



Preschool Handbook

Staff and Faculty

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| Pastor | Father Ross |
| Principal | Mrs. Kathryn Palmquist-Keck |
| Front Office | Mrs. Suzanne Reed |
| Maintenance Engineer | Mr. Carlos Odicino |
| Preschool Teachers | Mrs. Eloisa Biticon Mrs. Kathleena McGee |

CONTACT INFORMATION

St. Mark Catholic Classical Preschool

18033 15th PI NE
Shoreline, WA. 98155
206-364-7900 (Church Office)
206-364-1633 (School Office)

Mrs. Eloisa Biticon
Preschool Teacher

Saint Mark Catholic Classical School

18033 15th PI NE
Shoreline, WA. 98155
Phone: 206-364-1633
www.stmss.org

Mrs. Kathryn Palmquist-Keck
Principal
principal@stmss.org

Mrs. Suzanne Reed
Front Office
front.desk@stmss.org

MISSION STATEMENT

St Mark Catholic Classical School is dedicated to:

- ✝ Teaching the Gospel message of Jesus Christ as proclaimed by the Catholic Church
- ✝ Forming disciples of Christ to serve His Church and the world
- ✝ Supporting parents as the primary educators of their children
- ✝ Providing an affordable and excellent education

PHILOSOPHY

St. Mark Catholic Classical Preschool offers a unique learning experience in which children can build their academic future, teaching the gospel message of Jesus Christ as proclaimed by the Catholic Church.

It is the primary goal of St. Mark Preschool to promote academic, social, emotional, and spiritual development in a nurtured environment, where children can appreciate God's love.

Our classroom designed to create an environment that is calm, ordered, and realistic for a child. It provides children with specially prepared materials, including the Montessori philosophy. Children will work independently and in groups, developing good self-image and stimulate their natural curiosity, creativity, and imagination.

But Jesus said, "Let the little children come to me. And do not hinder them, for to such belongs the kingdom of heaven."

"Never help a child with a task at which he feels he can succeed"
Maria Montessori

PRESCHOOL SCHEDULE

3-year-old Program T/W/TH

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|----------|----------------------------|
| 8:50 am | Drop off |
| 9:00 am | Circle Time |
| 9:20 am | Work time / Group Activity |
| 10:40 am | Snack Time |
| 11:00 am | Story Time |
| 11:05 am | Outside Time |
| 11:30 am | Home Time |

4-year-old Program M/T/W/TH

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|----------|----------------------------|
| 12:15 pm | Drop off |
| 12:30 pm | Circle Time |
| 12:50 pm | Work time / Group Activity |
| 2:20 pm | Snack Time |
| 2:40 pm | Story Time |
| 2:45 pm | Outside Time |
| 3:10 pm | Home Time |

HOLIDAYS AND VACATION SCHEDULE

The calendar is posted on the school website, the preschool calendar year coincides with Saint Mark Catholic Classical School with a few exceptions, please check your calendar.

INCLEMENT WEATHER / SNOW DAYS

When it becomes necessary to close, you will be notified by email. Check Saint Mark Catholic Classical School's website, www.stmss.org and listen to one of the following TV networks and radio stations: KING, KOMO, or KIRO for more information. If preschool is open on snowy days, use your discretion as to whether it is safe to get your child to preschool.

TUITION

The contract is signed at time of registration is available to view through Parent Portal in Finals site. In addition, a student will not be allowed to begin attending classes unless his or her tuition payments, Immunization record, and birth certificate, are current as of the first day of school, in accordance with the payment plan stipulated under tuition information. Tuition paid over the contracted timeframe selected. All tuition questions directed to the main school office at 206-364-1366.

NOTIFICATION OF WITHDRAWAL

St. Mark Catholic Classical School must be given 30 days' notice to withdraw student. This allows us to accept students who might be on the waiting list.

Tuition for the withdrawing student is due for the 30-day period following written notice of withdrawal, with the amount due to be determined by the school. For example, if notice is given on December 3 that your student's last day will be December 7, you will owe tuition through January 3rd.

FAMILY EMAIL

There will be a letter (SMP info) sent out bi-weekly providing parents with information on all upcoming events, holidays, and the classroom theme for the next few weeks. Please check your child's cubby.

Every week a school newsletter emailed home; hard copies are available at parents /guardians' request. The newsletter is the principle means of communication to the home from the school, the Parents Club, and other organizations.

STUDENT EXPECTATIONS

Discipline is intended to be a growing experience and should be understood as part of discipleship reflecting the goal of eventual self-discipline as a personal response to the call of Jesus.

To ensure that every child is provided a positive learning environment, the following disciplinary principles will be implemented:

Through their cooperation, attentiveness and behavior in preschool, students will:

- Allow teachers to teach
- Respect their own and others' right to learn
- Behave in ways that support the best interests of the class and school

If a child is disruptive, he/she will receive a 'time out', they have the freedom to get up when they have calmed down and ready to join the class appropriately. If the teacher feels the child needs to return to time-out, then repeat action appropriated. Continuous bad behavior will result in parent and principal involvement.

MULTI-HAZARD PROCEDURES

Fire, earthquake, and lock down drills are conducted periodically. Students are educated about the seriousness of these drills and are expected to follow designated procedures.

Emergency preparedness kits are required for all students and staff members in the event of an emergency (earthquake or heavy snowfall) that might keep students and staff members at school for an extended period. These kits will be in all classrooms by the second week of school. This list found through the Parent Portal in Finals site.

EMERGENCY CONTACT INFORMATION

School emergency records must be accurate and current. Any change in address, home or work telephone numbers, and emergency telephone numbers should be reported to the school office immediately.

REPORTING TO PARENTS/GUARDIANS

Testing done with each child at the start of the school year and again in the spring.

In the spring, evaluations completed of all students moving on to kindergarten in the fall.

Parent/teacher conferences scheduled upon request from the parent or when and if there are any concerns regarding the child that require private meeting.

Please feel free to make an appointment at a mutually agreeable time with your child's teacher if you have any questions.

DROP OFF/ PICK UP

Children dropped off and picked up punctually. We appreciate your respect on this matter, for fellow classmates and teachers.

If you have other children in the main school, please pick up your preschooler first.

Please close door behind you when leaving the building after dropping off.

Only the teacher may open the door at pick up. Please wait on the sidewalk for your child to be released.

Children will not leave the building without a parent.

If someone other than yourself is picking up your child, inform the teacher beforehand and ensure that person brings his or her ID when picking up.

HEALTH AND HYGIENE

It is the school's policy to send a student home if the student has 100.4° F or higher temperature; a phone call made to pick-up your child to notify of the temperate concern and sent home.

It is important that you keep a sick child at home for the rest and care only a parent can give. If a contagious disease is apparent, we appreciate knowing ASAP so that we may alert other parents for possible symptoms, we will not use your family name for confidentiality.

We are a peanut free preschool.

There is a no smoking policy on our premises.

Children are required to have sufficient toileting skills. However, accidents do happen, so a change of clothes should be left at school (labeled with your child's name).

We ask that each child wear socks or have a pair of slippers for use inside the classroom.

MEDICATION AT SCHOOL

Only designated office personnel will administer medications to students. State law makes no distinction between prescription and non-prescription medication in this regard.

STUDENTS ARE NOT TO KEEP MEDICINE OF ANY KIND WITH THEM (THIS INCLUDES ASPIRIN AND TYLENOL).

All medicines must come to preschool in a labeled container (plastic baggies and envelopes are not acceptable). These containers must bear identification as to the name of the child, name of drug and dosage amounts.

Before any medication can be given at preschool, parents/guardians must submit a "Medication at School Authorization" when enrolling your child through the Finals site system, where the form is available to complete and uploaded.

Both parent/guardian and physician must complete the appropriate section of the form before any medication can be given.

BIRTHDAYS/ SPECIAL PARTIES

Birthdays observed and celebrated. If your child has a summer birthday you will be given a date during the school year on which they can celebrate a - "Special Day".

On their Birthday/ Special day children may wear their favorite clothes or dress up, bring a treat to share (peanut free), and bring a toy/ book for show and tell.

There will be a special circle for them, where they may choose the book to read, song to sing and be line leader.

Children may only bring toys from home on their Special Day or if it relates to the theme of the week. Books are always welcome if a child would like it to be read at circle.

FAITH

Daily prayer practiced at first circle and before snack. We will talk about how we show God's love at closing circle.

Our class motto is 'treat others as you would wish to be treated'.

Through daily activities, children will learn to share, take turns and be respectful to each other and the world around them.

Effective 8/21/2024