



**Preschool/Young 5s
Handbook**

*Pray, Learn, and Grow
Together*

License # - DC410392904

Mission Statement

St. Robert Catholic School provides a premier Catholic STEM based education where students are immersed daily in their faith which empowers them to become the individual God created her/him to be.

Welcome to St. Robert Catholic School. This information booklet is provided to you as a reference guide for our preschool, enrichment programs.

We look forward to serving your family and providing a high quality STEM based education. Our program is licensed by the State of Michigan. Our staff has Early Childhood Development training as well as certification in CPR, First aid, and Bloodborne Pathogens. All staff members are Fingerprinted, background checked, and trained in Virtus (Protecting God's Children).

Our Preschool Philosophy

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. We believe a child's play is their work. We will use the STEM approach to learning. We follow the Catholic framework and incorporate Catholic values and faith in our lessons.

We consider preschool a very important first step in your child's education. It is our goal to foster a curiosity and a love of learning and of the school experience itself. Each child needs to feel not only physically safe but also emotionally safe and appreciated as a unique and very special individual in order to be able to reach his/her potential.

The staff is experienced in early childhood education as well as child development. We provide an equal and comprehensive education to all students in an effort to prepare them for kindergarten, elementary school and everyday life experiences.

School Contact Information

School Address: 6477 Ada Drive SE
Ada, Michigan 49301

Phone: 616-455-4966

website: www.strobertschoolada.org

Principal:

Liz Peters: lpeters@strobertschoolada.org

Secretary:

Gen DeWildt: gdewildt@strobertschoolada.org

Preschool Teachers:

Lori Dinneweth: ldinneweth@strobertschoolada.org

Josie Hiltz: jhiltz@strobertschoolada.org

Preschool Assistant:

Christine Schanta: cschanta@strobertschoolada.org

Valerie Beatty: vbeatty@strobertschoolada.org

Admission Policy

Children are admitted into St. Robert's Preschool programs upon completing and submitting the following requirements:

- Registration Form on School Admin
- Payment to school or School Admin of \$125 registration fee
- Child Information Card
- Health Appraisal (completed by your child's physician)
- Annual medical record of immunizations or Health Department waiver (the child's health waiver must come from the Health Department)
- Licensing Notebook and Preschool Handbook Notification
- Concussion Awareness Form
- Medical Administration Form (optional)

These guidelines have been developed for the protection and wellbeing of each child. Failure to provide the items listed above will result in the child's enrollment being delayed or canceled. We accept new registrations throughout the year provided space is available. The staff must have 48 hour notice to process registration forms before any child may enter the programs.

Licensing Notebook

The licensing notebook contains all the licensing inspection/special investigation reports and related corrective plans. This notebook is available during business hours for parent viewing. Licensing inspection reports, special investigation reports, and corrective action plans for the past 3 years are available on the departments child care licensing website at www.michigan.gov/michildcare.

Hours of Operation

3 year old preschool: T/Th 8:05am-11:00am 3 year old preschool:

4 year old morning preschool: M/W/F 8:05 am- 11:00:00am

Young 5s: M-Th 8:00am-3:00pm

Daily Preschool Schedule

- Welcome and Tabletop activity
- Circle Time
- Centers (free choice and guided instruction)
- Snack
- Small Group and Center Time
- Outside Play/Gym
- Dismissal

Outdoor Play

Our school believes outdoor play is integral to the development of our students. We will take the students outside every day, weather permitting. If your child is too ill to go outside, please keep him/her home. We do not have the personnel available to stay inside.

Attendance

Regular attendance is encouraged. In the event your child will be absent please call or email the office @ 616-455-4966 ext. 602 or email gdewildt@stobertschoolada.org by 8:30am.

Good attendance habits are important. Please arrive on time for school with your student and plan vacations during school breaks.

Staff Policy

All staff must meet the following criteria.

1. Staff shall provide appropriate care and supervision of children at all times.
2. Staff shall be of responsible character and suitable to meet the needs of children.
3. Have attended and participated in the Protecting God's Children Program (VIRTUS)
4. Have Fingerprint background check and receive a PSOR clearance.
R 400-8125 Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with a child in care.
5. Read and sign the Standards of Ministerial Behavior.
6. If staff become ineligible during their employment they will be put on unpaid leave until the issue is resolved. If their ineligibility cannot be resolved, they will be terminated.

All of the criteria must be complete and eligible before staff can be hired.

Volunteer Policy

We welcome volunteers, including those with a child in our program. All volunteers must meet the following criteria.

7. Volunteers shall provide appropriate care and supervision of children at all times.
8. Volunteers shall be of responsible character and suitable to meet the needs of children.
9. Have attended and participated in the Protecting God's Children Program (VIRTUS)
10. Have Fingerprint background check
11. Read and sign the Standards of Ministerial Behavior

All of the criteria must be complete and acceptable before any volunteering in the school can be done. **Volunteers must be supervised by a St. Robert Catholic School staff member.**

R 400-8125 Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with a child in care.

Drop off/ /Pick-up

Parking videos are available on the school website: strobertschoolada.org

The school parking lot is near door F on the north side of the church.

Preschool parents should enter the school parking lot using the east entrance. If dropping off a preschool student only, take the service drive to the back of the building and park in the first row of spaces.

Preschool students are to be walked into the school at door G. These doors will unlock for 20 minutes at 8:00am and 12:00pm for student drop off.

Young 5 parents should enter the school parking lot using the east entrance. If dropping off a Young 5 only, they should follow the school signs to the left and enter the car line. Students will be unloaded from cars under the school canopy.

Young 5 students should be dropped off in the car line beginning at 7:45. Students should stay in their cars until an adult opens the door and assists them out.

If dropping off a Young 5 and preschool student, follow the above procedure and then proceed to the preschool parking row. Park and walk your student into the building.

Preschool students will be picked up at door F. Parents should wait at the bottom of the stairs and the teacher will release students one at a time.

Young 5 students will be released to parents at the preschool playground gate.

Health and Medications

If your child has a communicable disease, or any contagious health problem that will affect the health of the staff and other children in the program, please **do not** send him/her to school. Your child may return once they are no longer contagious and fever free for 24 hours without the use of a fever reducer.

If your child suddenly becomes ill, or symptoms of illness appear such as a fever of 100 or higher, vomiting, or diarrhea, parents will be called and the child will need to be picked up immediately. ***If a parent is unreachable, your child's emergency contact will be notified.***

If medication is required while in our facility, it can only be administered from original containers with the original prescription label attached. A medical administration form must be signed and dated for all medication, including over-the-counter medication. All medications must be kept by a staff member; children may not keep medication with them.

Non COVID-19 STUDENT ILLNESS AND MEDICAL NEEDS:

- **Fever:** If a student presents symptoms of a fever please bring to office. If the student has a fever of 100.4° or higher a parent will be called by the office to pick the child up. A child must be fever free, without a fever reducer, for 24 hours to return to school.
- **Vomiting/diarrhea:** If a student is vomiting or has diarrhea a parent will be called to pick the child up immediately. Students must be free from vomiting or diarrhea for 24 hours before returning to school.
- **Lice:** Teachers will do the initial hair check then send to the office for confirmation. The office will call the parents to pick child up if Lice is seen or suspected. Students may return to school when there is no evidence of lice.
- **Injury:** Any serious injury during the school hours will require the student to be accessed by the adult in charge and be treated as necessary.

COVID-19

- We will follow the CDC recommendations as they come out.

Accident/ Injury/Illness

Parents will be notified by phone or email when an accident, injury, or illness occurs. If your child receives a head injury, a parent will be notified immediately. In the case of an accident or injury, adequate first aid supplies are available. If the situation requires immediate medical attention, the staff will first call 911, and then notify parents via phone. If the situation requires professional medical attention, an accident report will be completed and a copy will be kept on file.

To help protect your child, all staff members have been trained to handle bodily fluids and are required to follow proper hand washing procedures. Children are taught the importance of hand washing and are provided the opportunity whenever necessary.

At least one staff member is trained in CPR and First Aid will be present in the building at all times.

Communication Plan

A successful preschool program is contingent on parent involvement and communication. Parents will receive a classroom newsletter monthly to inform them of what is going on in class as well as key concepts being explored in our classroom.

Periodically other notices will be sent home regarding homework, field trips, etc. These will be included in your child's folder. It is a good practice to check your child's folder on a daily basis.

The school will use our St. Robert School app to communicate information to families. Please make sure to sign up for these important text reminders! Our app is available in the Apple and Google app stores!

Student Attire

Three and Four Year Old Preschool students do not need to wear a uniform. However, students should wear comfortable clothing that is appropriate for the weather. They will need the proper outdoor attire each day. Please send your child in clothing that can handle paint, glue, and other signs of the creative learning process.

All coats, sweatshirts, backpacks, etc. should be clearly labeled with your child's name.

Young 5 Uniforms

School uniforms are required for students in Young 5s. Approved uniforms apparel **must** be purchased through either Lands' End. All uniform shirts must have the St. Robert Catholic School logo embroidered on them. Lands' End has a list of approved uniform apparel for each grade level. Lands' End has our Young 5 students under their "Early Kindergarten" tab, as they don't have a tab for Young 5s.

Lands' End Preferred School Code: 900187246 - St. Robert Catholic School, Ada, MI 49301 <https://www.landsend.com/>

Potty Training

All preschool students must be completely potty trained. Students may not wear diapers or pull ups at school. Students who are not completely potty trained will not be able to continue in the program until they are trained. If a child is deemed not potty trained based on observation of the teaching staff he/she will be given a 2 week period away from school to complete the training. After 2 weeks, if the student still is not trained, their space will be given to a child on the waiting list. If there is not a waiting list, the student may return to school once potty training is complete. Preschoolers should wear simple, comfortable, and washable clothes that they can easily take on and off for bathroom purposes.

Please note: We understand accidents will happen! Each child **MUST** have a complete change of clothing stored in their backpacks—including socks. Please label the bag as well as the clothing items. In the event of an accident, the soiled clothing will be returned to the parent in the bag to be washed and spare clothing replaced.

Snacks

Nutrition is a necessity of life. During the school year, students will bring a snack from home. Water will be accessible, not only at snack but throughout the day. Students in after school care need to bring a snack for after school as well.

We do have some severe peanut allergies in the school! Please do not send any snacks that contain peanut products. Students may not be permitted to eat these items if student with allergies are present.

Birthday Celebrations

Each teacher will have a special way to celebrate birthdays for their students. Please do not send in toys or edible treats on your child's birthday. If you would like to donate a book to the classroom, in your child's name, the teacher will read it as a special treat for the class.

Students with summer birthdays are welcome to select another date to celebrate their un-birthday. Please schedule this with your child's teacher.

Weather Conditions

In the event of inclement weather, please utilize our St. Robert School app, TV, radio, and Internet to determine whether or not school has been cancelled. School closing will be posted on www.woodtv.com channel 8. If a weather situation arises during the school day, parents will be contacted with updates and information regarding early dismissal.

Emergency/Crisis Procedures

This plan was created to address all crisis events, including any manmade or natural disasters that could take place during school operating hours. Manmade disasters refer to such things as chemical attacks or bombings. Natural disasters include severe weather or flooding.

Due to a crisis situation, if our school location becomes unsafe our evacuation/relocation plan is as follows:

The students will proceed to:

St. Robert Church Rectory

6447 Ada Dr SE, Ada, MI 49301

The Children will remain at the school until parents come to retrieve them or authorities relocate us. If necessary, we will walk to St. Robert Rectory, which is right across the parking lot from our school. If a preschool student is unable to walk to the location, the child will be assisted/carried by a caregiver. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP. Teacher go bags will contain medication for students with chronic illnesses that require medication during the school day. These go bags will also contain epi pens

for students with severe allergies.

If the disaster is controlled and we can safely return to school, we will do so and continue the day with the students who remain in our care.

Fire Procedure: In the event of a fire:

- The fire alarm will be activated, and the fire department will be called
- Teachers will take their “go bags” and direct students to follow the drill procedures and move to the designated space outside of the building.
- In the event that the students need to leave the school grounds, they will go to:

St. Robert Church Rectory
6447 Ada Dr SE, Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to St. Robert Rectory, which is right across the parking lot from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP.

The students will practice 5 fire drills per year, 3 held before December 1. In a fire drill, students will silently exit the building and move to a designated place located a safe distance from the building. The route/location for fire drills will be posted in the classroom.

Tornado Procedure: In the event the National Weather Service issues a tornado warning for Kent County:

- An announcement will be made for teachers and students to move to the designated shelter. The location for the tornado shelter is posted in the classroom.
- Teachers and students will proceed to the designated safe areas (bathrooms, hallways, and stairwells) of the school.
- Students will be instructed to sit on the floor, and cover their necks with their hands.
- Teachers and students will remain in the safe areas until given the all clear.
- In the event that the students need to leave the school grounds after a

tornado due to structural damage, they will go to:

St. Robert Church Rectory
6447 Ada Dr SE, Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to St. Robert Rectory, which is right across the parking lot from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance, they will be moved or cared for according to their IEP.

The students will practice 2 tornado drills per year.

Flood or other natural disaster: In the event the National Weather Service or other agency issues a flood or other natural disaster for Ada Township/Kent County:

- An announcement will be made for teachers and students to move to the designated shelter.
- Teachers and students will proceed to the designated safe areas (bathrooms, hallways, and stairwells) of the school.
- Teachers and students will remain in the safe areas until given the all clear.
- In the event that the students need to leave the school grounds after a tornado due to structural damage, they will go to:

St. Robert Church Rectory
6447 Ada Dr SE, Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to St. Robert Rectory, which is right across the parking lot from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP.

Crisis/Lockdown Procedure/Shelter in Place: In the event that an intruder enters the school or there is a dangerous situation in the school, a school wide lockdown will be put into effect.

- An announcement will be made from the school office alerting the teachers and students that we are in lockdown.
- Teachers will close/lock classroom doors and blinds and turn off the lights.
- Faculty and students will move to the classroom bathroom or other designated lockdown area in the classroom that is away from doors and windows.
- Students will be instructed by their teachers to remain quiet during the lockdown/shelter in place.
- In a situation where leaving the building is the best safety method, teachers will gather their students and “go bag” with class lists including family phone numbers and first aid supplies and head to:

St. Robert Church Rectory
6447 Ada Dr SE, Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to St. Robert Rectory, which is right across the parking lot from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance, they will be moved or cared for according to their IEP.

Manmade Crisis Procedure: In the event that there is a dangerous situation in the school, such as a chemical attack or bombing, a school wide evacuation will be put into effect.

- An announcement will be made from the school office alerting the teachers and students that we are evacuating the building.
- Teachers will gather their students and “go bag” with class lists including family phone numbers and first aid supplies and head to:

St. Robert Church Rectory
6447 Ada Dr SE, Ada, MI 49301

The Children will remain at this location until parents come to retrieve them or authorities relocate us. If necessary, we will walk to St. Robert Rectory, which is right across the parking lot from our school. Parents will be notified by email or text via a Remind.com about the new pick up location. Parents will also receive a call from the principal or classroom teacher. If students with special needs are in attendance they will be moved or cared for according to their IEP.

Serious Accident or Illness: In the event of a serious accident or illness:

- The teacher/administrator will remain with the sick child.
- The teacher/administrator will administer emergency first aid as necessary.
- 911 will be called to:
 - 6477 Ada Dr. SE
 - Ada, MI 49301
- Parents will be called. If the parents cannot be reached, the emergency contact will be called.
- The teacher/administrator will accompany the student to the hospital if the parent is not called or has not arrived and transport is necessary.
- If the child is too sick to remain in the group due to:
 - The illness prevents the child from participating comfortably in activities as determined by the teacher.
 - The illness results in a greater need for care than the teachers can provide without compromising the health and safety of the other children.
- The child will be separated from the group to further prevent the spread of the illness.
- The child will be supervised while away from the group until parent or emergency contact can pick him/her up from school.

Inappropriate Conduct: In the event of inappropriate conduct:

- The teacher or administrator will remove the child from the situation.
- 911 may be called to:
 - 6477 Ada Dr. SE
 - Ada, MI 49301
- Parents will be called. If the parents cannot be reached, the emergency contact will be called.

Missing Child: In the event that a child is missing:

- The staff member will immediately inform the school administrator.
- The bathrooms, playground, lunchroom, storage closets will all be searched.
- 911 will be called to:
 - 6477 Ada Dr. SE

- Ada, MI 49301
- Parents will be called. If the parents cannot be reached, the emergency contact will be called.

Winter Storm: In the event of a winter storm while children are present:

- The administrator or staff-member-in-charge will determine if the facility can stay open or if it must close.
- If the facility must close, parents will be called to inform them that children need to be picked up.
- Call parents of children scheduled to arrive to inform them not to come.
- Send a text alert on Remind.com about the closure due to weather

Loss of Power/Water/Gas Leak: In the event that the school loses power, water, or has a gas leak **while children are present:**

- The administrator or staff-member-in-charge will determine if the facility can stay open or if it must close.
- If the facility must close, parents will be called to inform them that children need to be picked up.
- Call parents of children scheduled to arrive to inform them not to come.
- Send a text alert on Remind.com to school families about the closure due to loss of power, water, or a gas leak.

Loss of Power/Water/Gas Leak: In the event that the school loses power, water, or has a gas leak **before school has opened for the day:**

- The administrator or staff-member-in-charge will determine if the facility can open, or if it must remain closed.
- If the facility will remain closed, the administrator will send a text alert on Remind.com to school families about the closure due to loss of power, water, or a gas leak.

Gun Free School Policy

Michigan prohibits any person from possessing a firearm in a “weapon free school zone,” (defined to include any public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or grades one through twelve), as well as in vehicles used by a school to transport students to or from school property.

Though Michigan allows concealed handgun license holders (and concealed
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weapons license holders from other states) to carry non-concealed firearms in weapons-free school zones, it prohibits such individuals from carrying concealed handguns on the premises of a school or school property, except that a parent or legal guardian of a student of the school is not precluded from carrying a concealed handgun while in a vehicle on school property, if he or she is dropping the student off at the school or picking the student up from the school.

Michigan also prohibits persons from engaging in a list of firearm-related conduct and criminal offenses in any weapons-free school zone.

In Michigan, if a pupil possesses a firearm in a weapons-free school zone, the school board or its designee are required to expel the pupil from the school district permanently, subject to possible reinstatement.

Discipline Policy

Positive relationships and expectations for children are key components of our programs. We encourage self-control, self-direction, self-esteem, and cooperation when dealing with discipline situations. We concentrate on appropriate behavior among the children and between children and adults. One of our primary goals is to promote positive growth in your child's social and emotional development and keep conflicts to a minimum. We promote positive behaviors and promote trusting relationships among students and staff.

Each classroom has a calming corner where students are encouraged to spend time if they are struggling with an emotion. This calming corner gives the students as much (or little) time as needed to gain control of their emotions. Students are never forced to visit the calming corner. They may choose to go on their own or with the suggestion from a teacher.

Tuition and Fees

Payment Information: All families must be registered with the SMART Tuition Program. Payments will be made according to your selection in the SMART Tuition Program.

To enroll in SMART Tuition: www.EnrollWithSmart.com
ST. ROBERT CATHOLIC SCHOOL code: **14140**

A yearly expense statement will be provided to each family by January 31st. If you need detailed statements for flex accounts, please contact the ST. ROBERT CATHOLIC SCHOOL business manager.

Additional Fees: Field trips and special activities may have additional fees.

Withdrawal

Withdrawal of children from the Child Care Programs will occur in the following situations.

- Failure to complete the registration requirements.
- Non-payment of child care fees. Services may resume once the balance is paid in full.
- St. Robert Catholic School child care reserves the right to deny admission of any child in situations where the program is not meeting the child's individual needs, or if the child's presence is interfering with the needs of others.

If a Parent decides to withdraw notice is required. There is no penalty for withdrawing a student; however, you will remain responsible for all tuition and child care fees on your account.

Sign Off for Receipt of Preschool Handbook

I hereby certify that I have been provided with a copy of the St. Robert Preschool Handbook and that I understand and agree to these policies as presented. I understand that this handbook supersedes all previous handbooks and replaces any oral/written representations contrary to the provisions in the handbook. I understand that the handbook may be amended or revised in whole or part at any time by the administration of St. Robert at its sole discretion.

Parent Name (Print)

Parent Signature

Date