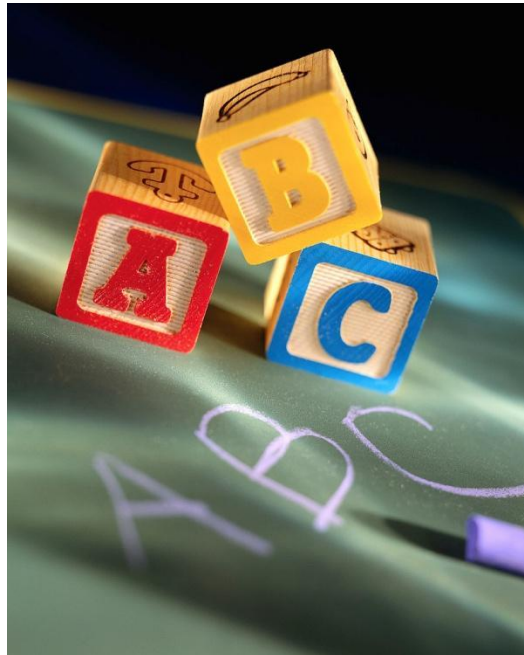


**ST. VALENTINE SCHOOL  
PRESCHOOL HANDBOOK**



**St. Valentine School  
25875 Hope Street  
Redford, MI 48239  
313 533-7149  
[www.stvalentineschool.com](http://www.stvalentineschool.com)**

Revised 3/16/2022

## **MISSION STATEMENT**

The mission of St. Valentine Catholic School is to provide a Catholic education based on:  
Values rooted in Catholic teachings.  
Academic Excellence.  
Love and Respect for All.  
Strong Community in Christ.

## **PHILOSOPHY STATEMENT**

The philosophy of St. Valentine Catholic School is to provide a Catholic, Christian environment that empowers each student in his/her spiritual and academic growth. Academic excellence, social justice, and respect for the unique God-given talents and gifts of each child are nurtured in an atmosphere of love, understanding, peace, and safety through:

- Nurturing the spiritual, intellectual, emotional, social and physical growth of each child.
- Providing an atmosphere of open communications between student, teacher, and parents.
- Creating an environment in which positive attitudes toward life that demonstrates respect for each child's unique needs.
- Guiding each child toward the freedom of choice which recognizes the value of self-discipline and personal responsibility.
- Helping students learn their role as Catholic Christians in society.
- Teaching students to work for peace and justice in their school, home and community.

## **ABC's of Preschool**

### **Accidents**

Accidents, which occur on school property, are to be reported to the school office immediately. First Aid will be administered in minor cases. Parents will be notified immediately in all cases there is a possibility that medical treatment is required. If parents cannot be reached, the emergency contacts indicated on the registration form will be notified. **In an emergency, when time is an important factor, the student may have to be taken to the hospital before the parents can be notified. The doctor/hospital information you provide on the registration form will authorize this action.**

### **Absences**

In the event that your child will not be in school, we ask that you call the school office to notify us of the absence and the reason for it. **(313) 533-7149**

### **Admissions**

You must submit the following documents required by the State of Michigan and St. Valentine School for admission to our program at the time of registration. Your child must be of proper age and be placed in the proper age group.

- An original birth certificate.
- Record of compliance with immunization requirements of the Health Department signed by your child's physician.

- Health Appraisal/Physical.
- Child Information Cards.
- School registration form and fee.
- Dismissal Form.
- Signed Pre-School Contract.

In the absence of these documents, admission may be denied until files are complete.

### **Allergies**

It is the responsibility of the parent to inform the teacher and school of any allergies that the student may have. We asked that you fill out the medical treatment forms that describe any medical conditions. If the student is in need of taking medication, (even cough drops) a current prescription and medical release form must be on file in the school office.

### **Arrival & Dismissal**

Parents are required to park in the Hope Street Parking Lot and walk their child into the Preschool Classroom. Please sign your child in and help him/her prepare for the day. We encourage the children to become independent by handling their own items and following the routine taught on the first day. At dismissal time, the parents are required to park in the Hope Street Parking Lot, and pick up their child in the Preschool Classroom. Please sign your child out. The sign up/out sheet is located near the parent corner outside the classroom door.

### **Assessments**

Each quarter a summary of observations will be shared with the parents/guardians. The teacher will observe each student as they use their current skills and help the student to practice and develop more advanced skills. The teacher will work with the parents/guardians to prepare the preschooler for kindergarten.

### **Birthdays**

We recognize that celebrating a child's birthday is a milestone in their life. Therefore we will gladly celebrate their birthday. Please notify the teacher if you plan on bringing a special store bought treat.

**Please note: Preschool Classroom is a nut free zone.**

### **Class Size**

We are a State Licensed Program and we will maintain our class numbers in accordance with the State of Michigan.

### **Clothing**

Your child should be dressed in the appropriate play clothes that will get dirty when discovery takes place. Students should wear comfortable shoes such as tennis shoes, because we play in the gym or outside every day. In case of accidents, your child should have an extra set of clothes stored at the school. Please make sure your child is properly dressed for the seasons, weather permitting we will go outside every day.

### **Conferences**

Parent-Teacher conferences are held according to the St. Valentine School Calendar and/or upon the request of the teacher/parent. These conferences can be to share specific observations, concerns, and questions concerning the developments of the child.

## Daily Schedule

8:00 AM-8:15 AM Drop off/ Wash Hands/Sign in/Breakfast

8:15-8:45 AM Morning Meeting/Prayer

8:45am-10:00 AM Choice Time

10:00 AM-10:30 AM Large Group/ Literacy

10:30AM-10:45 AM Bathroom

10:45 AM-11:15 AM Outside Time

11:15 AM-11:20 AM Wash Hands

11:20 AM-11:50 AM Small Group

11:50 AM-12:00 PM Wash Hands

12:00 PM-12:30 PM Lunch

12:30 PM-12:35 PM Bathroom

12:30 PM-1:30 PM Nap/Quiet Time

Wash Hands/Bathroom

1:30 PM-1:45 PM Snack

1:45 PM-2:15 PM Afternoon Large Group

2:15 PM-2:25 PM Bathroom

2:25 PM-2:55 PM Outside Time

3:00 PM-3:15 PM Dismissal

\*This schedule is flexible in exact times depending on children's interest/special events going on within the school and classroom

\*Bathroom is scheduled but the children are able to ask to use the bathroom when needed during the day

\*On Tuesdays we have library from 9:30-10:00 AM

## Discipline

By creating a positive, orderly environment and using positive methods of discipline, the staff will encourage self-directions, cooperation and will build self-esteem within the child.

The staff will be prohibited from using the following as means of punishment, as in keeping with the Michigan Department of Social Services:

- Hitting, shaking, biting, pinching, or infliction as a form of corporal punishment.
- Restricting a child's movement by binding or tying him/her.
- Inflicting mental or emotional punishment, such as humiliation, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or toilet use.
- Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

The goal is to develop within the child a sense of control and to experience love and respect for yourself and others. The children should always feel safe in their classroom and it is the teacher's goal for them to feel that way.

The following developmentally appropriate techniques will be used when a child is having difficulty following directions or treating others and equipment with respect.

1. **Positive Statements** - We will encourage the child to make positive choices. We will also encourage the children to accomplish something before moving to another task.

2. **Positive Reinforcement** – Children will be encouraged when they are demonstrating acceptable behavior.
3. **Redirection** – Children will be redirected to another activity and then given an opportunity to try at another time.
4. **Time in the Safe Place** – The child will be separated from the group for a time to sit in the safe place to calm down and re-group.
5. The Preschool teacher at the time will discuss with the child what happened and what can be done next time in that type of situation.

Sometimes, we will need help from home, and will ask pre-school parents to discuss with their child ways to make better choices for next time.

### **Emergency School Closings**

Pre-School is closed when St. Valentine School is closed. In the event of winter storms or building problems our school is listed on the following Radio and TV Stations. Radio Stations: 760 AM or 950 AM or the TV channels: Fox News-Channel 2, WXYZ-Detroit-Channel 7, NBC-Detroit Channel 4 due to weather or building problems. If there is a school emergency during the day, we will contact you by the phone number you submit on the emergency cards.

### **Field Trips**

Field Trips are planned a few times a year by the Preschool Teacher. In order to participate, parents must fill out the permission slip, and send in the money at the due date. We will not be able to accept late responses; this is not fair to the families who do sign up within a timely fashion. All pre-schooler's must have a legal parent or guardian with them at all times. We almost always drive by private car, and meet at the designated place. In order to participate, any adult must have a criminal background check and a certificate of completion of the Program Protecting God's Children through the Archdiocese of Detroit. You can sign up for the program, by going to the Archdiocese of Detroit webpage: [www.aodonline.org](http://www.aodonline.org)

### **Library**

The students visit the school library once a week for story time and then are allowed to choose a book/video/magazine to take home and share with their families. Please bring it back to the school by the following week on their library day.

### **Parent Participation/Parent Assistant Days**

We welcome Preschool Families into our classroom by signing up to be part of special projects, parties, game nights, and other events. You must however, have completed the following: In order to attend and participate in classroom activities an individual has to complete a Protecting God's Children Workshop and have a criminal background check complete and on file in the office.. It is up to the parents to ensure that this is in the office. This is for the protection and security of all the children at St. Valentine School.

### **Health and Wellness**

We will cooperate with the Wayne County Health Department in all matters that concern the health and welfare of the children. Parents are responsible for checking their child daily for signs and symptoms of illness. Should a child become ill while at school, we will notify you or someone that is listed on the emergency card. It is the parent's responsibility to report illnesses such as Chicken Pox, Flu, Strep Throat, Hand, Foot, and Mouth, etc... We can then take proper precautions so that it does not spread.

The following procedures will be enforced in our classroom to help ensure a clean and healthy environment:

- **Hand Washing** – Hands will be washed before and after snack, before and after using the restroom, after nose blowing or wiping, and after handling an ill child.
- **Soiled Clothes** – These clothes will be put in a sealed plastic bag to go home with your child.
- **Toys and Equipment** – these items will be wiped with the recommended solution (1 cap full of bleach for every gallon of water) once a week or sooner if needed.

### **Potty Trained**

A child must be fully potty trained to be in this program. In the event of an accident the child must be able to change oneself. If necessary, a parent will be called for assistance.

### **Probation Policy**

If it is determined that a child be placed on probation, there will be an allotted time of up to 2 weeks (after which there will be a review) in which the child is given the opportunity to prove he/she is at the maturity level to comply with and follow the procedures and rules of the program.

### **Religion**

We are dedicated to providing the best possible Catholic Education in a nurturing and learning environment. Therefore, we emphasize good Christian modeling and behaviors such as daily prayer and thanksgiving, Bible Stories, and activities.

### **Show and Tell**

Show and Tell days will happen at the teacher's discretion.

### **Snack**

Our daily schedule will provide for quiet interactions and a small nutritional snack. Snack time is a great time for children to relax and calm their bodies, practice independence, and bond with classmates. Examples of some healthy snacks are: crackers, fruit, yogurt, 100% juice, milk, cheese, cereal, applesauce, etc...

Breakfast and Lunch is available for students. Orders should be placed in the Family Portal under Student/Lunch. Refer to the monthly menus for Breakfast and Lunch when placing your child's order. Instructions for ordering may also be found in the Resource Documents in the Family Portal.

### **Toys from Home**

Please do not bring items from home, unless it is for a special project requested by the preschool teacher.

### **Tuition and Fees**

A non-refundable registration fee is required per child and it must accompany the registration in order to reserve your child's spot in the class. Payment of tuition will be handled through the FACTS PROGRAM. All families will enroll with the FACTS PROGRAM and pay the applicable fees based on the payment plan selected through FACTS.

Tuition Rates are updated annually and posted on the school website and in the FACTS Enrollment packet.

### **Updating Information**

It is imperative that you keep your child's information current. Please inform us of any changes to your child's file. (Address, phone number, immunization, contact, allergies, etc.) In the event of an emergency, we must be able to contact you.

**Withdrawal**

Should you decide to withdraw from our program, we require that you contact the school Principal and Pre-school teacher to discuss the situation. Tuition reimbursement is left according to school policy. The registration fee is non-refundable.

These policies will be enforced to ensure a nurturing and safe environment for your child. Should you and/or your child fail to follow these policies, then dismissal from the program could result. Please take the time to review the handbook and sign the Preschool Enrollment Agreement Form in your registration packet.