



*Immaculate Conception*

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Catholic Schools

*Preparing students to think critically and act compassionately since 1936.*

# **Preschool**

## **PARENT-STUDENT HANDBOOK 2022-2023**

Ms. Mary Ann Gruda, Principal, Central Administrator  
Ms. Anita Colo, Assistant Principal, Director

29500 Westbrook  
Warren, Michigan 48092  
Phone: 586-574-2480 Fax: 586-574-3497  
[www.icschoolswarren.org](http://www.icschoolswarren.org)

# WELCOME!

Welcome to Immaculate Conception Preschool. We offer both full and half day programs for three and four year olds. We're glad you're here and we look forward to working together with you so your child will have a wonderful year filled with love, security, and success.

Preschool is an important time in your child's life. We believe our program offers a positive, loving, and nurturing environment. During the year, your child will be encouraged to experiment, explore, create, and discover. Learning is fun! Mistakes are O.K. We are all learning. Each child is a unique and special gift from God.

## MISSION STATEMENT

It is our belief at Immaculate Conception that each child is a special gift from God, born with unique talents and abilities. It is our job as teachers to nurture these talents and abilities so that our students will grow and become all that God wants them to be and be prepared for the future.

It is also our desire to partner with the parents of our students in order to provide assistance, support and insight into their child's development. Our school promotes the development of self- confidence in each child within an atmosphere where physical, social, emotional, intellectual and spiritual development will occur.

**The principal and/or director has the authority to interpret or clarify any policy and/or terminology inadvertently omitted from this handbook. Updates may occur as required by law or as necessary.**

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Revised 14 January 2022

# ABOUT OUR PRESCHOOL PROGRAM

## HOURS OF OPERATION

Main office hours are 7:45AM to 3:15PM and messages may be left before or after office hours at (586) 574-2480.

If a consultation with the director or teacher is desired, an appointment is necessary. Please call to schedule a date and time.

## CONTACT INFORMATION

### PRESCHOOL STAFF

**Mrs. Helen Onyskiw, Preschool Lead Teacher**

E-mail: [honykiw@icschoolswarren.org](mailto:honykiw@icschoolswarren.org)

**Ms. Breiana Snorden, Preschool Lead Teacher**

E-mail: [bsnorden@icschoolswarren.org](mailto:bsnorden@icschoolswarren.org)

**Mrs. Megan Shalay, Preschool Lead Teacher**

E-mail: [sshalay@icschoolswarren.org](mailto:sshalay@icschoolswarren.org)

**Preschool Absences/Illness Hotline: (586) 574-2480**

(before and during school hours)

## IMMACULATE CONCEPTION SCHOOLS MAIN OFFICE STAFF

Father Daniel Schaicoski, OSBM, Administrator

Ms. Mary Ann Gruda, Principal, Central Administrator

Ms. Anita Colo, Assistant-Principal, Director

Mrs. Carly Paul, Secretary

**Main Office: (586) 574-2480**

**Fax: (586) 574-3497**

**[www.icschoolswarren.org](http://www.icschoolswarren.org)**

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# ADMISSION AND WITHDRAWAL POLICIES

## CLASSROOMS AND RATIOS

The ratio of staff to children is based on State of Michigan Licensing requirements by children's age.

- Preschool has a 1:10 ratio for students three (3) years of age
- Pre-kindergarten has a 1:12 ratio for students four (4) years of age

## ADMISSION

All children entering our program must be toilet trained. Disposable pull-up undergarments are not permitted.

Please also note the following:

- To be enrolled in our Preschool program, children must be at least two years (2) and nine months (9) by their first day of school. Parents must complete and return an admissions waiver.
- All students will be sorted by date of birth (birthday) for class placement.
- IC Schools Administration will determine final classroom placement and teacher assignment.
- Students enrolling after March 31 will repeat that level the following year.

Children are selected for enrollment on a first-come-first-serve basis when they submit an application (with the required fee) for vacancies within the appropriate age grouping. Occasionally, there is a waiting list organized by the date the application was received and the age of the child. Children meeting the age requirements will receive first priority when openings occur. Otherwise, the date of application will receive first preference.

Applications will be reviewed by the Administration and faculty before children are placed in the appropriate classrooms. *Students turning five (5) years of age by the following September 1<sup>st</sup> will be eligible for Kindergarten regardless of current class placement.*

All enrollment forms should be completed, signed and returned as soon as possible. State of Michigan licensing regulations require that emergency and immunizations records be completed and on file by the first day a child is in attendance without a parent. Medical information, including the health record, must be on file no more than 30 days after the first day of attendance. Emergency information cards must be updated annually.

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# POTTY TRAINING POLICY

All children entering our Early Childhood Program (Preschool AND Kindergarten) must be potty-trained. **Disposable pull-up undergarments are not permitted.**

While we understand occasional help may be required for snaps, buttons, and zippers, children must be able to independently take care of their personal bathroom needs. We also understand that accidents will happen, and staff will help children change into dry clothing when necessary. If accidents occur on a regular basis, it will be clear that the child is not yet fully toilet trained. Should this happen, the child will need to be withdrawn from the program until he or she becomes fully trained.

Why do children have to be potty-trained before they begin preschool?

- IC Preschool and Kindergarten are school settings, not daycare centers.
- There are strict standards for changing and disposing of wet or soiled diapers.
- The classrooms are not equipped for diaper changing.
- When an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students and it removes at least one adult from the direct supervision of and interaction with the rest of the class.

We understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and only happen infrequently. In these instances, staff will help children to change their clothes, encouraging independence as much as possible.

Students with recurrent toileting accidents may be asked to remain home and/or withdraw from the Program, in accordance with these policies.

Along with regularly scheduled bathroom breaks, IC Staff will ask your child many times throughout the day if s/he needs to use the bathroom. A staff member will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned as needed and/or at the end of the school year. Parents will be notified if a child has a toileting accident.

Every child enrolled in Immaculate Conception's Preschool (and Kindergarten) must be able to:

- Communicate to the teachers that s/he needs to go to the restroom before they need to go.
- Alert him/herself to stop what s/he is doing, to go and use the bathroom.
- Pull down his/her clothes and get them back up without assistance.
- Wipe him/herself after using the toilet. (With minimal assistance for 3 year olds.)
- Get on/off the toilet by him/herself.
- Wash and dry hands.
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
- Awaken during nap time should they need to use the bathroom.

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## ENROLLMENT FORMS

The enrollment packet should be completed before the first day of school.

**On the first day of attendance, children must have a Child Information Record and Immunization Record completed and on file. *This is a licensing regulation and cannot be waived.***

***Additional registration forms/information required include:***

- Completed Child Information Record
- Completed Health Appraisal form including:
  - Health History completed by parent (Section I)
  - Physical Exam, dated within the preceding year (Section II)
  - An up to date Immunization Record (Section III) or **State of Michigan** Immunization Waiver
  - Recommendations (Section IV)
- Notification of allergies or other special circumstances or needs
- Signed "Photo Release Form"
- Signed "Preschool Options" form
- Signed "Topical Medication Permission and Instructions" form
- Signed "Licensing Notebook Acknowledgement" form
- Signed "Tuition Policy Agreement"
- Signed "Release for Dispensing of Medication" form, if needed
- Attendance Waiver Request, if needed (If your child will be enrolled in a classroom for older students)
- ***Changes in licensing, accreditation, or law may require additional forms be completed***

## ATTENDANCE OPTIONS

Full-time and part-time options are available.

- Full-time is defined as care that is provided five full days per week from 7:45AM to 3:15PM
- Part-time is defined as care that is provided three full days per week or five half days (mornings) per week from 7:45AM to 11:30AM

Immaculate Conception Preschool **does not** offer the following schedules:

- ❖ Just one or two days per week
- ❖ Just afternoon care
- ❖ "Drop-in" care

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## WITHDRAWAL AND OPTION CHANGES

Advance notice must be provided to the Director prior to withdrawal and approval may be needed for option changes depending on available space in the classroom. A withdrawal form or option form must be completed and signed by the parent/guardian and returned to school for our records.

Please refer to the TUITION AND FEE POLICIES for details regarding tuition changes. Students with a part-time schedule of three full days may be permitted to attend special event days (i.e. First day of school Ringing of the Bells ceremony, Field Day, St. Nicholas Christmas Program) by switching a regularly scheduled day, at the discretion of the Director. Advance permission must be given before any child is dropped off at school.

**Immaculate Conception Preschool does not offer tuition credit for sick days, holidays, unexpected closures, snow days, or vacation days.** If a family must be absent for an extended period of time, they may choose to continue to pay tuition to hold the spot, or officially withdraw and reapply when ready if there are still vacancies in the class. Tuition credit for extended leave may be granted in rare circumstances at the discretion of the school administrator.

## DISENROLLMENT

A family may be asked to leave Immaculate Conception Preschool for any of the following reasons, although there may be others. Each disenrollment/dismissal will be handled on an individual basis by the Director and school administrators.

- The child or parent(s) are not adjusting to Immaculate Conception Preschool. (i.e. incomplete toilet training)
- The parent(s) or child is disrupting the safety or well-being of children and/or staff.
- Parents have not completed and returned required enrollment forms promptly.
- Nonpayment or habitual late payment of tuition or fees.
- Habitual late pick-ups.

## TUITION AND FEE POLICIES

Tuition is paid to secure the space within the preschool program and is due for each enrolled child. There is no tuition credit for sick days, holidays, unexpected closings, or vacation days. A tuition policy agreement must be signed and returned to the office.

## TUITION RATES

Immaculate Conception Preschool has a \$300 non-refundable registration fee *per student*, and a \$100 Health & Safety fee *per student*.

Tuition rates are set yearly. Please see the Main Office for information.

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# Immaculate Conception Catholic Schools

29500 Westbrook Avenue Warren, MI 48092  
586.574.2480 FAX 586.574.3497 www.icschoolswarren.org

## Tuition Contract Terms & Conditions

Please retain a copy for your records

### Payment of Tuition

1. Tuition for the **2022-2023** School Year shall be paid in full by the due date in accordance with the Tuition Payment Plan
2. To receive the Parishioner Rate, families must be deemed to be a member in good standing with either Immaculate Conception or St. Josaphat Ukrainian Catholic Churches, which includes a minimum, total, yearly donation of \$500 by December 31st.
3. If a Tuition payment is 45 days overdue, the School may impose any or all of the following sanctions, at the School's sole discretion, unless special arrangements have been made in writing by the designated School Administrator. Sanctioned actions include:
  - A. Assess late fees
  - B. Withhold Academic Records
  - C. Disallowing student's participation in sports or other School activities
  - D. Withdrawing students from class participation
  - E. Withholding student from School
  - F. Use of a collection agency
  - G. File a claim in court
4. Any family with an unpaid Tuition and/or fees balance for the current School Year will not be allowed to register for the **next** School Year until the current year's Tuition and fees are paid, unless special arrangements have been made in writing and signed by the designated School Administrator. School records, diplomas, and/or transcripts will not be released until all Tuition and other charges have been paid in full.
5. If one parent signs the Tuition Contract when married, both are liable even if court documents specify who will pay; if one parent signs the Tuition Contract after they are divorced, only that parent is liable; if someone other than a parent signs the Tuition Contract, neither parent is liable for Tuition.

### Additional Fees

5. **ALL families, Preschool AND K-8**, at Immaculate Conception is required to complete 25 volunteer hours per year. Families participating in the Sponsor A Child program are required to complete 50 service hours per year per family. Families may elect to fulfill their volunteer requirement by paying a \$750 service fee.
6. Service hours may only be completed at designated IC Schools events. Any incomplete service hours may be purchased for \$30 per hour.
7. **ALL families PS, K-8**, are responsible for the annual Fundraising Fee of \$150 per family or the purchase of 2 Benefit Banquet tickets at \$75 each. **All families PS & K-8** are also required to sell or purchase \$100 in Bengal Raffle Tickets.
8. Families with students in Kindergarten and/or in 8th Grade will be assessed Graduation Fees. All fees will be determined by the Principal. Kindergarten and 8th Grade Graduation Fees are due by April 30th.
9. Prepaid Tuition will only be refunded in full if written notice of cancellation is received by the School at least 10 days before the first day of classes for the 2022-2023 School Year are scheduled to start. The Registration Fee and COVID Health & Safety Fee are NON-REFUNDABLE.

### Refunds

10. Once the School Year begins, families with students withdrawing PRIOR to the 15th of the month will receive 50% of the monthly Tuition fee paid. After the 15th of the month, there will be NO refund.
11. If a student is asked to leave or withdraw from School at any time during the School Year, the undersigned remains responsible for the student's annual Tuition which will be prorated through the end of the month in which student withdraws.
12. Tuition Refund Policy does not apply to and no tuition refund will be made due to: change or ability of the School to operate and provide formal academic instruction, including closure for any reason such as by local, State, and/or Federal order; closure due to weather conditions; closure due to building problems such as lack of electricity or water; absences due to family vacation and/or travel including any quarantine requirements upon return.

### General Terms and Conditions

13. ALL STUDENT RECORDS, DIPLOMAS, REPORT CARDS, ETC. ARE THE PROPERTY OF IMMACULATE CONCEPTION UKRAINIAN CATHOLIC SCHOOLS. Per policy outlined in the Parent-Student Handbook, School Administration reserves the right to withhold any or all of these records until all financial responsibilities outlined in this Contract are fulfilled.
14. Prior to completing the registration process, payment the non-refundable registration fee in the amount of \$300 per student in Preschool and K-8 and the \$100 COVID Health & Safety fee per student in Preschool and K-8 is required. These fees are NON-REFUNDABLE.
15. The terms and conditions of the School's enrollment attendance policies, and all other policies which may be provided to the student are hereby incorporated into this Agreement.
16. It is further understood that the student and student's parents/guardians will abide by the policies and guidelines as documented in the Parent-Student Handbook.
17. To qualify for PARISH-SUBSIDIZED TUITION RATES, a family must be registered at the parish office of either Immaculate Conception or St. Josaphat Ukrainian Catholic Churches. Parish-subsidized status is reviewed yearly and subject to change.
18. **RETURNED CHECKS: All returned checks will incur a \$25 fee.** If two checks are returned for insufficient funds, IC Schools will no longer accept personal checks and you will be required to pay in cash or with a certified check from a local bank.
19. I/We understand that the School will not reserve a place for my/our student for the **2022-23** School Year until after I/We have returned a completed and signed Tuition Contract, plus the registration fees. I/We further understand that my/our student's eligibility for enrollment is conditioned upon his/her successful completion of the current School Year and upon full payment of all Tuition and fees owed for the current and/or prior School Years.
20. I/We understand that the School reserves the right to deny enrollment and/or expel any student it determines is unsuitable for enrollment.

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## **PAYMENT PLAN**

Tuition is divided into 10 monthly payments due the first day of each month beginning July 1st and ending April 1st. Only families with a child also enrolled in the grade school/academy may choose to participate in the 12-month plan\* which begins July 1st and ends June 1st. A coupon payment booklet will be issued to each family from the main office. Payments may be dropped off in the office or mailed to the school.

## **LATE TUITION POLICY**

All balances must be paid in full before a child can be enrolled in the next program year. The following actions will apply:

A late fee of \$25 will be assessed if tuition payments are not received by the first (1st) of each month.

Tuition payments that are forty-five (45) days overdue may result in:

- Assessment of late fees
- Withdrawal of student from class participation
- Withdrawal of student from school
- Use of a collection agency
- File of a claim in court

## **EARLY WITHDRAWAL**

Students leaving the school prior to the 15th of the month will receive a refund of 50% of the monthly tuition fee already paid.

Students leaving after the 15th of the month will not receive a refund.

Students leaving with tuition pre-paid will receive a refund based on the number of school days attended.

## **SIBLING DISCOUNT**

If a family has two or more students registered at Immaculate Conception Schools, there is a 5% discount for the tuition of the preschool student only.

## **REQUIRED FUNDRAISING**

As part of school-wide fundraising efforts, all families at Immaculate Conception Schools, Preschool and Grades K-8, are required to purchase or sell 2 IC Schools Banquet tickets at \$75/ea or \$150.00. Also, all families, Preschool and Grades K-8 are required to sell or purchase a book of Bengal Raffle tickets, totaling \$100.00. Please see the Main Office for more details.

## **RETURNED CHECK POLICY**

All returned checks will incur a fee of \$25. If two checks are returned for insufficient funds, the school will no longer accept personal checks and tuition must be paid in cash or with a certified check from a local bank.

## **PARTICIPATION FEES POLICY**

Any activity-specific fees must be paid in EXACT CHANGE. Teachers cannot provide change. This includes: book fair, book orders, hot lunch, field trips, aftercare, bake sale, "spending money", etc.

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# ATTENDANCE

Preschool begins at 7:45AM. Parents should report with their child to the designated drop off area outside the “big gym” and wait with their child until the child is admitted to the building. A staff member will walk them to class. All children will be signed in at drop-off time and signed out at pick-up time.

Children should arrive no later than 7:45AM. After 7:45AM, children should be dropped off and signed in at the Main Office. A staff member will escort the child to class. The teachers set aside this time each morning for welcoming children and easing their transition into the classroom. It is difficult for staff members to leave scheduled classroom activities in order to greet children and address separation issues after this time. Late drop-off is disruptive to the children and often has adverse effects on the program quality for those involved. If your child needs to arrive later due to unavoidable situations, we ask that you let us know in advance.

## **LATE DROP-OFF POLICY**

Staffing will be assessed prior to 11:00AM. Therefore, additional lunch time staff may be rescheduled or reassigned based on the number of children who are physically present at that time. Staff ratios must be in compliance with State of Michigan licensing regulations, and children who arrive after 11:00AM without prior notification may not be accepted into the preschool for that day.

## **ABSENCES AND ILLNESSES**

Each day a child will be absent on a scheduled day, parents/guardians should inform the Main Office by 8:00AM.

Please leave a detailed message if your child has a contagious illness and may have been infectious during the school day. State of Michigan licensing requires that written notification is sent home to inform all families of possible exposure to contagious diseases; for example, conjunctivitis (pink eye), lice, and chicken pox. Weekly reports of communicable diseases also must be filed with the Macomb County Health Department.

After a contagious illness, clearance from a doctor is required for re-admittance to class.

If children are showing signs of illness in the morning, it is wise to keep them home. This will avoid exposure to the other children and staff, and will reduce instances of a child becoming ill in the classroom.

Please see the HEALTH CARE PLAN section for more details.

## **VIRTUAL LEARNING**

*Virtual learning for IC students will only be available when a student has a positive COVID diagnosis. 24 hour notice must be provided by a parent. Students utilizing virtual learning will be marked present if daily work is turned in.*

## **UNIFORM**

All students of Immaculate Conception Preschool, Elementary School, and Academy should dress neatly and in accordance with the school rules governing proper attire.

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## **PRESCHOOL & KINDERGARTEN**

- SOLID navy blue shorts or sweatpants. **No denim, stretch pants or leggings are allowed.**
- Solid gray short or long sleeved T-shirt with the IC school logo
- Sweaters – Solid navy or white sweater or sweater vests may be worn.
- Sweatshirts with school logo are allowed in cold weather.
- Shoes - Tennis shoes are worn with school uniforms. Velcro or slip-on, no ties/shoelaces. All shoes must have a non-marking sole. Shoes must not light-up or make sounds. Higher heels, platforms, mules, cloth backless shoes or sandals are not allowed. Boots are not to be worn in class.
- Fake nails, bright-colored nail polish/designs, and make-up are not allowed.
- Jewelry is restricted to one small pair of earrings, a watch and religious medal or cross on a small chain.
- Girls' hair must be neat and well groomed. Hair must not be a distraction. Therefore, bleached or frosted hair, bizarre hair colors, or hairstyles (such as "spiked hair", "Mohawks," or shaved heads) are not permitted.
- Boys' Hair - Hair must be neat, clean, trimmed, and well-groomed.

## **SPRING/SUMMER UNIFORM**

When temperatures reach 80F or higher, students in grades 1-8 may wear uniform shorts. Solid navy uniform shorts no shorter than 2" above the knee may be worn with school polos and school shoes. Kindergarten and Preschool students may wear the gym uniform/jersey knit shorts.

### ***Dress-Down Days***

Students will be allowed to wear appropriate alternate apparel. Directions for theme days will be sent home. *Regardless of the theme for the dress-down day, students are not allowed to wear:* halter tops, shirts with derogatory words or pictures, stretch pants, leggings, or crop tops. No bare mid-driffs, see-through tops, or pants/shorts in disrepair (holes, rips, etc.).

### ***Spirit Days***

Every Wednesday, students may wear IC Bengalware shirts/hoodies with their uniform skirts/skorts/jumpers or pants in place of their IC uniform gray shirts (PS, K) or IC polos (Gr. 1-8).

## **SKILLS AND CONCEPTS**

Following is an outline of the skills and concepts that will be covered in preschool. Some children will acquire these skills and concepts quickly, while some others may not acquire them until much later. It is very important that we always remember not to compare children and to realize that each child has his or her own set of strengths and weaknesses.

- Children will develop social skills with peers and adults.
- Children will develop emotional self-control and purposeful behavior.
- Children will treat others with kindness and respect.
- Children will have positive feelings about themselves and others.
- Children will learn how to communicate effectively.
- Children will develop the ability to express feelings with words.

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- Children will see the natural consequences of their behavior.
- Children will gain knowledge about social units: family, parish, community.
- Children will learn customs valued by their culture.
- Children will learn cognitive skills through opportunities for exploration in literature, math and science.
- Children will learn to represent or symbolize their world.
- Children will express themselves verbally, artistically, and through movement and dramatic play.
- Children will develop motor skills to enhance body control and school skills.
- Children will develop problem solving skills and independence.

## ASSESSMENTS

A report card will be sent home four (4) times yearly. Students will be assessed using the Brigance Early Childhood Screen. The Brigance assesses children in physical development, language, cognitive development, self-help, and social-emotional skills.

Parent/teacher conferences are scheduled in November and February; however, conferences can be scheduled with the teacher anytime upon request.

## SAMPLE SCHEDULE

7:45 AM -- 8:30AM Arrival and Table Activities  
 8:30 - 9:00 AM Large Group Time  
 9:00 - 9:40 AM Readiness Activity/Craft or Learning Centers  
 9:40 – 10:00 AM Bathroom Break and Snack  
 10:00 - 10:40 AM Learning Centers or Readiness Activity/Craft  
 10:40 - 11:00 AM Group Activity  
 11:00 - 11:25 AM Ukrainian or Religion Activity/Craft  
**11:30 AM Dismissal of Half Day Students**  
 11:35 AM - 12:00 PM Lunch  
 12:05 - 12:30 PM Recess  
 12:30 - 12:45 PM Bathroom Break  
 12:45 - 2:15 PM Quiet Rest Time  
 2:15 - 2:30 PM Clean Up/Bathroom Break  
 2:30 - 2:50 PM Snack and Puzzles  
 2:50 - 3:00 PM Story Time/Games/Songs/Creative Movement  
 3:00 - 3:10 PM Clean Up/Prepare for Dismissal  
 3:15 PM Dismissal

## LIBRARY STORY TIME

IC Preschool students are able to enjoy a weekly library puppet program. Books are selected to highlight a theme, holiday, or other special circumstance and a coordinated puppet “guest” visits to help tell the story. Students have the opportunity to interact with the puppets and check out a library book roughly once a week.

Library books can be taken home, but must be returned before a new book may be checked out. All preschool library books have a return date on the front cover and small stickers on the back

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cover and spine. Reminders of late books will be sent home as needed. Please send a note to let your child's teacher know if a book has been lost so your child is not denied the chance to choose a new book. There is a nominal fee if a book is lost.

## **COMMUNICATION**

Immaculate Conception Schools utilizes the Remind App and e-newsletter to update parents as needed. All students will be assigned a mailbox when they begin school that will be used to send home classroom information and in class work throughout the school year. Please check this daily.

Classroom information and a basic description of what your child has learned is updated on the Dojo platform. The online Friday enewsletter will also include any future events and important dates.

A calendar for assigning students a show and tell day is also sent out monthly. Updates and reminders will be sent as needed.

You are your child's first teacher and you know your child's strengths and weaknesses. We know that our open and honest communication will benefit your child's social, emotional, and cognitive growth. We encourage you to ask questions and discuss concerns with your child's teacher. Unfortunately, your child's teacher may not have the opportunity to speak freely during drop-off or pick-up times; we recommend instead that you arrange a private meeting or a phone conference.

## **DISCIPLINE PLAN**

The staff will use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation.

Our classroom is managed by several different routines and procedures, coupled with rules and consequences. Routines such as arrival, circle time, learning centers, story time, and end of the day activities allow each student to predict what we will do first, next, and last during the school day. These procedures along with the teacher's interaction illustrate to each student what is expected of him/her during each activity. When the procedures and routines are followed, each student can benefit academically and socially and achieve the learning goals that we have set for them.

If a student's actions and/or behavior are deemed unsafe to the student, other students or the community, then based on those actions/behavior, the student may be asked to temporarily pause school attendance. Whether the student's actions or behavior or deemed "unsafe" is at the sole discretion of the principal, vice principal or representative, after meeting with child and/or parents or guardian. In order to return to school, the parent and/or guardian shall provide a written evaluation report or any other evidence or proof, from a qualified medical professional, relative to the student's action or behavior. Any actions or behaviors may be reported by the school's principal, vice principal or representative, to the police department. For example, incidents involving a student's mental health would require a mental health specialist evaluation, such as a psychiatrist. A pediatrician's evaluation would not meet the standard as they are not a mental health specialist.

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Our class rules include:

## **IC SCHOOL-WIDE RULES**

1. Be Kind
2. Be Respectful
3. Be Gentle
4. Be Responsible
5. Be like Jesus

### ***Consequences of Choosing to not Follow School Wide Rules***

#### **Level 1 -- Grades Preschool through Grade 2**

***Behavior type: Horseplay: "Joking, playing around" which includes, but is not limited to: grabbing, pushing, play fighting, calling names, hitting/slapping, tripping, punching***

#### **Consequence:**

Step 1: Verbal warning; teach what to do as a "good choice"

Step 2: time out

Step 3\*: Parents are notified verbally

*\*If Step 3 occurs three (3) times, a one day, at home suspension will be required*

#### **Level 2 -- Grades Preschool through Grade 2**

#### ***Behavior type:***

- ***Teasing, Disrespect, Defiance, Uncooperative Attitude which includes, but is not limited to verbal/written behaviors that hurt feelings by name calling, insults, gossip, spreading rumors, profanity, back talk, shouting arguing***
- ***Inability to follow directions***
- ***Inappropriate use of the internet***

#### **Consequence:**

Step 1: Verbal warning; teach what to do as a "good choice"

Step 2: Time out

Step 3\*: Parents are notified verbally

*\*If Step 3 occurs three (3) times, a one day, at home suspension will be required*

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Revised 14 January 2022

## **Level 3 -- Grades Preschool through Grade 2**

### **Behavior type:**

- **Social Exclusion including, but not limited to: preventing person from joining a group/shunning/intentional exclusion**
- **Intentional Physical Contact to hurt someone, including, but not limited to: hitting, slapping, grabbing, punching**
- **Stealing and Property Damage**
- **Threats of any kind**
- **Any Intimidation including, but not limited to: silent treatments, blackmail, retaliation, harassment, stalking, hazing**

### **Consequence**

Step 1 -- Verbal warning; teach what to do as a “good choice;” verbal parent notification

Step 2 -- Time out; Parent conference; behavior plan

**Step 3 -- Expulsion from Immaculate Conception Schools**

### **3 demerits = Detention**

**(.5 hours school community service served at lunch/recess)**

### **3 detentions = In-School Suspension, parent meeting, and behavior plan**

### **3 In-School/At Home Suspensions = Expulsion from Immaculate Conception Schools**

## **DEFINITION OF TERMS**

**DEMERIT** - A demerit will be a written notification to the student and parent of an infraction. These will be signed by the parent, dated and kept on file in the office. A detention will be issued when a third demerit is incurred for grades 3 – 8 after school. A student begins each semester with zero demerits.

**DETENTION** - A detention is a written notification to the parent due to the accumulation of demerits or a major infraction of school rules. Detentions need a parent’s signature and must be returned to the homeroom teacher the next day. Detentions will be served through community service projects during recess under staff supervision. Suspension will occur upon the issuance of a third detention.

**SUSPENSION** - Suspension is the temporary exclusion of a student from class, usually lasting from one to three days, depending upon the severity of the violation of school rules. Students are still responsible for all work. Immaculate Conception Schools has the right to immediately suspend a student from school for any gross misbehavior. Parents will be notified when a student is to be suspended. A student will not be re-admitted to class until the parents have met with the principal.

**EXPULSION** - Expulsion is the immediate and permanent exclusion of a student from school due to serious or continued violations of the rules of Immaculate Conception Catholic Schools.

The principal has the authority to interpret or clarify any terminology inadvertently omitted from this handbook. The administration of the discipline policy is at the discretion of the principal, in consultation with the Pastor.

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***No policy is capable of covering all the behaviors warranting disciplinary action. Therefore, the Administration of Immaculate Conception Catholic Schools reserves the right to censure or penalize students for behavior that is not in accordance with Christian values or that consistently interferes with our educational endeavor.***

Clearly defined rules and consequences allow our students to reliably predict what will happen if their behavior becomes challenging. Challenging behaviors include any activity that:

- Interferes with children’s learning, development, and success at play
- Is harmful to the child, other children or adults
- Puts a child at risk for later social problems or school failure.

Our consequences are not severe, but they are certain and age or activity appropriate. A consequence might include redirection, verbal correction or warning, or loss of the center/toy/activity. An explanation of what appropriate behavior and/or choice will be verbally given. The teachers will help guide children to make suitable decisions with 2 choices. This enables children to develop the ability to make confident, positive choices independently. Time out is also used in the classrooms as a cooling down period. A time out of one minute per student’s age is allowed for a child to be distanced from a situation. Before the child returns to an activity, the teacher will briefly speak with the child to assist with emotional issues. A written or verbal description of the incident may be given to the parent at dismissal time or through a phone call. If it is a repeat offense, a conference may be scheduled with the teacher and/or director.

Every attempt is made to guide our students to solve a conflict. We prefer to use logical consequences, developmentally-appropriate methods and positive reinforcement techniques to correct negative behavior and we always keep in mind that the children are growing and learning.

Consistent challenging behaviors that do not respond to classroom intervention may result in some or all of the following:

- A meeting with the director, parents, and teachers to learn from each other, strategize with each other, and support each other and the child.
- Referral to community resources.
- A temporary withdrawal from the program of up to one (1) week. Continuation of the challenging behaviors may result in permanent dismissal for the semester and tuition will be pro-rated if already pre-paid.

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# CHILD SAFETY

Our student's safety is taken very seriously at Immaculate Conception. Please make sure you and any family or friends listed on the Child Information Record are familiar with the arrival and dismissal procedures.

## ABUSE AND NEGLECT

**All staff members and volunteers are mandated by State of Michigan law to report any suspected child abuse and neglect. If a caregiver or volunteer suspects a child is being abused or neglected, they are obligated to report their suspicions to Child Protective Services.**

## SIGN-IN/SIGN-OUT PROCEDURE

All children must be signed in and signed out at drop off and pick up. Staff will assist individuals with this task utilizing IC's digital form so accurate time of drop-off **or** pick-up is recorded everyday. Students arriving after 7:45AM must be signed-in at the Main Office. Google forms are used to ensure all children are accounted for and are required by State of Michigan licensing rules.

After a child is signed out at the end of the day, he or she is the responsibility of the parent, and is no longer in the care of Immaculate Conception Preschool staff members, even if he or she is in the building.

## DISMISSAL PROCEDURE

Dismissal of students will be conducted by the preschool staff, and in the interest of safety, parents/guardians must escort the child from the classroom at the 3:15PM pick-up time. Staff cannot release children to individuals other than a parent/guardian or person listed on the Child Information Record. Staff must be informed ahead of time if a person other than the parent/guardian will be picking up the child. Staff must check that person's identification upon release to match the name given on the Child Information Record.

If an early pick-up time is needed, a written note or verbal communication with the classroom teacher or Main Office is required in advance. Pick-up will occur at the Main Office upon the parent's arrival.

Families with special circumstances may make arrangements with the Main Office for group pick-up.

## ACCIDENT AND INJURY PROCEDURE

In case of accident or injury:

1. The lead teacher will attend to the child.
2. Parents will be notified of any injury
3. A completed accident/injury report with confirmation and/or input from the parent on any necessary additional action will be placed in student's file.
4. Depending on the injury or illness, 911 and the main office will be called.

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5. The lead teacher will accompany the child if an injury requires immediate medical treatment (EMS) when an office staff member arrives to help the assistant with the class.
6. The school will contact the licensing consultant within 24 hours of a serious accident/injury and send a written accident/injury report within 5 days to the consultant.
7. If a minor accident/injury leads to medical treatment later, please inform the Director, the school will call and send a report to the consultant.

## **MEDICATION**

Parents/guardians of a child with medical needs must notify the school in writing providing any necessary information or instructions.

- Medication, prescription or nonprescription, will be given only with the prior written permission of the parent and physician.
- All medication must be in its original container, clearly labeled with the child's name.
- Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and will be given according to those instructions.
- Topical, non-prescription medication, including, but not limited to sunscreen and insect repellent requires written parental authorization annually. Parents may be asked to provide specific topical medications.
- The staff will maintain a record as to the time and amount of medication given or applied.

## **EMERGENCY PROCEDURES**

In the event of an emergency (due to illness, weather, or other circumstances), staff will call each child's parent/guardian to pick up the child. If a parent/guardian cannot be reached, staff will call the contact person listed on the Child Information Record. Please remember to update records as necessary.

### ***Weather Emergency***

School closings due to inclement weather conditions will be announced by text message on the Remind App, school website, and Facebook page as well as local radio and television stations. If Immaculate Conception Schools is closed due to weather conditions, the preschool will also be closed. The school will be listed as Immaculate Conception Catholic – Warren. Please refrain from calling the school office, faculty/staff, church rectory, or clergy to verify closings.

### ***Crisis Plan***

In the event of a major life-threatening emergency, children will be "locked-down" or moved to Warren Mott High School at 3131 East 12 Mile Road, Warren, MI 48092 where the children may be picked-up by a parents/guardian. All parents will be advised of this location in advance on an annual basis.

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## ***Fire, Tornado, and Lock Down Drills***

All safety drills are required by law. Children will be taught proper procedures in the event of a fire, tornado, or other emergency. Exits and directions are posted in every room.

## **HEALTH CARE PLAN**

The program director and preschool caregivers are certified in CPR, First Aid training and blood-borne pathogens training. All staff and volunteers must wash their hands upon entering the classroom.

## **HANDWASHING**

The following procedures will be used for hand washing:

1. Turn on the water to a comfortable temperature
2. Wet hands with water and apply soap
3. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds
4. Rub areas between the fingers, under fingernails, around nail beds, jewelry, and back of hands
5. Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
6. Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel
7. Have a lined waste container available to dispose of paper or single use cloths.

Hands shall be washed with soap under running water before all meals. ***The following are not approved substitutes for soap and running water:***

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

## **HANDLING BODILY FLUIDS**

Steps used will include:

1. Using all precautions when handling bodily fluids as instructed in the blood-borne pathogen training
2. The staff will put on disposable, waterproof gloves
3. Clean up bodily fluid and place soiled objects into sealable bags
4. Wash area with soap and water, rinse, and sanitize area
5. Wash hands of child
6. Safely dispose of gloves and wash hands

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## **CLEANING & SANITIZING**

The following steps are to be followed:

1. Wash area/surface with warm water and soap/detergent
2. Rinse area/surface with clean water
3. Submerge, wipe, or spray the article or surface with a sanitizing solution
4. Let area/surface air dry

## **SANITIZING SOLUTION**

Water and non-scented chlorine bleach solution with a concentration of one tablespoon of bleach to one gallon of water

Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's directions

## **CONTROLLING INFECTIONS**

See universal precautions regarding handling of bodily fluids, cleaning, and sanitizing

Toys that are mouthed will be removed and washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty, or on a daily basis or when dirty

Bedding will be stored so that it does not come into contact with other children's bedding

Cots/mats will be sanitized twice a week when used by one child and/or washed daily if used by different children.

Children who have any type of communicable disease/condition will be removed from care and may return to care only with a doctor's note

Parents will be immediately notified if children are observed to be too unwell to remain in school due to illness, accident or injury

Ill children will be moved away from the other children, into a separate room under adult care, until they are picked up

## **PREVENTING THE SPREAD OF COMMUNICABLE DISEASE**

Before returning to school, children who have been running a fever (of 101°F/38.3°C or greater) should be fever free for a full 24 hours without the use of fever reducing medications

Children should remain at home until 24 hours after the last incident of vomiting or diarrhea

Children with an infection should remain at home for 24 hours after taking the first dose of an antibiotic

Children should be free of continuous coughing before returning to school

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Revised 14 January 2022

# MEALS AND SNACKS

Immaculate Conception Catholic Schools maintains a **\*NUT FREE\*** campus for the health and safety of **ALL** our students. Please consider this when choosing snacks and treats for the class **AND** your child.

The Preschool observes Snack Time about 10:00AM each morning. If your child chooses not to eat a snack, please don't be overly concerned; Preschool attends lunch shortly after snack at 11:30AM. There is also an afternoon snack following nap time.

Parents should send in a morning snack for their child with a **MAXIMUM** of 2 healthy snacks. To help our busy Bengal Cubs stay hydrated, please pack two (2) drinks daily, water or juice.

Afternoon snacks will be a community affair. Families will donate class snacks. There will be a sign-up sheet available. Teachers will notify parents of what they need to bring.

We strive to teach our Bengals lifelong healthy eating habits. On this note, please send in healthful snacks such as:

- Pretzels
- Gold fish
- Cheez Its
- Yogurt tubes or liquid
- Veggie straws or veggie chips
- Applesauce packs
- Watermelon slices
- Bananas
- Grapes
- Carrot sticks
- Celery sticks
- Cucumber slices
- Apple slices
- Graham crackers
- Animal crackers
- Nut-free cereal
- Cheese sticks
- Handi snacks with crackers or pretzels
- Ritz crackers
- Teddy grahams

If you have questions, please speak to your homeroom teacher. Thank you for your support and cooperation!

**LUNCH BOXES/BAGS MUST BE LABELED \*ON THE INSIDE OF THE LUNCH BOX\* WITH YOUR CHILD'S NAME AND DATED EVERY DAY.**  
**This is a state licensing rule for all preschools.**

***Children will not be permitted to share food with each other.***

Any children that stay longer than the regular school day may want an extra snack for after school.

We will be eating lunch in the cafeteria starting at the beginning of the year. The hot lunch program is also available to all preschool students starting on the first full week of school. Lunch should be nutritious. Please keep in mind how much your child eats. Lunch should be enjoyed by the child and easy for them to handle. Each child will be encouraged to eat but should be able to feed him or herself without additional help.

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## **Please be aware that:**

- No microwave is available for students. If lunch containers are insulated, consider heating food prior to school, the food will be ready to eat as lunch begins.
- Utensils (forks/spoons) should be sent from home if they are needed for your child's packed lunch. Utensils and condiments are provided for those participating in the hot lunch program.

Lunch is provided from home OR purchased from the school cafeteria for \$5. "FAST FOOD" LUNCHES ARE NOT ALLOWED.

Drinks can be purchased during lunch for \$0.50, including 2% white milk, chocolate skim milk, juice box, or bottled water.

## **CELEBRATIONS**

Individually wrapped, prepackaged birthday treats or holiday treats can be sent in for the entire class. Please arrange treats ahead of time with your child's teacher. Common treats will also be posted along with the afternoon snacks and any food allergies should be taken into consideration.

## **NUT FREE ZONE**

**Our preschool is a Nut Free Zone! Save the peanuts, tree nuts, trail mixes, peanut butter, and spreads containing nuts (like Nutella) as treats for home. We appreciate your help in this matter.**

## **OUTDOOR PLAY**

In accordance with State of Michigan licensing, teachers make every effort to have children spend at least half an hour outside each day. In extreme temperatures or conditions, this time may be minimized or children may be taken to the gymnasium instead. All children should have sufficient clothing and proper shoes to make outdoor play possible.

## **CLOTHING**

Starting on the first day of school your child should have two (2) full sets of clothing to leave in his/her locker at school. This is in case children become ill, have an accident, or just spill something on their clothing. We ask that you replace any used items of clothing as soon as possible. Please remember to switch garments to weather appropriate pieces as the season changes. The sets of clothing should be labeled with your child's name and placed in a bag.

please label all your child's clothing, especially jackets, hats, sweaters etc.

## **REST TIME**

For students who stay all day there is a required rest time following lunch/recess. During this time, children are expected to remain quiet and we will either listen to soft music, a story, or occasionally see a video. There are no exceptions to the rule of quiet time because some children will choose to nap. Shoes must be kept on for the entire rest period.

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Each child should bring in a small blanket and/or pillow. Items should be placed in a sealable plastic bag, which remains at school. A small, special stuffed "friend" is permitted at nap time. All items, including the bag, should be labeled with your child's name. This will help your child feel comfortable and secure. Blankets and pillows will be taken home every Friday to be washed and returned to school on Monday. Please consider using light weight blankets in the fall and spring. In the winter you may consider a thicker, warmer blanket so your child is comfortable during rest time.

Children are not allowed to bring other toys to the classroom except when it is part of their show and tell on their "special day". We work to make sure toys are sanitized regularly, and if items are brought from home, we cannot ensure sanitation. Also, special toys can be broken, get lost, or other children may claim that it belongs to them. If a child has a book or music to share, please feel free to let the classroom teacher know at any time so that we can present it to the class.

## **VOLUNTEERS**

The staff may request parent volunteers for help with a special project or activity.

- Volunteers will be assigned to a specific schedule by the staff.
- Volunteers will register and sign-in at the main office and receive a guest pass before proceeding to the preschool and sign-out when leaving the building
- The staff will supervise the volunteers.
- Regular volunteers are required to successfully complete the Protecting God's Children course offered through the Archdiocese of Detroit and must submit to a background check.

# THANK YOU!

Thank you for taking the time to read about our program. Preschool is a very important part of your child's education. We are excited about the prospect of working with you and your child for we know this is such a wonderful and special time in your child's life. We are also very flexible here at Immaculate Conception, and we will do all in our power to see that your child is happy, secure and receives a well-balanced foundation so that they can grow and become all that they are meant to be. If at any time you should have questions or require additional information, please feel free to contact us through the main office at (586) 574-2480.

Sincerely,

The Staff at Immaculate Conception Preschool

# Immaculate Conception Preschool

29500 Westbrook  
Warren, Michigan 48092  
586.574.2480 fax: 586.574.3497  
www.icschoolswarren.org

2022-2023

Date: \_\_\_\_\_

I have read and understand the Immaculate Conception Preschool Parent-Student Handbook and COVID Plan, and I agree to abide by the rules and regulations stated therein.

Student's Name (Please print): \_\_\_\_\_

Room: \_\_\_\_\_

Lead teacher: \_\_\_\_\_

Student's Name (Please print): \_\_\_\_\_

Room: \_\_\_\_\_

Lead teacher: \_\_\_\_\_

Parents'/Guardians' signatures: \_\_\_\_\_

\_\_\_\_\_

***(Please return this form to your child/ren's teacher.)***

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