



**2022-2023**

**Shrine Catholic Early Childhood Center**

**Parent Handbook**

**Shrine Catholic Grade School**

**1621 Linwood Avenue**

**Royal Oak, MI 48067**

**248-541-4622**

*We build on the child's own knowledge and questions through brainstorming, inquiring, classifying, and cooperating. All of this occurs through multi-sensory experiences while providing an atmosphere of playful learning and discovery at the same time!*

*The teachers and staff at Shrine Catholic Early Childhood Center understand that parental involvement is key to a child's success in school. Frequent parent communication helps to build a community and we feel that building a community gives each child their greatest potential for success.*

*As part of our communication, we are excited for our "daily wrap ups" at the end of each school day. This is a time for your child's teacher to share with you through Seesaw all the activities your child participated in on any given day. The teachers will also share research supported information to back up the daily curriculum.*

*For our evaluation tools, we use daily documentations, portfolios, and assessments. Parents will meet formally once a year for conferences, however open communication will be ongoing throughout the year. We believe by providing students with these tools, they will be able to walk confidently from the preschool hallway into the grade school once their preschool experience has ended.*

Katherine Melistas  
ECC Director  
Shrine Catholic Grade School  
[melistas@shrineschools.com](mailto:melistas@shrineschools.com)

Shrine Catholic School will be recognized as the preeminent Pre K - 12 coeducational school system in the Archdiocese of Detroit.

## **Philosophy**

Shrine Catholic Schools are co-educational, Pre K-12 parish school committed to faith-based education, academic excellence and a comprehensive experience that develops the character and potential of every student. We form a foundation of success through Catholic teachings and hands-on learning. Our long-standing commitment to Gospel values, academic excellence and social responsibility prepares students to lead lives with faith, compassion and respect for all.

## **Mission Statement**

Shrine Catholic Schools challenge students to achieve excellence in academics, athletics, the arts, service to others and leadership, all while giving glory to God the Father and exemplifying the mission of Jesus Christ through the guidance of the Holy Spirit. We believe that for a child to meet their greatest potential, they need to feel important, accepted, and welcomed. At our preschool, each child's self-esteem and emerging identity as God's own child is affirmed. We believe that because each child grows at their independent pace, it is our job to teach them at their individual level of readiness.

### **EARLY CHILDHOOD CENTER PROGRAM**

Shrines' ECC highly qualified teachers implement a Project-Based Learning coupled with monthly thematic units. Project-based learning allows the young students to learn through the **teacher's** creativity inspired by the **children's** interests. The Project Approach is an effective way to educate in the early years of childhood. It is a curriculum that incorporates Morning Meeting, Planning, Self-Selection, Large Group, Small Group, and Recall. Activities include intentional provocations, with hands-on experiences that encourage children to investigate the world around them and develop critical thinking skills.

#### **Handwriting Without Tears:**

Children who master handwriting are better and more creative writers. The earlier we teach children to master handwriting, the more likely they are to succeed in school and write with speed and ease in all subjects. We use fun, engaging, and developmentally appropriate instructional methods to enable children to master handwriting as an automatic and comfortable skill.

:

The Archdiocese of Detroit provides a curriculum that emphasizes encountering the *living Christ* and experiencing *His personal love*. Children will learn about the birth of Jesus, Noah's Ark, Ash Wednesday and many more stories from the bible.

#### **Enrichment:**

Full day students will participate everyday for 25 minutes in the developmentally appropriate enrichment class. They will learn art, free play, gross motor, fine motor, music, and social skill components. Through enrichment, students can realize their potential in a variety of settings beyond the classroom.

### **PARENT COMMUNICATION AND PARTICIPATION**

Parent Teacher Conferences are held in the fall as an opportunity to communicate any educational concerns, successes, and/or questions from both the parent and the teacher perspective.

- Parents are permitted to visit their child's classroom to observe at any time. If you would like to visit, your background check and Protecting God's Children completion forms have to be turned into the office.
- Parents may request teacher conferences as needed.
- Parents may contact the school with any questions or concerns regarding their child.
- Please provide your child's teacher with any information regarding events at home that might impact a child's behavior.
- Scheduled parent-teacher conferences will occur once a year and be used by teachers and parents to exchange information regarding the growth and development of the child.

#### **ARRIVALS AND DEPARTURES**

- When you arrive each morning, please park in the Woodward parking lot. The Linwood lot will be parking for Junior Kindergarten through fifth grade students
- Drop off begins at 7:45 am - 8:00 am. Morning Prayer begins at 8:05 with Mr. Wisniewski
- Preschool 3 students dismiss at 2:50, Preschool 4 students dismiss at 3:00. A written notice must be given to the teacher if someone other than the authorized person will be picking up a child. In an emergency, please contact the school with any change.
- Parents will be asked to fill out a kids club registration form if their child is continuously picked-up after the dismissal time. The teacher will walk the student to the kids club and there will be a fee for drop-in hours.
- Parents assume responsibility for carpools. All students in your carpool should be registered with the school office, and have appropriate car seats needed for students
- After a child is picked up, he or she should not be left unattended. Parents are responsible for their child outside the building
- Due to the Shrine's Annual Christmas Trees Sale in December, pick-up times may vary by 5 minutes. An email will be distributed with more information

## **SCHOOL CLOSING**

If the Grade School is closed due to inclement weather, a building problem, etc., **the Early Childhood Center is also closed.** Parents will be notified through the Emergency Call System if school is closed. **The call will go to the primary contact in the Parent Portal (only one parent will receive the call).** In addition, television stations will be notified if school is closed and it will be listed as **Shrine Catholic Grade.**

## **HEALTH AND SAFETY POLICIES**

- Early Childhood Center (“ECC”) staff members will follow the Health Policies of the State of Michigan DHL Licensing Department. All staff will receive training regarding these policies upon employment and will be reviewed throughout the year. The ECC staff is certified in CPR, and trained in blood-borne pathogen, sexual harassment, and first aid.
- If a child becomes ill during the school day, parents will receive a phone call to pick up their child immediately. If a parent cannot be reached, the designated emergency contact will be called.
- An email will be sent through the parent portal when a contagious disease might be present in the classroom.
- Teachers and aides are responsible for regularly cleaning classroom toys and equipment. All toys will be sanitized monthly or more frequently if necessary.
- Bathrooms in classrooms are cleaned daily by the maintenance staff. Tables are to be cleaned daily and as needed as well.

## **ILLNESS**

Children will need to be picked up when one or more occurs

- Fever of 100.4 f. or more
- 3 bouts of diarrhea
- Any sign of communicable disease or flu like symptoms
- Excessive coughing or green mucus

\* 24 hours fever free / diarrhea free before returning to school

## **FIRST AID / MEDICAL EMERGENCIES**

- Teachers and aides are responsible for treating bumps, bruises and minor scrapes.
- Teachers and aides have been instructed to follow the below procedure:
  - Give immediate care as needed
  - Contact the parent by phone, and then the emergency contact if necessary
  - Arrange for the child to get home, or to receive proper medical care
    - In serious injuries, 911 will be called

- The teacher or aide will fill out an Accident Report for all injuries

### **ALLERGIES**

If your child requires medication during the school day, please provide the ECC with a signed Release for Dispensing Medication Form. This form needs to be signed by the physician and the parent. We can accept prescriptions in lieu of a doctor's signature for EpiPens, Inhalers, etc. Please also provide the ECC with an Emergency Care Plan (required for EpiPens) or Allergy Action Plan. A copy of the plan will be kept on file in the office and the child's classroom. EpiPens should be in their original box with the prescription label and placed in a one gallon Ziploc bag with your child's name. Benadryl, since it is an over-the-counter medication, will require a physician's signature on the Release for Dispensing Medication. Forms are available in the ECC and the school office.

- Teachers and aides will check student files for allergies
- ECC staff is trained at least twice a year to use EpiPens
- Children's allergies to food and bee stings will be posted in each classroom;
- Teachers will check labels on all snacks to ensure they are safe for child
- When birthday snacks are brought in for the class, they will not be given to any child with an allergy unless permission is given by the child's parent.

### **RESTROOM POLICIES**

- Children are expected to be FULLY potty trained at the start of the school year
- Teachers will encourage and remind the children to use the restroom frequently
- In the event of an accident the child should be able to undress and dress themselves independently. Teachers are not permitted to assist in wiping or changing clothes
- If a child is unable to clean themselves a parent/guardian will be notified to assist the child. It is up to the parent if they want their child to go home with them or continue their day at school
- If there are more than three accidents within a short period of time there will need to be a withdrawal from school for two weeks

### **CLOTHING**

- Children should wear clothing that is suitable for play. The school is not responsible for clothing that is damaged while children participate in classroom or outdoor activities.
- Children should wear tennis shoes or comfortable shoes that are suitable for play. No flip flops per State guidelines.
- Please provide weather appropriate clothing for outdoor play.
- All clothing should be marked with the child's name.
- Parents are required to provide a change of clothes for their child in a zip lock bag in their tote bag. This will be kept at school in case of spills or accidents.

### **LUNCH**

We do not provide lunch for the Early Childhood Center children. We ask that you send lunch with your child each day. Please have the lunch bags/boxes labeled with your child's name.

## **FOOD AND SNACKS**

Although we are not a “nut free” school, we do encourage parents to consider the many allergies that are prevalent in our children today and provide healthy snacks for their child. Your understanding and support in helping us provide a safe school for all of our students is much appreciated. Some suggestions for healthy snacks are:

- Skinny Pop Popcorn
- All fruits except grapes
- Fruit leathers
- Honest apple juice
- Soy nut butter, sunflower butter, or honey
- Go Go squeeze brands
- Any vegetable

## **REST TIME**

Full day students rest everyday for 50 minutes after lunch. You are welcome to bring **ONE stuffed animal or blanket** that your child is used to resting with. Please make sure that the items you bring in are small enough to fit inside a one gallon Ziploc bag. This just verifies that they will fit in your child’s cubby until needed. All items need to be labeled with your child’s name. Items will be sent home on Friday-please wash and return each Monday. Rest mats are provided in good condition to each student. There is a \$30 replacement fee if your child damages the mat.

## **BIRTHDAY PARTY INVITATIONS/TREATS**

- If your child will be having a birthday party and has not invited the whole class, please send invitations through the U.S. mail. As children are likely to discuss their parties, please make an effort to ensure that one or two students are not excluded.
- If you would like to bring a birthday treat for your child, we encourage nonedible items such as a book for the class, pencils, or bubbles.

## **WITHDRAW FROM ECC PROGRAM**

If a student needs to withdraw from our program, the Principal, Director, teacher, and parents will meet to discuss all options. Reasons for dismissal include but are not limited to:

- Unable to meet the financial requirements.
- The Early Childhood Center is not able to meet the needs of the child.
- The child is putting other children’s safety at risk.

## Early Childhood Center Discipline Rubric

<b>Behavior</b>	<b>Aide will:</b>	<b>Teacher will:</b>	<b>Director and Parent will:</b>
The child is talking out of turn during circle time or centers. Child continues to play at transition time.	Guided Redirection- for example: "At circle time, we are a family and shouting out hurts our ears and we miss important information the teacher has planned for us".	Removal from the whole group or current activity-for example- "This is the 2 <sup>nd</sup> time I have asked you to follow my directions. You will now have to sit at the prayer table until you show me you are ready to rejoin."	Director is called to assist; Parent is notified by the teacher via email. Parent should discuss with child and work on following directions at home. If this is a daily behavior, a behavior contract may be created
Using inappropriate language, hitting, pushing, spitting, biting or damaging school property  *Teacher may use discretion surrounding the severity of the offense	Immediately remove child from area where behavior has occurred. Aide discusses with child the behavior and how it is not appropriate for school. Child will make apologies and teacher will email will both families involved and Cc the Director	Have the teaching assistant cover the class while the student and teacher call the parent. Email will be sent to parents of the child who was hurt.	Director will call the parent and child will need to be picked up from school. Parent will enforce a consequence with child at home to support school behavior plan.
Unsafe behaviors like: running away, leaving classroom without permission, jumping off furniture	Bring to Director and parents will be called. A conference will be scheduled.	Behavior plan will be put in place with parents teacher and Director	Child's parent will be called to pick up their child from school. Meeting with Principal, Director, teachers and parents to discuss further options and possible dismissal.

## **PARENT/TOT PROGRAM**

### **Objective:**

Shrine's Early Childhood Center Parent/Tot class is a great way for children to socialize with peers and gain independence while having the comfort of a parent nearby. This program is a smaller version of the day in the life of a preschooler. The children will enjoy art time, circle, centers, and outside discovery every day. This program is not only for parents but also for caregivers.

### **Circle Time:**

During circle time we will enjoy songs, finger plays, a story, and large movement activities. Because two year olds vary greatly in their attention span and ability to sit for circle time, please don't worry if your child is having a difficult time sitting for circle. It is ok to let them play quietly in another part of the room.

### **Art Projects:**

Two year olds are interested in the process of art, not the product. They need a lot of time to play with a variety of materials before making anything representational. While it is tempting to want to step in and make suggestions, sitting back and watching your child find joy in their discovery will greatly encourage their creativity and confidence.

### **Cell Phone Policy:**

We respectfully ask that you refrain from cell phone use during this wonderful discovery time with your child. We want you to be able to engage with your child while getting to know the other parents and children. If you do have to make a phone call, please be respectful of the others in the class and step out into the hall.

