



Preschool
Parent Handbook



2021/2022

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Mission Statement

Fueling the light of Christ in every student through faith, academics, and spiritual growth.

St. Robert Catholic School is a faith community dedicated to the ministry of nurturing a child's relationship with God while promoting academic excellence in the 21st century world.

- ★ We recognize the dignity of each child and challenge our students to live the gospel.
- ★ In partnership with parents, students are challenged to grow spiritually, intellectually, and socially.
- ★ Entrusted with the teachings of Christ, we seek to guide our students to a virtuous and holy life.

Philosophy

Our preschool provides a loving and safe environment to foster the social, emotional, and academic development of each child.

Welcome to our Classroom

Dear Preschool families,

I am looking forward to working with you and your child this year and helping him or her achieve their full potential. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow. We are so excited you will be a part of our school family this year!

I would like to introduce myself. My name is Sarah Bushey, and I am delighted to be your child's teacher this year at Saint Robert School. This will be my 19th year teaching, and my 4th year at St. Robert. I have taught Preschool, Kindergarten, 1st, 3rd and 4th grades. I also have my Reading Recovery endorsement and a Masters in Elementary Education, focused on literacy. I live here in Flushing with my husband, Joe, my 3 kids, Natalie (12th grade), Michael (11th grade) and Kaytlin (9th grade), a dog, rabbit, chinchilla, and bearded dragon. My children all attend Powers Catholic High School, and have attended Catholic School since Kindergarten.

I believe that a good parent teacher relationship is necessary for maximum school success. Throughout the year I will communicate with you through notes, telephone calls, Remind, email, report cards, and parent teacher conferences. I encourage you to contact me if you have any questions or concerns. My evenings are taken being a mom and wife, but I will check my email every morning before 7am. I'm also very available over Remind/text, and will answer when I'm available.

I am looking forward to a wonderful year with you and your child!

Much love to you all,

Mrs. Sarah Bushey



First Day Checklist

Are you ready for the first day of school?

- ☐ Backpack (large enough to hold a binder/notebook)
- ☐ Extra change of clothes, in a large baggie (pants, underwear, shirt, socks)
- ☐ School supplies (including \$20 fee)
- ☐ Reusable, labeled water bottle
- ☐ Snack

FULL DAY STUDENTS ONLY

- ☐ Lunch (we have a microwave available)
- ☐ Rest things in a bag and easy to carry (will come home every 2 weeks to be washed)



School Hours

7:30am	<i>Students may enter the classroom</i>
7:45am	<i>School begins</i>
10:45am	<i>½ Day students dismiss</i>
2:15pm	<i>Full Day students dismiss</i>

Daily Preschool Schedule

7:30-7:45am	Student Arrival/Rise & Shine Tubs
8:00am	Class begins - Morning Meeting
9:00am	Snack
9:10am	Centers
10:15am	Large Motor Break <i>(Outside if weather permits)</i>
10:45am	½ Day Student Dismissal
11:00-11:30am	Lunch/Quiet activities
11:30-12:00pm	Full group learning (Smartboard)
12:00-12:55pm	Rest time/Book Boxes
1:00pm	Small Group Learning
2:15-2:35pm	Student Dismissal

Library, Atrium, and Gym days to be determined

Curriculum

The goal of Preschool is to prepare every child to be successful in Kindergarten. We use a variety of resources, including Creative Curriculum, Pocket of Preschool, Play to Learn Preschool, Whole Brain Teaching, and many other sources to educate every child individually at their level. We will learn through play as much as possible, learning letters, sounds, shapes, numbers, colors and so much more!

Students will attend Atrium once a week, which uses Catechesis of the Good Shepherd curriculum, a hands-on learning, Montessori based approach to the Catholic faith. Please visit <https://www.cgsusa.org/> for more information.

We will attend our all school Masses 2-3 times throughout the year. Dates to be announced.

Music, gym (large motor development), and art are all a part of our classroom curriculum.



...a fun place to
play and learn!

Contact Information

Mrs. Sarah Bushey

Preschool Teacher and Early Childhood Director

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810-845-6323

St. Robert School Office Staff

810-659-2503

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Mr. Matt Ralbusky

Principal

mrалbusky@strobertschool.com

Mrs. Kelly Bobalik

Secretary

secretary@strobertschool.com

Ms. Dina Walker

Office Assistant

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Website: www.strobertschool.com

St. Robert School Parish Staff

810-659-2501

810-659-4002 (fax)

Fr. Jonathan Perrotta

Pastor

Mrs. Joanne Rymar

Parish Secretary

Mrs. Jeanne Coughlin

Accountant & Business
Manager

Website: www.srbccatholic.com

Pick-Up/Drop-Off Procedures

Drop-off: (Preschool, Young 5, and Kindergarten students only)

Drop-off at the North School Entrance is between 7:30 - 7:45 daily. We will be utilizing the side Preschool door for our youngest students in the school only!

School begins at 7:45 a.m. (At 7:45 a.m., students are expected to be in their classroom for attendance and ready for class to begin).

Parents are asked to follow the drop-off and pick-up procedures to help reduce congestion and provide a safe environment for our youngest students.

We will be using the upper parking lot adjacent to the school (the teacher lot, or where you park when you pick up or drop off your child in the office). You will drive in, and pull up to the front cone. Mrs. Stimac or Mrs. Bushey will be waiting to help your child out of the car. If your child is able to unbuckle themselves, there is no need to get out of your car (we will help with the car doors if needed).

- ★ Please have your child seated so they exit the vehicle on the LEFT HAND SIDE (behind the driver) (This is opposite of the older children in the lower lot).
- ★ Please do not leave until you receive a thumbs up from us.
- ★ Your child will be escorted down the short walk to either Mrs. Stimac or Mrs. Bushey who will then escort them into the Preschool room. Kindergarten students will pass through to their classroom where another adult will be ready for them to start their day. Preschool students will stay in their classroom, also with another supervising adult, and will help them get started for the day.
- ★ **Please be PATIENT at all times! Students exit on the LEFT hand side.**
- ★ If your child(ren) arrive late to school (after 7:45 a.m.), and an adult is no longer on the sidewalk to greet them, you must park and walk them to the main entrance where our secretary will sign them in. Please ring the intercom and wait for directives spoken over the intercom.

Pick-up:

School ends at 2:36 on Full Days and 10:55 a.m. on Half Days for grades 1-8. For the Early Childhood program, the times are slightly altered to help you, the parents, with pick up procedures. School will end at 2:15 p.m. on Full Days and 10:45 a.m. on Half Days. ***Pick-up is at the North School Entrance is between 2:15 - 2:35 daily.***

For ½ Day Preschool Students.

Students will be dismissed at 10:45 a.m. from the upper lot just as you arrived in the morning. Students need to enter the left side of your vehicle.

- ★ The teachers will walk students to the upper lot.
- ★ Please remain in the turn around - do not park in a parking spot.

For Full Day Preschool, Young 5 and Kindergarten Students.

Students will be dismissed at 2:15 p.m. from the upper lot just as you arrived in the morning. Students need to enter the left side of your vehicle.

- ★ The teachers will walk students to the upper lot.
- ★ Please remain in the turn around - do not park in a parking spot.
- ★ If you walk from another location, please walk to the teachers to retrieve your child - we will not walk them across the lot.

Students will be dismissed at 2:15 p.m. from the upper lot just as you arrived in the morning. Students need to enter the left side of your vehicle. Please pick up your younger child first, then proceed to the lower lot to pick up your older child.

If you arrive after 2:35pm, you will need to proceed to ESP to pick up your child, and charges for ESP care will be billed to your FACTS account.



Extended School Program (ESP)

Children who are enrolled at St. Robert School may attend the after school program.

You must RSVP your child by Sunday night and paperwork must be filled out before your child may attend ESP. The ESP Handbook may be accessed from our school website at www.strobertschool.com

Snack and Lunch Procedures

All students are encouraged to eat independently; feeding of students is not permitted. Please make sure that the contents of their lunch can be easily opened by your child. A microwave is available to warm up food if desired.

Rest Time

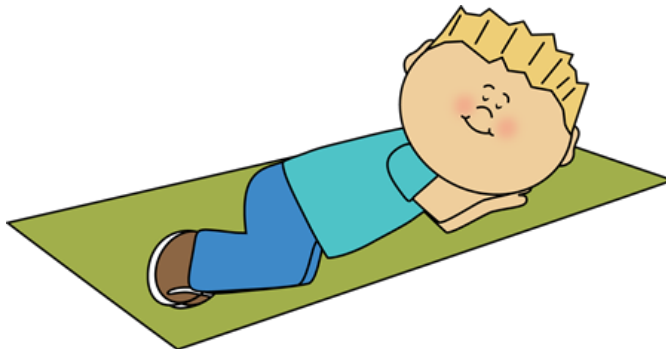
Per our licensing rules given by the State of Michigan:

R 400.8188 Sleeping, resting, and supervision. Rule 188.

...(12) Naptime or quiet time must be provided when children under school-age are in attendance 5 or more continuous hours per day.

(13) For children under school age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together.

Each student should bring a non-fabric bag, labeled, with rest things inside (small pillow/blanket/stuffie) to rest with. These will come home on Fridays to be washed and should be brought back to school on Mondays. Students will have their own mat which will be sanitized after use daily.



Attendance & Tardy Policy

Regular, on-time attendance at school is vital to your child's success. Most of our learning activities take place in a large group setting and involve interaction with classmates. Many of our learning experiences take place in the first half of the day, so it is important to be at school on time. We understand that there may be instances when it is not possible to be here on time. However, please make every effort to have your child at school on time so we can begin our day together. Tardies and absences will be noted on report cards and habitual tardiness may affect your child's academic progress.

If your child will be tardy or absent, please contact the school office letting us know the reason for absence by 8:00am.

Contact Hours

Our program was set up for the Preschool 4's to attend only full days, mainly because the goal of Preschool is to ready every child for Kindergarten. There are countless skills taught to the children during the school day, and my goal is to have every child ready to be a successful Kindergartener. I want to make sure that you know the difference in times that are given for contact time at school.

3 day, ½ day = 9 hours

3 day, full day = 21 hours

5 day, ½ day = 15 hours

5 day, full day = 35 hours

I will make every effort to give as much experience as I'm able, but please know that if you attend less time, less instruction/experience will be given. I will do our main projects on days when all children are in attendance. Please allow me flexibility as I navigate all of the different times that students are at school, and please give me time to adjust their learning to give them the best opportunity to learn as possible. If your child is not there every day/all day, you may find more "work" coming home in his/her folders. This is optional for you to do at home, and something that was done while they were gone. It is not necessary to return it to me.

If you'd like to change your child's enrollment to have more time at school, please talk to me and we'll make it happen!

Homework/Friday Folders

Your child will be bringing home a Friday Folder. On one side, it will be labeled "Keep at Home" (with a red stop light) and all contents should be kept at home.

On the other side, it will say "Return to School" (with a green light) and all contents should be returned the next day. We will guide the packing of folders at the beginning of the year, but students will be able to do this independently very quickly. Sometimes, mistakes happen, so please be flexible with the "side of the folder" the contents are in.

Report Cards/Assessment

Students will be assessed on an ongoing basis through anecdotal records in the classroom. All assessments will be kept in a portfolio that we will review in November at Parent Teacher Conference time.

We will meet again in April for conferences.

Report Card Schedule:

1st Marking period (no official report card given - conference over the portfolio)

2nd -4th Marking Periods - report card given.

Medication/Allergies

All medication must be turned into the office and a form signed for his/her file - we are not allowed to administer any medicine in the classroom. If your child needs an epi-pen, please be sure I have it in the classroom, with instructions from you when it comes to your child's allergies.

Bathroom Incidents

Young children can get distracted and “forget” to use the bathroom when needed. In our classroom, children may use the bathroom whenever the need arises – they will not be told that they may not use the bathroom. If an accident occurs, we will supply your child with wipes to clean up and their extra clothing. They need to be able to dress themselves (within reason). We are not allowed to wipe your child after he/she uses the bathroom.

Please note: Pull Ups/Diapers are not allowed due to licensing.

Dress Code

Preschool students are not required to follow the dress code that the rest of the school must adhere to. Please do not send your child in clothing that cannot wear “life” – we will be painting, drawing, coloring, playing and having fun.

Comfortable clothing is key!

Shoes and socks are required.

Extra clothing:

Accidents happen. Please be sure that there is a season-appropriate change of clothing in his/her backpack every day. This should include pants, underwear, shirt, socks and a change of shoes if you’d like.

Extra shoes: please send an extra pair of shoes to keep at school for days when it might be a little muddier on the playground, etc., I will store them in baggies in a bin in the classroom.



School Supplies

2021



- ☐ 1 backpack
- ☐ 2 boxes of Kleenex
- ☐ Paper towels (3 rolls)
- ☐ 1 ream of white printer paper
- ☐ Full change of clothes in a gallon zip lock bag (shirt, pants, underwear, and socks, to be left in their backpacks daily)
- ☐ 2 boxes of large zip-lock baggies
- ☐ 2 boxes of small zip-lock baggies
- ☐ "Recess Shoes" to be kept at school and used on the playground
- ☐ \$20 supply fee (to be used throughout the school year on supplies as needed such as folders, crayons, glue, etc. (Can be a check made out to SRS or cash, or some have venmo'd me or paypal'd me too!))
- ☐ **Reusable water bottle with their name on it. They will not be able to use the drinking fountains at school. This will come home each night to be washed.
- ☐ **Full Day students only: non-fabric bag with a small blanket/small pillow/stuffie to rest with. These will come home every 2 weeks to be washed, so only big enough for your child to carry to and from school.

Birthday Policy

Children may bring a birthday snack to share with the class to celebrate his/her birthdays. They will be the VIP that day. Summer birthdays will celebrate on their half birthday. As we complete our class roster, I will learn of allergies and will send a more detailed list at that point. Each child will receive a crown, sticker and a "birthday sundae" (a cup with some goodies inside). If you'd like to send a little favor other than homemade food, you're welcome to do so, but definitely not required!

Personal Belongings

I will provide a VIP schedule beginning in October. Your child may bring something to Show and Tell on their VIP Day. If your child insists on bringing a toy/personal belonging to school, as the parent I'll let you decide to pick that fight or not! But know that it will not come out of his/her backpack during the school day. I also know that life is FULL of life lessons and special events. I encourage you to share those lessons with us! Any pictures that you have- send them digitally and I'll share them with the class on the projector! Sporting certificates/medals/trophies/achievements, vacation memories, bugs/critters - these are ALWAYS welcome! I do not expect children to "hold onto" these kinds of things until their assigned show and tell day!

Program Licensing Notebook

The licensing notebook containing all of the licensing inspections and special investigation reports, as well as related corrective action plans will be available to parents during regular school hours. This is located in the main office. Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

Maintenance of Premises

As part of the St. Robert Catholic School Pest Management Program, pesticides are occasionally applied. Parents have the right to be informed of any pesticide application made to the school grounds or buildings. In certain emergencies, pesticides may be applied without prior notice. Should you require prior notification, you may indicate so by contacting me via email.

Weather-Related Closings

Flushing Community Schools and the St. Robert School administration will monitor all weather and local news stations to determine when it is appropriate to close school early or cancel for the following day. Every effort will be made to arrive at the decision prior to the beginning of the school day. You will be notified by the School Messenger automated call system. Emergency school closings during the day, due to unexpected situations, may occasionally occur. School closing information will be on all major television networks, radio stations and on the school website. The School Messenger automated call system along with emails will be sent out immediately.

Illness

Our first priority is providing a healthy, safe learning environment for all children. A child or staff member who becomes ill while at school must be removed from the classroom in order to limit the exposure of other children to a communicable disease. An ill child will be sent to the office to wait for a parent or guardian to arrive.

All families have received the Covid 19 Response Plan. When any of these symptoms arise, the overall guidance will come from our school nurse and the local health department.

General health and sickness guidelines:

Children/staff will be sent home as soon as possible if any of the following is experienced:

Fever of 100.4 or greater; student must be fever free for 24 hours without fever reducing medication.

- ❖ Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- ❖ Diarrhea not associated with diet changes or medication; child may not return until diarrhea episodes stop for 24 hours or the continued diarrhea is deemed not to be infectious by a licensed healthcare professional.
- ❖ Vomiting: The student may not return until the vomiting has resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the individual is not in danger of dehydration.
- ❖ Persistent abdominal pain that continues more than 2 hours.
- ❖ Pinkeye (conjunctivitis): The student may return after treatment has been initiated for 24 hours and the eye does not weep.
- ❖ Head lice: The student may return after treatment and elimination of eggs and/or bugs.
- ❖ Scabies: the student may return after treatment has been completed.
- ❖ Tuberculosis: The student may return after a health care provider states that the individual is on appropriate therapy and can attend school.
- ❖ Impetigo: The student may return 24 hours after treatment has been initiated.
- ❖ Hand foot and mouth: The student may return once sores have dried and crusted and the child is fever free.
- ❖ Strep throat: The student may return after 24 hours of antibiotic treatment and the child is fever free.
- ❖ Chicken pox: The student may return when all sores have dried and crusted (usually 6 days).
- ❖ Pertussis: The student may return 5 days after appropriate antibiotic treatment has been completed.
- ❖ Mumps: The student may return 9 days after the onset of symptoms and the child is fever free. Measles: The student may return 4 days after the onset of the rash.
- ❖ Rubella: The student may return 6 days after the onset of the rash.
- ❖ Unspecified respiratory tract illness accompanied by another illness which requires exclusion.

St. Robert School reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Notice of Exposure and Reporting Disease

If a child or staff member is found to have a communicable disease, a written and/or an electronic notice will be sent home to all affected classrooms.

Injuries

If a child becomes injured while at school, the school will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the emergency card will be called. Children who are seriously injured will be sent to the office and remain under the supervision of administration until a parent arrives. Additionally, a Child Care Injury/Incident Report will be provided to the parent for their signature and a copy will be retained in the student's file. Should a child require immediate medical attention, the staff member who witnessed the emergency situation will remain with the injured child and instruct the nearest adult to call 911 and notify administration. They will accompany the child to the hospital, bringing the child's emergency card. Staff may not transport an ill and/or injured child in a personal vehicle.

Immunization

St. Robert Catholic School, in unity with the Genesee County Health Department, requires all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a physician submits a waiver to the Health Department on behalf of the child.

This Preschool Handbook is subject to change. If changes are made, families will be notified of the changes.