recognize the signs of communicable disease and other illness. Each child shall be observed daily. For the wellbeing and protection of all the children, the parent will be advised to remove the child from school when the following symptoms are observed:

watery, inflamed or crusty eyes	inflamed nostrils	listlessness
watery, inflamed or crusty eyelids	deep cough	sneezing or coughing
glazed appearance of eyes	fever	frequent stumbling or falling
heavy nasal discharge	unusual irritability	vomiting or gagging
mucus that is NOT clear	rash	sleepiness
unusual number of trips to bathroom	sores	clammy appearance
unusual aggressiveness	unusual loudness of voice	

It is very important your child is well enough to attend school in order to participate with other children in the daily activities, including outside play. Children will play outside in weather that requires hats and jackets. If for some reason a child is unable to contend with all these elements, it is advised that the child remain at home.

If your child has or has had a fever within 24 hours, they may not attend school. Students must be fever free for 24 hrs without the use of medication in order to return to school.

ACCIDENT REPORTS

Injury reports are prepared for any accident occurring during the course of a child's school day. Any head injury will be reported to the parent by a telephone call. If the parent cannot be notified, persons listed on the Emergency Medical form will be advised.

When an accident report has been completed for a child, the child's name will be highlighted on the sign-in sheet. The accident report needs to be signed by the preschool Director and the parent.

MEDICATIONS

Due to the short length of our program – St. Margaret Mary Preschool personnel WILL ONLY administer EpiPens and Inhalers used for allergies and asthma for emergency situations. Parents must provide the Parent Notification form for these medications to be administered by Preschool personnel. Emergency medications must be properly labeled with their current prescription and accompany a doctor's note.

IF your child is required to be on any other medication please administer it at home before coming to school. Never send your child to school with cough drops, vitamins, cough medicine, or any kind of medication.

SAFETY PROCEDURES

SMOG ALERTS

The following criterion is used for the basis of alerts:

- I. First Stage
 - A. Programs are to be modified so there are no outside activities that will increase respiration.
 - B. Children with respiration problems or those complaining of effects of the smog shall remain indoors. (Children who cannot participate need to remain at home if respiration is labored.)
 - C. Strenuous exercise and activities shall be avoided.
- II. Second Stage
 - A. Outdoor activities for all students shall be discontinued. All students shall be required to remain inside.
 - B. All co-curricular and extra-curricular activities shall be cancelled.
- III. Third Stage
 - A. All school activities will be cancelled for the day when a Stage III smog episode is forecasted.
 - B. If a Stage III episode occurs without having been forecasted. Stage II procedures are to be followed.

DISASTERS

Regular practices are scheduled to prepare in the event of fire or earthquake. Children are instructed in the safety procedures for the emergency drills. In the event of a major disaster, school staff members are committed to the care and safety of the children. Care will be provided until parents are able to pick up their child/children.

EMERGENCY DISASTER PROCEDURE

Please acquaint yourself with the policy in the event of a disaster. DO NOT phone the school. Telephone lines must be kept available for emergency aid.

DO NOT panic. Attend to your own safety. We will care for your child.

When the initial emergency has passed and you can travel, come to the school to pick up your child. We will release a child/children only to those persons who have been authorized (IN WRITING) by you.

Children will be kept together until they are released to an authorized person. Your child must be signed out. If it becomes necessary to leave the grounds, a sign will be posted informing you of the whereabouts of your child/children. If you are unable to get to the school, go to your home so we can contact you.

When a prolonged loss of electrical power is experienced, the preschool will close. Parents or local emergency contact person, as indicated in the child's file, will be notified.

IRIS Alert immediate response information system will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies.

We will keep your child safe and comfortable.

TOILETING

Children must be toilet-trained in order to attend St. Margaret Mary Preschool. Occasionally, accidents will happen. However, if your child still has frequent urine and/or bowel accidents, then they are not quite “toilet-trained.” It will probably be just a matter of time before they will be ready for school, and it is best not to push. We will refund any unused portions of tuition in the event your child is not toilet-trained. If your child has a messy accident in his/her pants and does not want us to change them, we will call you to come to school. Toileting takes place under the supervision of a staff member.

EQUIPMENT AND SUPPLIES

Equipment and supplies are child-sized, age-appropriate, safe and clean. Playground gates will be kept closed at all times and handled by staff only. School equipment is intended for the use of children enrolled in our program only.

FIRST AID

Staff members are trained in first aid procedures as outlined by the American Red Cross. If there is any question regarding the severity of an injury, 911 will be summoned. In the event of a serious injury, parents will be notified immediately. If you are not available, the child’s physician will be contacted. If the injury warrants treatment – but not the urgency of a 911 call – and you cannot be reached, the persons listed on the Emergency Medical Form will be notified to act on your behalf.

SAFETY PRECAUTIONS

Please drive the orthodox paths of travel rather than “cutting across” or “cutting through” parking spaces.

The front parking lot on Central Avenue is for Church personnel and parishioners attending Mass, funerals, etc. Therefore, NO PARKING is permitted in this area during the school day.

PLEASE HOLD YOUR CHILD’S HAND WHILE WALKING TO AND FROM THE CLASSROOM. Please make sure to use the crosswalk for added safety.

Children not enrolled in our school must remain with their adult at all times. Unregistered children cannot accompany volunteers at any time.

SNACKS

A balanced nutritional snack is provided by the SMMS Preschool. The monthly snack calendar is posted outside daily. Each snack will provide a serving from no less than two food groups. Fruit/Veggie with a Grain or Dairy item. We only serve water with snack.

The children will participate in preparing the snack as much as possible.

A variety of food is provided for snack time. Children are encouraged to try all foods. Allergy lists are consulted before food is served.

Except in the event of meeting a specific dietary need, children are not allowed to bring their own snack or food to school.

For birthday celebrations, your child may bring a small treat, fruit and juice or milk on their special day. Fruit juice must be 100% juice and milk must be 1% (per state licensing)

Milk, juice and treats are only allowed on birthday celebrations and party days.

SNACKS AND LUNCHES must be NUT FREE.

Please make sure your child has completed their breakfast BEFORE arriving at school.

UNIFORMS

Uniforms are required for each child in the program. Uniforms are sold by DENNIS Uniforms. Closed-toe shoes and socks are required with uniform. In colder months, grey or black sweats may be worn in lieu of shorts and a plain white, grey or black long sleeve shirt may be worn under their uniform shirt.

Every child needs to provide a change of clothing in case of accidents. Please provide a shirt, a pair of shorts, underwear and socks. Extra clothing must be clearly labeled and stored in a LARGE Zip-Loc bag. Keep clothing current with child's growth. In the event that clothing becomes soiled and the change of clothing is used, take all clothes home that same day and provide a set of clean clothing on the next school day.

Free dress may be worn on birthdays and special occasions.

** Please clearly mark your child's name on all uniforms, change of clothes, jackets, sweatshirts, etc.

CURRICULUM

The faith formation of a young child is an ongoing process. Ideas about God and His world are incorporated into daily classroom activities as opportunities occur. Children participate in songs, stories, dramatizations and prayer. Church liturgies are acknowledged in age-appropriate ways.

The children in preschool may participate in the school Masses, but occasionally, as deemed appropriate by the Director; the children may on occasion participate in the student prayer services. Parents will be notified of dates and times of those occurrences.

Three and Four Year Olds

Curriculum for three year olds emphasizes language, activity and movement with major emphasis on large muscle activity. Appropriate activities include dramatic play, wheel toys, climbers, puzzles and blocks, and opportunities to talk and listen to simple stories.

Learning Centers are an excellent way to meet individual needs. They can become vehicles for moving children away from teacher-centered mode of learning into independent activities. Learning centers provide a high degree of freedom, movement and choice while following a structured learning pattern.

LEARNING CENTERS

BLOCK CENTER: This area provides space for imaginary play using blocks, small toys and vehicles for building and acting out fantasies. This play encourages cooperation, problem-solving, math/science skills and language skills.

GROUP TIME: This is where the children come together to hear stories, sing songs, play instruments and games and talk about events important to them.

DRAMATIC PLAY: Play in this center promotes creativity and provides a healthy outlet for fantasy and role play. A great deal of social interaction and learning also goes on here. Children use a variety of props to support their imaginations.

MANIPULATIVES: This center contains many opportunities for individual skill building. Games, puzzles and small manipulative toys develop thinking and problem solving skills. All these materials promote fine motor development, as well as encourage small group work.

ART CENTER: The teachers provide daily art activities, which allow the children to freely explore materials such as: paper, crayons, markers, sticky tape, glue, scissors, paint, etc. Children are also encouraged to use the easel. Creativity, self-expression and a variety of motor skills are nurtured in this center along with the feeling that art is for individual pleasure and there is no right or wrong.

WRITING CENTER: This center is equipped with a variety of paper, envelopes, crayons, markers, pencils and pens. Children are encouraged to express themselves through writing in whatever form it takes at their particular stage of development.

BOOK CENTER: The reading area is furnished with soft chairs and pillows for comfort. It is a cozy place for children to quietly curl up with a good book or two.

SCIENCE CENTER: This area encourages experimentation, careful observation curiosity and questions. Natural science displays and the use of scientific equipment such as magnets and magnifying glasses support both formal and informal learning.

SENSORY TABLE: The sensory area will provide a place for children to develop their sense awareness and concepts involving space, measurement and volume. A variety of materials such as water, sand, "goop," beans and play dough will be used to encourage children to think, reason, question and experiment.

Monday, Wednesday, Friday class participates in computer lab and story time in the library with Sister.

DAILY SCHEDULE AND LESSON PLANS

Daily schedules and lesson plans are posted on the Preschool bulletin board and on Gradelink.

Teachers often request that the children each bring an item from home as part of a "homework assignment." Family participation in such an assignment may be common. It is a means of creating family involvement and a connection between home and school. It will be purposeful and correlate to the unit.

Parents may gain insight into the curriculum and related activities by acquainting themselves with lesson plans, which are posted. Instead of asking a child a general question such as, "What did you do today?" you may ask, for example, "Tell me what you did with the seeds today." This gives a child the opportunity to specifically focus on an activity to share.

It is possible to drill children until they can correctly recite pieces of information such as the alphabet or the numerals from 1 to 20; however, children's abilities to memorize do NOT reflect *REAL UNDERSTANDING* of the information. For children to understand fully and remember what they have learned, whether it is related to reading, mathematics, or other subject matter areas, the information must be meaningful to the child in terms of the child's own experience and developmental maturity.

DISCIPLINE AND GUIDANCE

At St. Margaret Mary Preschool, the term *guidance* is used for several reasons. It is a positive term, and implies working WITH the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices, and accepting the consequences of such choices.

Guidance takes several forms:

1. Environment A place designed for children. The furniture is child-sized, with lots of hands-on experiences.
2. Logical Rules Such as keeping our hands to ourselves, and taking care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. Curriculum Developmentally appropriate, based on the children's interests and level of readiness.
4. Positive Behavior We reinforce the behaviors we encourage. Catch them being "good!"
5. Redirection Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
6. Positive Reminder Telling the child what we want him/her to do rather than using "no" or "don't."
7. Renewal Time Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior.

Any ongoing situation will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

NOTE: No corporal punishment will be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.).
No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

Chronic Disruptive Behavior

We will make every effort to work with the parents of children having difficulties in preschool. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well-being of another child, may require the following actions.

Initial Consultation The Director may require the parent(s) of any child who attends St. Margaret Mary Preschool to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from preschool indefinitely. The St. Margaret Mary Preschool Director may immediately suspend a child any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called any time the child exhibits uncontrollable behavior that cannot be modified by the preschool staff. That parent may be asked to take the child home immediately. Suspensions from the child care program may vary from a few hours to an indefinite period.

CONFERENCES

Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please set a conference appointment if you need to confer with a teacher. Please do not discuss your concerns regarding your child or other children in the presence of other parents or the children. All children are to be treated with the utmost respect and not spoken “over” like they are not present. Again, the preschool staff would be happy to schedule a time to confer with you.

CUBBY and FOLDERS

One cubby is provided for each child and is labeled with the child’s name. Please check each day for art work, notes from teachers, office, personal items, etc. It is especially important to keep the cubbies cleared for other children who may share the cubby on another day.

TREASURES AND POSSESSIONS

We have a wide variety of materials as well as many opportunities to work on sharing at school. We encourage you to encourage your child to leave personal belongings at home.

Play guns, weapons and other toys that encourage aggressive play are never welcome in our classroom. We are trying to build cooperation and concern for one another in our school. These items promote aggression, competition and hostile feelings. Please leave them at home!

BIRTHDAYS

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children’s feelings and comply with the above request.

Children are invited to celebrate their birthdays at school. The teachers can help you with suggestions. If you plan to bring a small treat, please notify us ahead of time so we can plan snack around it. We will also inform you as to how many children to plan for. Parents are always welcome at their child’s birthday celebration if they are double fingerprinted and cleared and have completed the Safe Environment policy. When your child celebrates their birthday at school, your child has free dress on their day.

Please, no surprise visitors such as clowns or costume characters. Often these “surprises” become very frightening for young children. Please check with the Director before you make any plans.

Parents may donate a book, puzzle or game to the classroom. The birthday child has the honor of giving, not just receiving, on their special day. If you wish to donate an item, the classroom teacher can give you ideas of what the class would enjoy.

GRIEVANCE PROCEDURE

Before allowing differences to become formalized into grievances, every effort shall be made to resolve local level disputes through free and open discussions between parent and teacher or between parent and administrator. Disputants can request to meet with a third party (a conciliator) who endeavors to guide them to a resolution of the problem. Formal grievance procedures can be found in the Diocese of San Bernardino's *Policy Handbook* section 2220, located in the school office.

PARENT INFORMATION

Expectations for Parents

For admission to and continued enrollment in the Preschool, the following is expected of parents:

- to have a positive attitude toward the school, its philosophy, policies, and procedures
- to support the goals which comprise the thrust of the school
- to make certain that children are consistently present except when ill or when there is a family emergency
- to maintain the overall health of children by providing nutritious meals and reasonable bed times
- to attend parent/teacher conferences
- to share your gifts and talents in the Parent Involvement Program
- to attend and support P.T.G. meetings and special events of the school
- to support fundraisers with your time, energy and resources
- to attend mandatory meetings throughout the year
- to fulfill 15 hours of service (per family) to the school
- to communicate fully in order that we may best serve your child.

PARENT INVOLVEMENT

The Parent Involvement Program (PIP) is a plan whereby parents support the school through the use of their time.

Each family is responsible for completing fifteen (15) hours toward school meetings and service. Each family is responsible for creating a plan for the completion of these hours.

PIP hours may be earned by the child's parents, grandparents and siblings over the age of 21. Each PIP is equal to one hour of volunteering. PIP is earned from March 1 to February 28th of the following year. Parents are responsible for recording their PIP hours in the school office each time you have earned them. Hours not completed will be assessed \$100 per hour.

There will be numerous flyers sent home with ways to earn your service hours, if you are unable to work in any of the suggested areas, contact your child's teacher or the Director for information on how to earn your PIP hours.

Serving our children in the school is definitely linked to our commitment to community and service. As we experience Christian community, it leads naturally to service. Christ gives His people different gifts, not only for themselves but for others.

The key to a successful program is parent-staff involvement. It is necessary for each family and staff member be involved in the building of our school community. It is through one's real life example of showing Christian concern that one's child or student will grow into a lifestyle, which is directed by the Lord.

We need you; we need each other. There is so much that can be accomplished when we give generously of our time and talent!

CLASSROOM VOLUNTEERS

Our program depends on having reliable parent volunteers in the classroom. We are very grateful for your time and involvement in our preschool. To make this a positive experience for you, the children and the teachers, please abide by the following guidelines.

- Volunteers must have state required fingerprint clearance for preschool – cleared and on file with the Director.
- Volunteers must have the Diocesan required fingerprinting – cleared and on file in the school office.
- Volunteers must have the required TB Clearance, Flu Shot, Measles Shot and Whooping Cough Shot.
- The Safe Environment for Protection of Children certificate must be on file in the school office.
- Promptness and dependability are essential when volunteering. The teacher needs to know that she can count on you! In the event that you are scheduled to be in the classroom and cannot make it, please contact the school office by 8:00 a.m. to let them know.
- When volunteering, you are there to help with the WHOLE class, not just your child. Please try and be as fair as possible to all the children.
- No job is too big or small. Each day your duties may differ according to where the teacher needs you most. It may be reading a story, cutting out paper, mopping the floor or preparing snack. We appreciate your willingness to help in ALL areas of the classroom.
- One of the most important goals of our program is to help your child to develop their independence. Please allow them their mistakes and conflicts. They will learn best if they are able to problem-solve on their own.
- Never complete or alter your child's or any student's projects or work. It is important that we are able to evaluate the child's progress, not the parent's.

What the Teacher expects of the Volunteer:

- Promptness
- Love of children
- Sensitivity to teacher's time needs
- Interest in helping for the benefit of the school
- Enthusiasm
- Flexibility
- Pleasantness, friendliness, a warm, positive attitude
- Dependability
- Appropriate dress for the activity
- Discreteness and trustworthiness with confidential matters relating to classroom and students
- Patience
- Loyalty
- Willingness to help, ask for directions, follow instructions, and try a variety of approaches and techniques with students
- Imagination and creativity
- Non-disruptive influence
- Tact
- Capability of maintaining kind discipline when working with small groups
- Sense of humor
- Initiative
- Avoidance of trying to be an amateur psychologist

JUNIOR KINDERGARTEN ENTRANCE

St. Margaret Mary School offers a full-day Junior Kindergarten. Entrants must meet the minimum age requirements established by the Diocese of San Bernardino. A child must be 4 by September 1st of the year the child enters Junior Kindergarten.

Those wishing to enter Junior Kindergarten at St. Margaret Mary School must be recommended by the Director.

A child currently attending St. Margaret Mary Preschool will be given priority for Junior Kindergarten acceptance only after he or she meets the age requirement and Director Recommendation.

WHAT DO WE EXPECT OF A PRESCHOOL CHILD?

A Brief Summary of Age-Level Characteristics

Age	Physical	Mental	Social	Emotional
1'm 3	Good balance Jumps with both feet Less likely to dawdle. Small muscles beginning to develop.	Agreeable. Likes new words. Interest spans 4 to 8 minutes. Question "Why?" Developing larger vocabulary.	Imitative. Loves to conform. Beginning to share. People important. Beginning to play cooperatively. Enjoys conversations with adults.	Sympathetic, friendly, cooperative. Stuttering may start at 3 ½. Breaking up physically & emotionally at 3 ½. May boss imaginary playmate. Increase in self-control. Uses verbal threats. Beginning to see relationships. Questions.
1'm 4	Out of bounds: hits, throws, run away. Better balance, small muscle coordination fair. Urge for bodily contact.	Uses verbalization in solving problems. Imaginative. Interested more in children than adults. Defies parents. Interest spans 12 to 15 minutes. Nonsense words.	Language shocking. Tells tall tales. Plays best with peers, gang play. Rough, selfish boastful. May share with a friend.	Testing self and others. Unstable, explosive. Physically and verbally aggressive. Experiments. Curious, asks "Why?"

Age	Toys	Play	Stories
1'm 3	Dough, play clay, balls, beanbags. Mastering large muscle skills. Jumping, climbing, peg boards.	Imitative. Puzzles, dress-up, doll corner.	Enjoys books. Talks about pictures.
1'm 4	Carpentry, gardening, block play. Using large muscle skills. Wheel toys. Scooter.	Playing out experiences or concepts. Group play. Developing leadership.	Enjoys nonsense rhymes. Likes to tell tall tales. Makes up own stories.

