

# Magdalen's Preschool



2201 S. Old US 23 Highway  
Brighton, MI 48114  
810.229.0010

A Christian-based program for 3-5 year olds

## ***Policy & Procedure Manual for Families***

St. Mary Magdalen  
[www.magdalenspreschool.org](http://www.magdalenspreschool.org)

## **Mission Statement**

To provide the community with a model early childhood education program in which the administration, staff, and parents collaborate effectively to foster children's natural love for learning and to nurture each child's individual development in a warm and caring environment.

## **Purpose and Philosophy**

Magdalen's Preschool believes that a Christian education, in these early years, forms an important foundation in the spiritual life and overall development of the child. We believe young children need and desire social interaction with peers and that they are ready to learn both academically and spiritually. We foster independence and encourage exploration of God's world around them.

Our purpose is to help children develop many appropriate skills in a warm and encouraging atmosphere. These skills are the foundation of future physical, emotional, social, and educational success. An underlying Christian understanding is present throughout the program. It helps us work and grow together, as well as to deal with difficult situations. We believe safety, kindness, gentleness, and respect for all is of the utmost importance.

It is our desire to form a solid partnership between parents, students, and teachers, creating a positive classroom experience for all.

## Welcome to Magdalen's Preschool

Magdalen's Preschool brings an exciting range of learning experiences to preschool-age children. The program offers and encourages opportunities for cooperative play, positive peer interactions, the development of self-esteem, and a wide array of planned activities that spark the imagination and curiosity in young learners.

Magdalen's Preschool uses *The Creative Curriculum* as a guide for planning activities for the children. The objectives for development and learning are:

- Social/Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts

## Our Staff

Magdalen's Preschool staff is educated and experienced in the field of Early Childhood Education. Magdalen's Preschool staff members have been fingerprinted and had background checks and meet all state requirements.

Amanda Faiola      Director

Bobbi Brown      Teacher, 3 year olds

Lindsay Luebbe      Assistant teacher, 3 year olds

Amy Baerwalde      Teacher, 4 year olds

Wende Cofield      Assistant teacher, 4 year olds

Sue Abraham      Teacher, Early 5's

Zuzana Gobright      Assistant teacher, Early 5's

## **Admission Policies**

An application for each child, including the application fee (\$75 per family, non-refundable), must be submitted. If registering for our extended day program an extended day application must be completed with a separate application fee (\$75 per family, will be refunded only if the program does not run on your chosen days). Upon acceptance, September's tuition will be billed and must be received by July 1<sup>st</sup> to be placed on a class list. Information packets will be available for pick in the church gather area the third week of August. All forms must be completed and returned prior to your child's first day of school (including a Health Appraisal and Child Questionnaire).

No student shall be denied admission on the basis of sex, race, national origin, or religious affiliation. Members of St. Mary Magdalen and St. Patrick parishes have priority as well as siblings of the current students who will be attending the next year. All other students will be accepted according to the dates that the application and fees are submitted.

Families presently enrolled in Magdalen's Preschool must be current with tuition and fees for the current year before being placed on next years class list.

The State of Michigan requires that a child is 5 years of age by September 1<sup>st</sup> to begin kindergarten. Please keep this date in mind when enrolling your child in preschool.

Children must be potty-trained.

## Tuition and Fee Policies

Tuition is set on a yearly basis. We offer two discounts:

- If your tuition is paid in full by October 1<sup>st</sup> you will receive a 2 ½% discount.
- If you have multiple children enrolled, each **additional** child will receive \$50 off their annual tuition.

There is a \$75 application fee per family. This fee **is not** included in the yearly tuition and is **non-refundable**. September's tuition, which will be applied to the total yearly tuition, is due September 1<sup>st</sup> and is also **non-refundable**. The remaining balance is divided into 8 equal payments which are due on the 1<sup>st</sup> of the month beginning September 1<sup>st</sup> until paid in full.

Payments are due on:

September 1  
October 1  
November 1  
December 1  
January 1  
February 1  
March 1  
April 1  
May 1

Extended day tuition is separate. There will be a \$75 application fee. This will get refunded if your selected days do not meet enrollment requirements.

**All accounts must be paid in full by May 1<sup>st</sup>.**

## **Health and Medical Policies**

### **Illness**

Keep children home when symptoms of illness are present. Magdalen's Preschool shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions (not all inclusive) exist:

- Fever of 100 degrees F or above
- Yellow or green nasal discharge
- Severe cough/cold
- Diarrhea or vomiting
- Conjunctivitis/Pinkeye (purulent drainage from eye/eyes)
- Unexplained rash, skin eruption or skin infection

**Students must be symptom-free without taking any antipyretics and/or on antibiotic medication for 24 hours before returning to school.**

Parents should notify the school office at (810) 229-0010 before 9:00 a.m. each day their child will be absent from school. If you receive the school's voicemail, please provide the name of the child, reason for absence, and the nature of the illness (if any). This information is needed as part of our weekly attendance report for the Livingston County Health Department.

### **Immunizations**

All students shall comply with State of Michigan required Immunization and Health laws (MCL 340.376). If the child's immunization status proves to be inadequate, he or she must meet the health department's requirements within two weeks. If this does not happen, said student shall be excluded until such time that the appropriate requirements have been completed. Parents must keep the office informed of all updated immunizations. Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 1, 2015. Waivers will not be accepted by the school unless signed and stamped by a local health department. A certified waiver will be provided to the parent/guardian to give to the school. The preschool will no longer be able to provide a waiver form. *The waiver needs to be renewed each year.*

## **Injury**

All staff at Magdalen's Preschool are first aid and CPR certified by the American Red Cross.

Students involved in minor accidents will receive appropriate first aid from a staff member. An "Incident Report Form" is completed by the child's teacher or the staff member who cared for the injured child. At pick-up time the parent receives a copy of the report and a copy becomes part of the child's file at school.

In the event of a medical emergency, emergency services will be contacted. The student will be transported to the nearest emergency room by ambulance and will be accompanied by an adult. The parent/guardian will be notified as soon as possible after the call to emergency services is made. Permission to seek emergency medical treatment is required, granted and maintained on the Child Information Record. The parent is responsible for keeping all emergency information current at the school office.

## **Medication**

If required, Magdalen's Preschool shall administer medication. A medication release form must be signed by the parent/guardian and be on file in the school office before any medication can be dispensed, non-prescription and/or prescription. All medication shall be in its original container, stored according to instructions, and clearly labeled for the named child. Medication should be taken before or after school whenever possible. Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, name and strength, and dosage of the medication.

## **General Policies and Procedures**

### **Child Information Record (Emergency Card)**

A Child Information Record must be filled out for each student prior to the first day of school and updated as necessary during the school year. Please make sure that the information is accurate and up-to-date. Please make sure these are legible. Please be sure to include area codes. Your emergency contacts should be **local** friends, neighbors, or relatives who can pick your child up from school in your absence.

### **Communication**

*Classroom Information Boards* - Each group has a “What we did today” parent board which has classroom information for the families of the children in the group where teachers write about the day’s activities. Parents and families are encouraged to read the information board outside the classroom door at pick-up time each day.

*Weekly Digital Newsletter* - Each week, parents will receive an email generated by the teachers discussing the past week’s events and needs for the upcoming school week.

*Monthly Newsletter* - A monthly newsletter is compiled by the director. The newsletter includes preschool news, reminders, events, and monthly calendar.

### **Discipline**

Magdalen’s Preschool staff uses positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. Extreme physical and emotional punishment will not be used. Our goal is to prevent a child from harming himself/herself, or other persons or property.

### **Emergency and Weather Closings**

For weather or emergency closings please watch WDIV (Channel 4) or WXYZ (Channel 7) and/or refer to Brighton Area School Closings. You can sign up for alerts on the websites for these television stations. Snow days are not made up.

### **Family Involvement**

Magdalen’s Preschool believes that continuity between the home and the early childhood environment is essential for the child’s optimal development. Frequent written and verbal communication between the staff and families allows us to promote a strong partnership for the benefit of your child. We encourage families to be actively involved.

## **Field Trips**

Preschool field trips occur throughout the year. Each preschooler must be accompanied by an adult. Transportation is not provided by the school.

## **Licensing**

Magdalen's Preschool is licensed through the State of Michigan. We maintain a licensing notebook of all licensing inspection reports, special investigation reports and all corrective action plans. The notebook is available to parents for review during regular business hours.

## **Orientation (Meet and Greet)**

Shortly before school begins there will be an orientation. This allows the families and children a chance to see the classrooms and meet the teachers right before school starts. The following forms and documents will be included in the information packet and will need to be completed by the parents:

- Child Information Record (Emergency Card) - please ensure this information is accurate and up to date
- Child Placement Contract
- Volunteer Form
- Electronic Image Release
- Parent Notification of the Licensing Book
- Supervision Plan

This information packet will be available for pick up in the church gathering the third week of August.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice a year for all age groups in January and May. Developmental assessments are completed based on the teacher's recorded observations of each child. A written progress report is given to parents at each conference.

## **Personal Belongings**

Personal belongings for a child should be limited. Each child should send in an extra set of clothes (to include: socks, underwear, pants, and shirt). These items should be sent in a large Ziplock bag with their name clearly marked. This bag will remain at the school for the entire school year.

Each student needs a large school size backpack (with no wheels). This needs to be clearly labeled with the students name. All outdoor clothing for the playground should be labeled. A note from the teacher with complete instructions will be sent home at a later date.

Toys from home should not be brought in to school unless requested by the teacher. ONE security item may be sent in if necessary.

## **Schedule of Operation**

Monday–Friday 9:00am–12:00pm September–May

Monday-Friday 12:00pm-3:00pm Extended Day (enrollment must be met to run this program).

We follow the Brighton Area Schools Calendar. This information can be found at [www.brightonareaschools.com](http://www.brightonareaschools.com) under the heading 'District' then "School Hours/Calendar/Closings." Additionally, Magdalen's Preschool will be closed for religious holidays which will be displayed on the calendar included in the director's Monthly newsletter. A tentative school calendar is included at the back of this manual.

## **Security**

*The security of your child is of utmost importance to us.* The Front and West Wing (classroom area) doors will be locked at 9:15 am and reopened at 11:45 am -12:00 pm and 2:50 pm – 3:00 pm. If you arrive late or need to pick up early, enter through the Main Office door and have office staff contact the preschool. They will call the preschool office and someone will meet you at the West Wing door.

Fire drills and tornado drills will be held at the preschool. They will be scheduled as necessary and advance notice will be posted so you may have family discussion and lessons at home.

## Snacks

Families are responsible for providing snacks for the entire class several times throughout the year. Teachers will select healthy, nutritious snacks that follow the Michigan Nutritional Guidelines. Examples include cheese and whole wheat crackers, vegetable and dip, whole wheat cereal and low-fat milk, and fruit. Families will sign-up in advance. The snack calendar with the date, snack provided and who is providing the snack will be posted one month in advance outside the classroom. This allows children with allergies to provide an alternative healthy snack. We are a nut free facility. Please read labels and make sure the snack you are sending in is safe and not made in a factory where peanut food are processed. In the event of an absence, or you forget to bring in snack on your day, please bring in a treat the next day you attend class to replenish our special supply in the cupboard (something with a long shelf life). If you know in advance that you will be unable to bring snack on your assigned day, we ask that you make arrangements to switch with another family.

## Transportation - Drop-Off and Pick-Up

Transportation for all children is the responsibility of the parents/guardians. Parents may assign alternate authorized persons for their children on the Child Information Record (Emergency Card). If a person other than the parent is picking up a child, we **must have written permission from the parent** (even if the person is listed on the Child Information Record) and the responsible party must show photo identification.

We ask that families use the front doors when entering the building into the Gathering Area to drop off or pick up the students. Please park in the parking lot and walk to the front entrance. For safety reasons, parking is **not** permitted in the circle driveway. This is a safety issue. The circle drive is reserved for emergencies and funerals only.

Preschool will begin promptly at 9:00 am. Do not drop your child off prior to 8:55, and adults must stay with their child until the classroom doors are open. Please be prompt in picking up your child at 12:00 pm or 3:00 pm (enrolled extended day students) and make eye contact with the teacher before leaving. Everyone must sign in/out each day at the Welcome Desk in the Gathering Area of the church.

*Cell phone usage is not permitted when dropping off and picking up your child.* When entering the building, please turn off all cell phones or leave them in your car. We ask that you give your child your full attention for a great start and end to their school day.

## **Volunteer Requirements**

Magdalen's Preschool encourages parents to volunteer in the school. Volunteers must sign in at the preschool office and wear a volunteer badge. Before any parent volunteers to work in the school s/he must complete a criminal background check and a Protecting God's Children Awareness Session. This needs to be done in person, you may find classes and locations online at [www.virtusonline.org](http://www.virtusonline.org).

Protecting All God's Children – Catholic churches in the United States require every employee and all volunteers who work with minors (children or youth under 18 years of age) to take part in an awareness and prevention program that educates us about the sexual abuse of minors and how we can create an environment that is safe for children and youth.

Parents are welcome to visit at any time during the school day. Keep in mind the West Wing is a secure area for your child's safety. You will need to enter through the Church Office entrance and they will call the preschool for you to gain entrance.

## **Withdrawal/Dismissal**

If a family needs to withdraw a child for any reason from the preschool, we require two weeks written notice. You are responsible for tuition for those two weeks.

Magdalen's Preschool may dismiss a child or family from the preschool for the following reasons:

- Consistent late tuition payments. A letter will be sent home prior to dismissal to give the family a chance to bring their account to a \$0 balance. If there is a family hardship an alternate repayment plan can be arranged.
- Child's behavior continually poses a threat to the safety of the children and/or staff members or is excessively disruptive to the classroom environment and interferes with other children's learning experience.
- The staff of Magdalen's Preschool may recommend dismissal from the program if the child's needs cannot be met and/or a different placement would be more appropriate.

## Typical Daily Routine

*Arrival – 15 minutes*

Attendance is taken, children engage in quiet play

*Large group and planning – 20 minutes*

Teacher and children plan the day and engage in songs, calendar, games, fingerplays, etc.

*Specials (chapel, music, library) – 20 minutes*

Held several times per week

*Bathroom break – 10 minutes*

Bathroom break as a class. Students are also able to go throughout the day as needed.

*Prayer and snack – 20 minutes*

*Small groups – 45 minutes*

Children go to centers to explore math, literacy, science

*Recall time – 20 minutes*

Discuss the day's events

*Large motor time – 30 minutes*

Outdoor (weather permitting) or in the gym  
Motor Moms/Dads

## 2021-2022 Tentative Calendar

September 7	Meet and Greet	6:00pm-7:15pm
September 13	1 <sup>st</sup> Day of School	
October 7, 8	Picture Day	9:00am – 12:00pm
*October 14, 15	Spicer's Field Trip	10:00am
October 28 – Nov. 1	NO SCHOOL	Classes resume Nov. 2 <sup>nd</sup>
Nov. 11 – Nov. 19	Scholastic Book Fair	During drop off and pick up
*November 19	Moms Night Out	6:30 TBA
Nov. 24 – Nov. 26	NO SCHOOL	Thanksgiving Break
*December 12	Christmas Program	2:00pm – 4:00pm
December 17	NO EXTENDED DAY	
Dec. 20 – Dec. 31	NO SCHOOL	Christmas Break
January 17	NO SCHOOL	MLK Day
January 24	NO SCHOOL for students	Parent/Teacher Conferences
*February 4	Mom's Night out	6:30pm TBA
*February 10, 11	Brighton Field Trip	10:00am
March 10, 11	Dentist Visit	In House Field Trip
March 28 – April 1	NO SCHOOL	Spring Break
April 14 – April 22	NO SCHOOL	Easter Break
May 5, 6	Mother's Day Tea	11:00am
May 12	Graduation by invitation	6:00pm
*May 17, 18	Real Life Farm	TBA
May 24	LAST DAY OF SCHOOL	

\*More information will be given as it gets closer to date.

If you have other children attending a different school in our area you will notice they have one day off each month or a half day. Due to preschool schedules that would not be ideal, so we will have a spring break and an Easter break.

# Magdalen's Preschool



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“Teach children how they should live, and they will remember it all their life.”

Proverbs 22:6