



# ST. MARY'S

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## SCHOOL

**2023-2024**  
**Preschool and Kindergarten Readiness**  
**Handbook**

**730 S. Cedar Avenue**  
**Owatonna, MN 55060**  
**Phone (507) 446-2300**  
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[www.stmarys-owatonna.org](http://www.stmarys-owatonna.org)

## ST. MARY'S PRESCHOOL AND KINDERGARTEN READINESS

Dear Parents:

Thank you for your interest in St. Mary's Preschool. The primary purpose of St. Mary's Preschool is to provide children with secure, trusting relationships. The commitment of St. Mary's is to help all children develop a positive self-concept. We will strive to affirm the growth of the whole child in a positive, enthusiastic, and stimulating environment.

The curriculum areas are covered with a variety of creative activities, which are appropriate to each age group. The educational component includes science, literature, art, music, math and reading readiness, as well as gross and fine motor developmental awareness. The religious component includes teaching your children about God using materials appropriate to their age and understanding. The program is designed to foster a child's emotional, social, intellectual, physical, and religious development.

We pledge to make every effort to enrich the life of each child in our center and to provide a rewarding learning experience in your child's growth and development.

Sincerely,

Jenna Compton  
Renee Compton  
Jennifer Malespy

St. Mary's Preschool and  
Kindergarten Readiness Teachers

## POLICIES

### Admissions

St. Mary's School operates St. Mary's Preschool. St. Mary's Preschool provides an educational program for children without regard to race, creed, color, sex, national origin, or handicap. Children between the ages of 3-5 years old are eligible to apply for enrollment.

A \$50.00 NON-REFUNDABLE registration fee must accompany the preschool online registration. Tuition payments are due on the first of each month starting in September and continuing through May for preschool and Kindergarten Readiness payments are June-May.

### Program Schedule

St. Mary's Preschool Program is open Monday through Friday, September through May and follows the St. Mary's School schedule for holidays/vacations and closing due to weather conditions.

3-day morning session: Tuesday, Wednesday, Thursday - 7:55-11:00am

5 day afternoon session: Monday - Friday - 11:00 am- 2:25 pm

Kindergarten Readiness Session – Monday - Friday – 7:55 am- 2:25 pm.

### Arrival and Departure

**Morning Drop Off:** The three main entrances will be open at 7:30- 7:55 am.

- **Gym Doors**
- **Main Office Doors**
- **South Doors on Cedar Ave**

Students will be allowed to enter the school between 7:30 and 7:55am and should go to their classrooms. The actual class time begins at 7:55. If you arrive after 7:55, you will need to enter through the main office doors and check your child in.

**Miss Jenna's Preschool:** Parents will be allowed to walk their children to the classroom. Please use the office door entrance when entering.

Afternoon SAC

- 2:30-5:00 pm. Paid Service. Registration through the office is required.

Please be on time when picking your child up after school. School is over at 11:00 AM and 2:25 PM.

St. Mary's Preschool does not provide transportation to and from school. Parents must make their own arrangements. If your child will be late in arriving or absent from school, please call and notify the office at 446-2300.

**When picking up your child after school, please wait until your child is dismissed. Dismissal takes place at the main doors at 2:25 . A child will be released only to his/her parent(s), legal guardian, or to those persons who are authorized on their preschool registration form.**

Written permission, phone call or email must be received by the teacher from the parent or legal guardian if someone other than the person(s) listed on the form is to pick up the child for that given day. A Photo ID is also required.

A child will not be released to any intoxicated individuals, including parents.

#### SMART Bus

SMART Transit provides transportation to and from St. Mary's School for a fee based on availability.

#### Potty//Toilet Training Policy

When a child begins enrollment, he or she must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers or teacher assistants. Assistance with hand washing reminders and clothing fastening will be given if necessary. In the event the child is found not to be fully potty trained as indicated by three "accidents" (inability to reach the toilet on time, wetting or soiling undergarments), there will need to be a discussion between the parents and teacher.

#### Health Regulations

A record of immunizations that are appropriate to the child's age is required AT TIME OF ENROLLMENT. Parents who refuse immunizations for health, religious or other reasons will be asked to complete a Legal Exemption form.

#### Illness/Medication

In order to protect the entire group of children as well as your own child, parents should keep their child at home and notify the school whenever the child has:

- ❖ An oral temperature of 100 degrees or more.
- ❖ An upset stomach or has had one within the last 24 hours.

- ❖ An intestinal disturbance with diarrhea.
- ❖ Sore or discharging eyes or ears, or profuse nasal discharge.
- ❖ Contagious diseases, such as whooping cough, measles, mumps, chicken pox, diphtheria, or scarlet fever.
- ❖ A fresh cold or excessive coughing.

When in doubt, please, play it safe for your child and the other children at school and keep your child home.

If a child becomes ill at school parents and/or persons on the Emergency Information Form will be called to pick up the child.

St. Mary's Preschool cannot give medication, including over-the-counter or prescription without written permission from parent or legal guardian AND the doctor. A Medicine Form will need to be filled out to authorize the center to give any medication. We discourage administering over-the-counter or prescription medicine during school hours.

## EMERGENCY AND ACCIDENT PROCEDURES

### Emergency Procedures

The procedure for handling accidents is: one teacher will stay with the child administering first aid while another teacher calls the nearest medical facility. Any medical procedures prescribed by a physician will be followed. The parents or persons on the child's Emergency Information Form will be called to inform them of the accident. In the event of a life-threatening emergency, 911 will be called. They will be transported to the nearest source of emergency medical care. Parents and physicians will be called after notifying 911. Any expense incurred in getting emergency treatment will be the family's responsibility.

### Injuries

St. Mary's Preschool staff (teachers and EA's) are CPR and first aid and safety certified. Steps of Action for an Accident or Serious Injury:

- Check the scene and the victim
- Call 911
- Communicate need to an administrative team
- Contact an administrator or designated first aid person
- Care for victim, stay with the injured student
- Use universal precautions when treating illness or injury
- Staff will contact the parent or guardian
- Complete an accident/incident report

## Fire Drills

1. A loud alarm will sound in case of fire or other emergency.
2. Children will follow their teacher out of the building using designated routes.
3. Once outside, remain at least 200 feet from the building.
4. Remain outside until the 'all clear' signal is given to return
5. If an alarm sounds during lunch or an activity, leave the building through the nearest outside doorway.

## Tornado Drills

In the event of a tornado, the staff will accompany the children downstairs into the kitchen. Drills are practiced April through September.

## Safety Drill

1. Teachers will give instructions to protocol for safety drills.

## Blizzards

Children will be kept at school, under the supervision of the staff, until their parents can safely transport them home.

## Nap/Rest Time

Children attending preschool for more than 4 hours will have a nap/rest time. All children will be required to lie down on a cot for at least 30 minutes.

Blankets that are used during nap/rest time will need to be laundered each week. They will be sent home on Friday (or the last day of school for the week) and will need to be returned on Monday.

Small blankets are encouraged as the cots measure only 2 X 4 ½ feet. Small blankets are also easier to transport home for laundering. ONE beach towel or small blanket works best as these will need to be transported to and from in their backpacks. No pillows or stuffed animals please.

## Behavior Guidance

St. Mary's Preschool believes that discipline is not punishment but rather a matter of seeking limits and guidelines. The children at St. Mary's are expected to behave within these guidelines and are not allowed to hurt people, feelings, or property.

St. Mary's staff reserves the right to intervene if a child is:

- Destructive to the learning materials
- Disturbing the activities of another child
- Dangerous to himself or others

St. Mary's method of discipline is of a nonpunitive, redirective type. This enables the child to be responsible for his/her own actions.

AT NO TIME SHALL A CHILD BE:

- Handled roughly, such as shoving, hair pulling, ear pulling, or shaking by staff.
- Hit in any way, such as slapping or spanking.
- Humiliated, shamed, or labeled.
- Punished or caused to feel disgraced for lapses in toileting habits.

Specific methods used at St. Mary's Preschool are:

- Clarification of the guidelines and expectations
- Reiteration of guidelines and expectations
- Redirection of child (child's choice)
- Redirection of child to specific area (staff choice)
- Placement of the child away from the group to discuss the situation and come up with a plan on what to do next!

If the situation warrants, the parent(s) and head teacher will meet to discuss the situation. If the behavior continues, an Individual Behavior Plan (IBP) will be written. After an agreed amount of time, the IBP will be reviewed to determine if St. Mary's Preschool is appropriate for the needs of the child. If there is any question of safety for the children and staff, the child will not attend the center until the behavior is changed. Every effort will be made with the child and parent(s) to solve the problem to their satisfaction.

St. Mary's staff are mandated reporters.

## EDUCATIONAL COMPONENT

### Curriculum

Licensed Early Childhood Educators teach a curriculum which provides a learning environment conducive to the full social, emotional, intellectual, physical, and religious development of a child.

Children at the preschool are provided with many opportunities for success in an effort to facilitate a positive self-concept.

Teachers' focus: PLAY! "Play is the highest form of research." ~ Albert Einstein and "Play gives children a chance to practice what they are learning." ~ Mr. Rogers

## Components of our Daily Schedule:

- ☐ Circle Time – Welcome song, Morning Prayer, calendar, weather, helpers, and sharing.
- ☐ Stations – Small group activities focused on math, language, fine motor and social skills.
- ☐ Play Time – Opportunities to explore the different areas in our classroom and make choices about what and whom they play with. In our additional play space we will create different dramatic play areas based on our curriculum.
- ☐ Art- Projects will be a combination of process and product oriented projects to work on creativity, fine motor and direction following.
- ☐ Finger plays / Songs – Children will learn songs, finger plays, and how to play some instruments.
- ☐ Books – Everyday the children will be read to by one of the following methods: book, SMARTboard, group story, or acting a story out.
- ☐ Large Motor – Children will enjoy a variety of areas in which to develop large motor skills; the playground, gym - balls, beanbags, parachute or playing outside in the snow.

Our schedule is flexible to adhere to the changing needs of the children.

Kindergarten Readiness also has Physical Education, Music and Library as part of their curriculum.

## GENERAL INFORMATION

### Appropriate Clothing

Please be sure that your child is dressed appropriately for his / her day at school; for example, play clothes and tennis shoes. Many of the most valuable and successful activities for the children will be messy. Children need comfortable and durable play clothing and ones they can handle easily when using the bathroom. Paint smocks are used on a limited basis.

Outdoor activities are part of our curriculum. If it is above zero the children will still go outside. In the winter months, it is necessary for every child to have mittens, boots, hat, and snow pants. During the fall and spring a jacket and tennis shoes are needed.

### Extra Clothing

Please provide a set of extra clothing in a gallon sized zip lock bag labeled with your child's name.

St. Mary's Preschool provides "extra clothing" in case of an accident or spill. Please return the extra clothing to school so it can be used again for another child.

### Weather



St. Mary's School follows the same schedule as Owatonna Public Schools for late starts, early outs, and school closings. Parents will receive notification from Infinite Campus Messenger via an email, text message and a phone call for late starts, early outs, and school closures.

### Cubbies

Each child is provided with a cubby to keep his / her belongings while at school.

### Special Needs Children

St. Mary's Preschool makes every possible effort to meet the individual needs of all children. The admission of children with special needs will be considered on an individual basis.

### Snacks

Parents provide snacks for their child's class as per the snack schedule. A snack schedule is sent home each month. All snacks sent to school need to be COMMERCIALY prepared.

St. Mary's Preschool/Kindergarten Readiness encourages healthy eating when providing snacks for the group. Please keep the following types of snacks in mind: fresh fruit, vegetables, lunch meat, cheese, crackers, popcorn, and yogurt for example. Be sure to check class size - written on the snack schedule.

Beverages need to be 100% Juice, a half gallon of 2% or whole milk.

Snacks for children requiring a prescribed diet is the responsibility of a child's parent.

There is also a refrigerator and freezer available.

### Breakfast/ Lunch

Lunch for Kindergarten Readiness and 5 Day Preschoolers is provided by St. Mary's School lunch program - or parent provided cold lunch. Set up a lunch account through FACTS.

**Breakfast/lunch:** The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that students can have one breakfast and one lunch at no cost at school. This will be available for ALL Preschool-8th grade students.

#### **What is included in the MN Free School Meals Program?**

- At breakfast, the student must choose at least 3 items to be counted as a reimbursable meal.

The student must choose a ½ cup serving of fruit or vegetable as part of their breakfast.

- At lunch, the student must choose at least 3 components to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their lunch.

#### **What is NOT included in the MN Free School Meals Program?**

Single item purchases and non-reimbursable meals are not free. Some examples include:

- extra carton of milk or milk taken with a home lunch
- snack items
- A second breakfast or a second lunch
- Meals that do not meet the minimum requirements

### Birthdays

Your child will be scheduled for a snack on their special day; however, no special snack is necessary! All snacks still need to be COMMERCIALY prepared.

### SPECIFICALLY FOR PARENTS

#### Communication

There will be newsletters, snack schedules, and book orders sent home in folders or electronically. Please check your email and your child's folder daily for important information. We will be using Classroom Dojo and FACTS.

St. Mary's Preschool and Kindergarten Readiness contact information:

Ms. Jenna- classroom phone: 507-413-6511 email: [jcompton@stmarys-owatonna.org](mailto:jcompton@stmarys-owatonna.org),

Ms. Jennifer- classroom phone: 507-413-6512 email: [jmalespy@stmarys-owatonna.org](mailto:jmalespy@stmarys-owatonna.org).

Ms. Renee- classroom phone: 507-413-6513 email: [rcompton@stmarys-owatonna.org](mailto:rcompton@stmarys-owatonna.org),

#### Conferences

Parent / teacher conferences will be held twice yearly. Conference sign-up is done online through Sign-up Genius which will be sent out closer to the date of conferences.

Parents may also request a conference during the year if a concern arises.

#### Field Trips

Permission slips will be sent home in your students folder prior to the field trip.

**\*\*If you plan on chaperoning for a field trip this year please be sure to complete the Virtus Training which will initiate the required background check, which both need to be completed prior to the trip.\*\***

#### Media Permission Form

A signed media permission form needs to be on file if you give St. Mary's Preschool permission to photograph your child.

### Physical Environment

St. Mary's Preschool program space is organized into functional areas. Space, light, ventilation, heat and other physical arrangements are consistent with the health, safety, and developmental needs of the child.

### Insurance

Should a student injury occur the parent/guardian medical insurance would be the primary insurance carrier. Insurance coverage beyond your primary insurer needs to be directed to the Diocese.

### Parent Information / statements

No child will be involved in any public relations or research activity without prior written permission from the parent.