



Our Lady of Mount Carmel Preschool
2115 S. Rural Rd.
Tempe, AZ 85284

Parent Handbook The ABC's of OLMC Preschool

Absences

If your child is sick and cannot attend school, please call the preschool office at 480-966-1753.

Arrival

All classes start at 8:05am until 12:15pm. Early drop off is available in the morning at 7:30am with an extra fee.

For the safety of all children, park **only** in the parking lot behind the church and walk your child to class each morning.

All mornings should begin as follows:

The sign-in/out book: Located just outside the classroom door. It is required by the Arizona Department of Health and Safety that any persons designated to sign your child in and out must write their legal first and last name and be 16 years of age. By law, preschool staff can only release your child to persons that you have previously listed in your child's file.

Washing Hands: During drop off, all students will start off the day by washing their hands before beginning any morning work/activities.

Backpacks

Please send your child with a backpack and a lunch to school. Lunch is provided by the parents. Inside the backpack should always contain: a school folder, water bottle, and a Ziploc bag with a change of clothing (shorts/pants, underwear, shirt, and socks). Please mark all personal items with the child's name. The folder will contain important information regarding classroom newsletters, announcements, and notes from your child's teacher. All water bottles must **ONLY** have water.

Bathrooms Readiness

In the best interest of the children, the preschool/pre-kindergarten has adopted a policy regarding bathroom accidents and children being fully, independently potty trained. Due to our licensing through the state of Arizona, students must be **fully** potty trained to attend OLMC Preschool/Pre-kindergarten classes. To be fully potty trained means; not having consistent accidents. Both programs expect parent cooperation with their child's bathroom readiness. Pull-ups are not allowed in either program. For more information, please refer to the OLMC Preschool bathroom readiness policy.

Birthdays

Birthdays are a very special day for every child! Talk with your child's teacher at least one week in advance if you wish to send in special snacks. If you are having a party for your child and are only inviting a few children from class, we ask that you mail any invitations to avoid hurt feelings.

Book Club

We are pleased to take part in the Scholastic Book Club. When you order a book, our school receives bonus points which will be used toward earning books for our school. Each month or two, your child will bring home a book order form. There is no obligation to parents. If you wish to order a book(s), there will be directions attached to the order form with information to order online. When books are delivered, we will place them in a plastic bag so that the other children do not feel left out when they see others receiving books.

Clothing

Please keep in mind that your child is attending preschool. Our curriculum consists of teaching children through creative play, therefore, we paint, play with nature, and anything that will engage our creative minds. It will get messy! Please send your child in play clothes that you don't mind getting dirty. Children should be dressed in comfortable, washable clothing that he/she can manage in the bathroom. Children spend time outdoors each day and should have appropriate outdoor wear; warm outer clothing in the winter and light clothing in the spring/summer. Sunscreen should also be applied. We do allow the children to run on the playground, so we recommend that you do not send your child to school in sandals or flip flops.

Conferences

Progress report conferences will be scheduled in the fall and an optional conferences in the spring. Additional conferences can be scheduled at any time. Always feel free to speak with your child's teacher before or after class time. Our progress reports were developed through the collaborative efforts of a cohort of Preschool Directors and the Diocese of Phoenix.

Critical Incident Managements Policy

The purpose of this policy is to ensure the safety of students. To guarantee that Our Lady of Mount Carmel School community has the best interest of the students in case of an emergency situation, all employees are expected to be familiar with the procedures listed in the plan. All employees will report any threats to appropriate authorities/school staff.

Critical Incident - Include situations involving threats of harm to students, school staff, or school facilities. Critical incidents include but are not limited to fires, natural disasters, use/threatened use of weapons/explosives, active shooter incidents, and the taking of hostages. Such incidents require an emergency response involving law enforcement and/or emergency service agencies.

CRITICAL INCIDENT TEAM MEMBERS – The Critical Incident Team Members shall include the following: principal, pastor, assistant principal, school secretary, preschool director, technical assistant (as appointed by the principal), and school nurse.

In the event of a Critical incident drill, parents will be notified prior to the start of the drill. The door to the classroom will be locked and shall not be opened to anyone that the teacher cannot identify as a police officer or an obviously non-threatening person.

Teachers will direct students to specific areas within the room out of the line of sight from the windows, if possible. Teachers will instruct the students to sit down on the floor and be quiet. To keep the children calm, we will talk to them through this process and sing to them until the drill is over. Please contact the director with any questions regarding this drill.

Curriculum/Activities and Programs

OLMC Preschool is a Christ-centered, play-based learning environment. We enrich students' lives by offering them hands on experiences, encouraging social-emotional skills, and bringing the awareness of Christ into their rapidly expanding world. Your child will develop math, science, language, social, spiritual and emotional skills through a wide variety of activities. Our caring and professionally trained staff will, in partnership with the family, develop the skills each child needs to have success in kindergarten.

OLMC Preschool embraces the developmental philosophy of learning, which respects each child as a unique individual, and supports the knowledge that young children learn best through play and hands-on experiences. Through daily classroom activity we strive to maintain a

BALANCE between:

- Child-directed & teacher directed activity
- Structure & flexibility
- Group needs & individual needs
- Children's interests

Daily activity offering always includes:

- Creative Arts
- Blocks
- Dramatic Play
- Sensory Materials
- Manipulatives
- Science
- Literature
- Music & Movement
- Snacks
- Outdoor Play

Discipline

In preschool, we work to eliminate any potential problems before they happen. Our staff expresses appropriate respect and affection for the children and model positive social interaction and expression of feelings. Should there be a disciplinary problem, we use several techniques that help children to internalize rules and become self-directed in their behavior. These include offering choices, problems solving, natural and logical consequences, ignoring, redirecting, and a “cooling off” time in an area of the child’s choice. We will work together with parents to keep the lines of communication open.

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

1. Causing personal injury to, or damage to the property of, any person (including the student him/herself).
2. Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

Dismissal

At the end of the class day, please sign-out your child on the attendance sheet. As stated earlier, we will only allow the child to leave with the persons listed on your child’s registration form. You are required to keep that list updated. Give a written note to your child’s teacher on days when someone other than the usual person will be picking up your child.

Pick up time is 12:15pm for all classes.

Extended care pick up time is 3:00pm.

After school pick up time is 6:00pm.

We do give parents a fifteen minute grace period before applying charges from 12:15pm to 12:30pm; extended care from 3:00 to 3:15pm. If you are later than fifteen minutes, there will be an extra charge of \$3.00 per half hour. There will be a \$1.00 per minute charge after 6:00pm.

Email

Our email address is monica@olmctempe.com. We check this email daily and it is a good way to send any questions or comments that you might have about the school or classes. We will send newsletters, announcements, calendars, and reminders to your email account on a weekly basis.

Emergency Dismissal

Although rare, in the event that the preschool cancels classes due to unforeseen reasons (example: broken furnace/ac unit) please make sure that we have a phone number that we can call each day to inform the person bringing your child to school about the cancellation. Also, we need the number(s) you wish us to call if school will need to dismiss early. Please list these numbers in your child’s file.

Enrollment

Students will be enrolled by the director of the preschool. After enrollment forms and the registration fee are given to the director, the director will notify you that your child is officially enrolled.

Field Trips

As with all school activities, field trips are part of our educational curriculum. Teachers will plan, with advance notice, "on campus" field trips, such as visits to the church, atrium, McCready Hall, school library, and OLMC elementary school grounds. Trips will be planned with safety in mind, which are relevant and meaningful to your children. We do not offer "off campus" field trips.

Fire Drills

To keep the children safe, we will practice fire drills monthly. The dates of our drills are listed in the attendance book for our state inspector. Under the advisement of the City of Tempe Fire Marshall we are asked to: 1. Practice fire drills with the building fire alarm. 2. Never park in the front of the preschool building or church fire lanes. This is for the safety of all children attending Our Lady of Mt. Carmel School/Preschool.

Forms

All enrollment forms must be completed before any child attends class. This includes three emergency contact listings with working phone numbers, completed blue health card, diocesan photo release, and food allergy notification.

Fundraisers

We do several fundraisers throughout the year. The success of OLMC Preschool is a direct result of all parents fulfilling their responsibilities as listed below:

1. Food For Thought (FFT) and our annual parish festival. Each family is required to profit \$75.00 per year (May-April) by purchasing gift cards.
2. For our annual parish festival - four hours (minimum) of volunteering are required.
3. Submit all forms and pay tuition and fees on time.

We are a non-profit organization and any money received is applied to the scholarship fund, classroom supplies, or any additional need at the preschool.

God is First

As Catholics, we start and end each day with a prayer and a prayer before our meals. The children will be taught the Our Father, Hail Mary, and the prayer to Our Lady of Mt. Carmel. Our classrooms and hallways are decorated to constantly remind the children of God's love for them. We occasionally, attend Mass and visit the church during school time hours. We always encourage families to attend Mass weekly. Each child will attend Catechesis of the Good Shepard once a week as part of their

Preschool curriculum. In addition to prayer, part of each day is devoted to learning more about God and our faith, His love for us, and how He wants us to treat others.

Home-School Communication

We provide many opportunities to keep you informed including:

Bulletin Board Notes: We have a bulletin parent board located outside the patio between the French doors. Please check it for new announcements, such as school pictures, fundraisers, events, and programs.

Parent Newsletters: Your child’s teacher will provide a weekly newsletter with information of curriculum and events.

Parent Programs: We provide many opportunities for parents to observe what their child is learning in class. We will have a Christmas and Graduation program in the evening. Family and friends are invited. Our programs are held in the church or hall for your convenience and comfort.

Hours of Operation Class Days Age Requirements

OLMC Preschool accepts students from ages 3 through 5 years in conformance with licensing regulations. We offer an early morning drop off at 7:30am for students who need early morning drop off for an extra fee. All OLMC Preschool classes start at 8:05am.

8:05 AM – 12:15 PM	Tues./Thurs.	3 years old
8:05 AM – 12:15 PM	Mon./Wed./Fri.	4 and 5 years old
8:05 AM – 12:15 PM	Mon. - Fri.	3 years old
8:05 AM – 12:15 PM	Mon. - Fri.	Pre-k (4 &5) years old
12:15 AM - 3:00 PM	Extended Care	3, 4, and 5 years old
3:00PM – 6:00 PM	After school Childcare	3, 4, and 5 years old

In compliance with licensing regulations, registration and emergency forms must be received prior to any child’s admission to the classroom. All other health and immunization records shall be submitted at this time as well. Children whose forms have not been received by the designated deadline may be excluded from the classroom until such forms have been received.

Illness

Do not send your child to school for 24 hours after he/she has had a fever over 100 degrees, rash, vomiting, diarrhea, or a severe cough. If your child has a communicable disease, inform the school so parents of exposed children can be alerted.

Immunization

All immunizations must be up-to-date and a copy of the immunization record must be kept in the preschool office.

Injury

Should your child become injured at school, your child will be taken into the director’s office and assisted accordingly. The child may need a band aide, ice applied, observation, and/or a call to the

parent for emergency assistance. If we are unable to reach you by phone, we will call from the emergency information sheet that is on file for your child. Please keep the information updated. All injuries and/or accidents will be documented and signed by the teacher and director. You will always be told of the incident and offered a copy.

Insurance Information

OLMC Preschool carries liability Insurance as required by licensing regulations rule #R9-5-308. We are insured by:

The Catholic Mutual Relief
Society of America
10843 Old Mill Rd.
Omaha, NE 68154

Kindness

Preschool is the time children begin to learn social skills. Our teachers will help the child learn about their own emotions, friendship, and empathy for those around them. With the aid of biblical stories, music, and books we will discuss these beneficial lifelong skills.

Lice

Head lice are a common occurrence among young children. Head lice spreads from person to person by direct contact with hair or by sharing items such as hats, brushes, etc. Lice does not carry diseases or illnesses, they do cause a nuisance. OLMC Preschool has a “**NO NIT/HEAD LICE**” policy. This means that all nits and lice must be removed from the hair before your child may return to school. If head lice are discovered on one child, the entire preschool will be checked. Children with head lice will be sent home immediately and a notification letter will be sent home to the classmates. For more information on lice, please refer to OLMC Preschool No Nit/Head Lice Policy.

Licensing Information

OLMC Preschool is regulated by The AZ Department of Health Services office of Childcare Licensure. They can be contacted at 602-364-2539.

The local office address is: 150 N. 18th Ave suite 400 * Phoenix AZ 85007

Inspection reports are available online at www.azdhs.gov or in the Preschool office here on our campus.

Medication Procedures and Storage

OLMC does not administer medication at the preschool.

Messy Work

Preschool can be messy and work is never neat! Please understand that your child will be learning through development activities. The art projects that are produced in class will require the use of fine motor skills. It is essential for your child to master these skills. Pre-cut projects are not a part of the OLMC Preschool curriculum. Although pre-cut projects are fun and easy for the children, they do not challenge or prepare them for kindergarten.

Music

Each week your child will be exposed to music. Every child will learn a sense of rhythm (pre reading skill), an appreciation for music of different cultures, and experience a time of free expression using a variety of instruments.

Outside Play

Weather permitting, your child will go outside each day. For safety reasons, we ask that you do not send your child in sandals or flip flops. Part of the playground is exposed to the sun, so we ask that you put on sunscreen before school. Children will be asked to wear shoes at all times.

Parent Responsibilities

OLMC Preschool recognizes the parent as the child's first and most important teacher and supports this role by providing opportunities for parents to participate in the education of their children. Parent participation preschools are unique. When parents and teachers work together, the link between home and school is strengthened. For children, parent involvement demonstrates that education and school experiences are valued. For parents, classroom participation provides an opportunity to gain insight and understanding of child development and supports the development of parenting skills useful in everyday interactions with children. Parent participation means a greater investment and greater return. The cooperative efforts of parents and teachers working together provide the best learning environment for young children.

Pictures

The teacher will frequently take pictures of the children at work and play to display or use for a project. You are asked to sign the permission slip about these photos. We will also have a photographer come to our school to take pictures of the children. They come in the fall and in the spring (only pre-k graduation pictures). You are not required to purchase the pictures. We only offer this as a service to help our families.

Pesticides

The preschool grounds will be sprayed with pesticides once a month. Parents will be notified by note 3 days prior to spray date. The notice will be posted in the parent board outside the patio between the French doors.

Questions

There are several ways you can reach us if you ever have any questions:

1. Preschool phone number is 480-966-1753
2. Email the director at monica@olmctempe.com
3. Teachers and director are available before and after school

Safety

Your child's safety is our top priority. Every exterior door is alarmed and the alarm will beep when the door is opened. The door located off to Rural Rd. remains locked at all times. We ask that parents introduce themselves to the school office staff the first week of school.

Schedule

A schedule is posted in each classroom. Your child's day includes prayer, outside play, centers, snack, music, group activities, and circle time. Your child's teacher will provide you with additional information about the class.

Themes

We have many themes that we use throughout the school year as part of our curriculum. In order to enhance these themes, for example, community helpers, firefighters, healthy bodies, and pets, we would like to invite special visitors to come and talk to the children about their job or profession. If you would like to be a visitor, or know of someone, please talk to your child's teacher. This is fun for everyone involved!

Updates

It is imperative to keep all phone numbers, addresses, and medical information updated.

Volunteers

We rely on our families to help us with many different activities throughout the school year. Every volunteer must attend "Called to Protect" class. These classes are offered at our parish as well as other diocesan parishes. Please register for classes online at your earliest convenience. A link to the Diocese of Phoenix website can be found on the Our Lady of Mt. Carmel Parish website at www.olmctempe.com



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OLMC Preschool No Nit/Head Lice Policy

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When a case of nits/head lice is found, OLMC Preschool will:

1. Call/notify parents whenever head lice/nits are found in their child’s hair. We will have the children ready and prepared for pick-up.
2. Distribute school policies and procedures as well as relevant information for the control, detection, and treatment of head lice/nits.
3. Support parents with practical advice and a sympathetic attitude while stating the school’s expectations about responding to head lice/nit infestations.
4. Upon return of the student, an inspection of the student’s hair will be administered.

To help control head lice, parents with children at OLMC Preschool will:

- a. Regularly inspect their children’s hair to detect head lice/nits.
- b. Notify the school if their child has head lice/nits.
- c. Comply with school expectations regarding the treatment of head lice/nits.

Procedures

5. Families have the responsibility of detecting and treating head lice in their children. Regular checking is required as children may have head lice without knowing. If head lice/nits are found at home, please contact the school. If head lice/nits are found in school, OLMC Preschool staff will call/notify the parents, support parents with practical advice and a sympathetic attitude while stating the school’s no nit/head lice policy. The dignity and privacy of each child will be respected at all times.

6. Once the school is notified or becomes aware of head lice in a class, all parents in the class will be notified of the situation by letter. Again, the dignity and privacy of each child will be respected at all times.

7. It is the responsibility of the parents of every child in a class to take effective action to detect and treat head lice in their children. Reminder letters will be sent home if the infestation of head lice continues.

8. A united approach between home and school will help manage head lice infestation. The simple rules which apply to all parents are: check weekly, treat quickly, and tell the school.



OLMC Preschool Bathroom Readiness Policy

In the best interest of the children, the preschool/pre-kindergarten has adopted a policy regarding bathroom accidents and children being fully, independently potty trained. Due to our licensing through the state of Arizona, students must be **fully** potty trained to attend OLMC Preschool/Pre-kindergarten classes. To be fully potty trained means; not having consistent accidents. Both programs expect parent cooperation with their child's bathroom readiness. Pull-ups are not allowed in either program.

Children become frustrated and challenged with usage of the bathroom. Sometimes children are just not emotionally or physically mature in regards to using the bathroom independently. With the implementation of this policy the preschool/pre-k staff wants to alleviate bathroom accidents and have outlined the following expectations:

Expectation of the Child:

- The ability to tell a teacher when they need to use the bathroom.
- The ability to pull their underwear and other clothing up and down when using the bathroom.
- The ability to wipe themselves.
- Proper bathroom usage.

In the event of a student having 4 or more accidents within a 30 day period, an action plan will be put into place to determine the child's readiness for our program. The preschool reserves the right to withdraw the student from the program if, the child is not demonstrating that he/she is fully potty trained.

I acknowledge that I have read and understand the OLMC Preschool/Pre-kindergarten Bathroom Readiness Policy.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

