

St. Mary's Preschool

Parent Handbook

2024-2025



*St. Mary's is dedicated to the education
of the whole child...*

spiritually, intellectually, emotionally, and physically.

Laura Jones – Preschool Director & Little Angels Teacher
Kristan Burnett – Jr. Kindergarten Teacher
Triniti Perkins – Wee Angels Teacher
Meg Shulman – Toddler Teacher

1665 Highway 45 By-Pass
Jackson, TN 38305
731-668-2525
Fax 731-668-1164

Our Learning Environment

Young children learn primarily through play and meaningful experiences. Our preschool classrooms consist of whole group instruction, small group instruction, individualized instruction, and hands-on learning. Structured activities are coupled with free exploration at learning centers throughout the room. The following centers reinforce the academic skills that are the focus of learning each week.

Daily Learning Centers:

Math
Science & Social Studies
Sensory
Puzzles
Fine Motor
Dramatic/Imaginary Play
Blocks
Writing
Books/Reading
Art
Religion

Daily Instruction for Preschool includes:

Phonics
Math
Religion
Handwriting (4K)
Literature
Science
Social Studies
Outdoor Time

Enrichment Classes (Wee Angels, Little Angels, & Jr Kindergarten):

Music, Art, Library, & P.E.



The Curriculum

Our Wee Angels Program uses the Memoria Press Classical Curriculum for Preschoolers.

Our Little Angels and Jr. Kindergarten Preschool curriculum includes *DIG*, a comprehensive preschool program designed to support teachers as they develop, inspire, and grow early learners. DIG features thematic integrated instruction centered around: key science and social studies concepts, math instruction that follows a developmentally appropriate progression of concepts and skills, meaningful literacy learning with more than 50 big books and 26 hands on engaging Letter People puppets, and explicit oral language development with daily vocabulary. DIG offers a balanced path to kindergarten readiness with purposeful differentiation with specific modifications for 3- and 4-year-old students.

For Handwriting, Jr. Kindergarten uses *Handwriting Without Tears*. This program aims to make legible and fluent handwriting an easy and automatic skill that students can master.

For Religion, we use a religious readiness program that helps young children take their first steps on their journey of faith. The curriculum, *Stories of God's Love*, teaches children age-appropriate scripture stories that tell them of God's love and connects these stories to the children's lives. This program also connects our school lessons to the home by offering weekly family enrichment.

Beliefs and Goals

Education is the process as much as the product. It is about the journey as much as the arrival. Learning at this age is a hands-on experience and play based.

Our curriculum has been designed to help each child grow spiritually, emotionally, physically, socially, and cognitively in an environment where he/she is having fun and learning at the same time.

The curriculum and the environment are teacher-prepared, and it is responsive to the children's interests, needs, and level of development. For children to become successful learners, we believe that they need to develop skills such as cooperation, taking turns, and the ability to problem solve. In addition, it is important for young children to feel confident in their ability to make choices, initiate a learning encounter, ask questions, and utilize their knowledge.

Please take a moment to read the following poem and remember that our learning is as much of the process, often more, than the product.

“NOTHING IN MY BAG TODAY!”

Today I did my math and science. I read a book, learned how to pray.

I halved and quartered, and counted, and measured.

I used my eyes, ears, and hands in play.

I added and subtracted with puzzles and games.

I used magnets and blocks.

I learned about a rainbow and how to weigh.

So please don't say -

ANYTHING IN YOUR BAG

TODAY?

I am learning to listen and speak clearly when I talk.

I am learning to wait my turn and when inside to walk.

To put my words into a phrase to find my name and write it down...

To do this all with a smile and not with a frown.

So please, don't say -

WHAT, NOTHING IN YOUR BAG TODAY?

I learned about a snail and a worm.

Remembered how to take my turn.

Helped a friend when he was stuck.

Learned that water runs off a duck.

Looked at words from left to right.

Agreed to differ, not to fight.

So please don't say -

DID YOU ONLY PLAY TODAY?

Yes, I played the whole day through.

I played to learn the things I do.

I speak a problem, find a clue

and work out for myself just what to do.

My teachers set the scene, and stay near-by to help me when I really try.

They are there to pose the problems, and to help me think.

They are there to keep me floating and never let me sink.

So please don't say...

WHAT... NOTHING IN YOUR BAG TODAY?



Classroom Rules

1. Treat everyone with kindness and respect.
2. Keep hands, feet, and objects to yourself.
3. Use inside voices.
4. Listen carefully when someone is speaking.
5. Raise your hand to share ideas.
6. Respect and obey your teachers.

Daily Report

Each day you will find a Daily Report about your child's day in preschool. There will be a brief comment about your child's day. Please take a moment to talk with your child about his/her day. Please know that we will help your child to learn from their mistakes in a gentle and loving way. We want to ensure that each child has a pleasant and positive learning environment. Please sign and return the report to school each day.



Mrs. Perkins Wee Angels PreK-2 Daily Communications

Name: _____ Date: _____ M - T - W - T - F

Today I was: Happy Sad Tired Quiet Active Fussy
We went outside: Yes No _____ Nap: Yes No

I ate _____ of my SNACK. I ate _____ of my LUNCH.

Diapers/Potty: Please Send: _____

Time Wet/BM Time Wet/BM Time Wet/BM

Time Wet/BM Time Wet/BM Time Wet/BM

Potty Notes: _____

Notes: _____

Please initial and return.

Please circle tomorrow's dismissal time for your child

Early 2:30-3pm	Monday	Tuesday	Wednesday	Thursday	Friday
Regular 3-3:30	Monday	Tuesday	Wednesday	Thursday	Friday
After Care 3:31	Monday	Tuesday	Wednesday	Thursday	Friday
No School	Monday	Tuesday	Wednesday	Thursday	Friday

Please circle if you send or order lunch for tomorrow

Packed lunch School House Fare Lunch

Messages from you/Parent: _____

Little Angels and Jr. Kindergarten Daily Report EXAMPLE

Monday

A Note from My Teacher:

Parent Signature: _____

Tuesday

A Note from My Teacher:

Parent Signature: _____

Wednesday

A Note from My Teacher:

Parent Signature: _____

Thursday

A Note from My Teacher:

Parent Signature: _____

Friday

A Note from My Teacher:

Parent Signature: _____

Parent Communication

Biting Policy

Statement of intent

Biting is part of a normal developmental stage for young children who are teething and are still developing their language skills. It is usually a temporary condition which is most common between 13 and 24 months of age. However, because of the danger this behavior represents to other children, repeated biting in a group childcare setting cannot be tolerated and requires positive intervention on the part of both the staff and the parents.

Aim

The staff will always maintain close and constant supervision of the children but due to the speed and randomness with which biting incidents often occur, it is not always possible to prevent these from happening. Our biting policy addresses the actions the staff will take if a biting incident occurs.

Method

When a biting incident happens it is very scary, frustrating, and stressful for children, parents, and staff. It is also not something to blame on children, parents or staff, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to stop because it does achieve results: the desired toy, excitement, attention.

Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with a firm “No....we don’t bite people”
- The bitten child will be comforted immediately, and the bitten area washed with soap and water. Appropriate first aid action will be taken where deemed necessary.
- The bitten area should continue to be observed by parents and staff for signs of infection.
- The biter will be spoken to in a manner which he or she can understand and will be redirected to other play.
- An Incident Report will be filed in the office and the parents of both children will be notified of the incident.
- Confidentiality of all children involved will be maintained.
- We look at the context of each biting incident to see if a pattern can be identified, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- If a child bites more than once, a member of the staff will shadow them for as long as is felt appropriate both to protect potential victims and to try to understand why the biting is happening.
- Exclusion would only be contemplated in extreme circumstances.

Preschool Carpool:

At St. Mary's, parents are responsible for the transportation of their children to and from school each day. Please follow the preschool carpool guidelines. Please always think of the safety of all our children.

Toddler Program Carpool:

Arrival 7:30AM-7:55AM

Toddler parents will enter the school campus at the main church entrance and drive straight toward the gate which leads to the gym parking lot. A staff member will be located at the intersection of the main carpool line and the gate entrance to direct traffic. Toddler parents will enter the gate and drive to the parking lot located by the gym and preschool playground. You will park and walk your child to the toddler classroom door via the walkway between the gym and preschool playground. Your child's teacher will welcome your child, and you will sign your child in for the day. Promptly at 8:00AM, the gate for this parking lot entrance will be locked. If you arrive after 8:00AM, you will need to drive to the main office entrance, park, and enter the school at the main doors. A staff member will direct you to the Toddler room to sign your child in for the day.

Dismissal 3:00PM-3:30PM

Afternoon pick-up will take place at the same location as drop-off. You will pick your child up at the classroom and sign him/her out for the day.

*If your toddler has a sibling in Wee Angels, Little Angels, or Jr. Kindergarten, he/she may also be dropped off and picked up at the toddler room.

Wee Angels, Little Angels, & Jr. Kindergarten Carpool:

Arrival 7:30AM – 7:55AM

Children may be dropped off between 7:30AM and 7:55AM each day. Promptly at 8:00AM, the preschool doors will be closed and locked for safety reasons. Please enter the campus by turning right onto the last campus entrance between the parish office building and the Knights of Columbus building. Our elementary and middle school carpool line will be exiting from this lane so please drive slowly and be cautious. If your child has older siblings, you may drop them off in the main carpool line, and then proceed to preschool drop-off. Please keep to the right and pull around to the parking lot behind the cafeteria.

Pull up as far as you can to the 2nd blue door (Little Angels room) and remain in a single file carpool line. When you arrive, a staff member will come to your car to receive your child. Your child may exit the vehicle from the back right side door with staff or parental supervision. You may get out of your car to assist your child, but please stay at your vehicle until a staff member is ready to walk your child safely to the building. Please do not allow your child to exit the vehicle without an adult present at the vehicle door. You will circle around to exit the parking lot. If you arrive after 8:00 AM, you will need to drive around to the main office entrance, park your car, and walk your child to the front door where a staff member will sign your child in and walk your child to their classroom.

Dismissal 2:40PM – 3:30PM

Early preschool dismissal begins at 2:40PM each day. If you have older children at St. Mary's, you have the option of picking your preschool child up beginning at 2:40PM, then going to the Elementary/Middle School dismissal line to pick up your older child(ren). If choosing this option,

please enter the campus by turning right onto the last campus entrance between the new parish office building and the Knights of Columbus building. You may also choose to pick up your older child(ren) at 3:00PM in the main carpool line first, and then proceed around the building to pick up your preschooler.

Pull up as far as you can to the 2nd blue door (Little Angels room) and remain in a single file carpool line. When you arrive, a staff member will bring your child to your car. You may then exit your vehicle to receive your child and safely buckle them in. The person picking up any preschool child is responsible for securing the child into their car seat or booster seat and for making sure the car door is securely closed. You will circle around to exit the parking lot.

Important:

No preschool child will be dismissed on their own at any time. Preschool children are not allowed to be dropped off or picked up in the main Elementary/Middle School carpool line. Preschool students may only be dismissed from the designated preschool doors. If someone is picking up your child and he/she is not on the authorized pick-up list, the office must be called and/or have a note from the parent giving them permission to pick up your child. When the person arrives, he/she will need to show us a photo identification card. If you need to pick up your child at a different time throughout the day, please let the teacher or office know. All early pick-ups will be done through the main office front doors, not the toddler room or preschool doors.

After school care is available from 3:30PM until 5:30PM. If you need After School Care for your child, please call the school for information regarding rates and availability. Any preschool student who has not been picked up from school by 3:30PM will be taken to After School Care.

Dismissal, continued

Please note the following state policy regarding release of children. St. Mary's will follow this policy in accordance with the *Rules of the State Board of Education Office of the Commissioner, Chapter 0520-12-01, Standards for School Administered Child Care Programs.*

Rule 0520-12-01-05:

(5) (d) "Children should not be released to anyone whose behavior, as deemed by a reasonable person, may place him/her in imminent risk. Immediately call 911, the local law enforcement agency, or other emergency services number prior to the release of children. If the person displaying risky behavior is not the parent, the program shall not release the child and the parent shall be called immediately."



Birthdays

Birthdays are very important to preschool children. We will celebrate each child's birthday. You may want to help celebrate your child's special day at school. However, there are some basic guidelines that need to be followed:

1. You may send in individually pre-packaged items as a treat to share with the class.
2. Please send them in the morning with your child.

Please do not send presents, balloons, piñatas, or fast food on your child's birthday. Due to liability reasons, we are not allowed to hand out party invitations at school. This is a school-wide policy. I apologize for the inconvenience this may cause.

Summer Birthdays:

Children who have birthdays during the summer months will not miss out on the fun! Students may celebrate their un-birthday during the last week of school or at another time that you choose.

Birthday Book from the Library

During your child's birthday month, you will receive an envelope from the library. You can donate any amount of money to purchase a book for our school library. A book will be purchased, and your child's name will be placed inside the book in honor of your child's birthday. This is a great way to contribute to the growth of our library.



Clothing

Please refer to the St. Mary's School Student and Parent Handbook for the Preschool Dress Code. Little Angels and Jr. Kindergarten students will be required to wear the St. Mary's school uniform. All preschool children must have an extra change of clothes at school. The extra clothes do not have to be a St. Mary's uniform. Shoes should be slip-on or Velcro.

Communication

Communication between the home and the school is an essential element to the success of each child. Children prosper when the primary voices in their lives sing in harmony. Let's do everything we can to make sure that happens. Therefore, each day your child will take home their bag which will contain any school papers and the Daily Report. This will be very important. Please check these each evening and sign and return the Daily Report. Also, if you have correspondence that needs to be addressed that day, please send it on the Daily Report. Small pieces of paper in their take home bag could go unnoticed or get lost. We will write you back or call you, if needed. If you call, please keep in mind that the children are our first responsibility during the school day, and it is difficult to return phone calls right away. We will do our best to return phone calls during our planning time or after school. It may not be possible for us to always respond to you on the same day. We will try our best to respond to you as promptly as possible. Please leave your name and an alternate number where you can be reached after school hours.

You may also e-mail us if you have a brief question that can be answered easily. Please remember that e-mail should not replace conversations. As with phone calls, we will rarely have time to reply on the same day, so if you have a question that needs to be addressed that day...please send it on your child's daily report.

The school strongly encourages teachers not to communicate professionally using social media. Please do not use Facebook for school related communication.

Cubbies

Each child will be provided with a cubby that has his/her name or picture on it. Providing the children with a picture of themselves makes it easier for them to find their cubbies when putting items away. Please make sure any items you bring from home are clearly labeled and everything fits inside your child's cubby. These cubbies will serve as storage for their extra change of clothing, lunch box, coats, small stuffed animal for nap, and take-home bag. Please make sure that they are not bringing anything extra (like toys, sunglasses, hats, etc.) to school each morning.

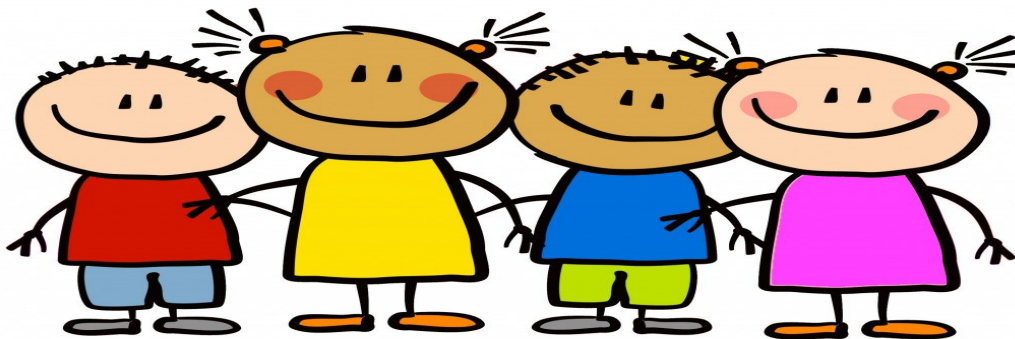
Dis-enrollment Policy

The following factors could be, but are not limited to reasons for dismissal:

1. Behavior problems that are a disruption to the classroom environment.
2. Behavior problems that are harmful to the student or other children.
3. Lack of school readiness such as consistent crying, lack of cooperation, and separation anxiety.
4. Consistent potty-training issues (excludes Toddlers & Wee Angels).

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him or her, or disrupts the classroom on a regular basis, then the administration reserves the right to terminate enrollment for that child.

All new students to St. Mary's are on a 9-week probationary period. (Please see SMS handbook for specific details.)



Food Policy

The following guidelines should be followed to help prevent the risk of choking:

- Hard candy, popcorn, and nuts should not be sent to school.
- Grapes, cherry tomatoes, etc. should be cut into small bite sized pieces. Hot dogs should be cut in half length wise or into bite sized pieces.
- Olives should be cut in half with the pits removed.
- All food should be cut into appropriate bite sized pieces.

Snacks:

Please send in your child's individually wrapped or packaged LABELED snack each day. The preschool program is a nut-free environment. Please do NOT send in peanut and/or any tree nut foods. Please make sure you notify us of any food allergies to ensure your child's safety. Please be sure you send healthy snacks. Fruit, yogurt, and cheese are examples of a healthy snack. Cupcakes, cookies, candy, and potato chips are examples of unhealthy snacks.

Please also send in water in a spill-proof cup for your child. This should be separate from their lunch drink.

Lunch:

Wee Angels, Little Angels, & Jr. Kindergarten students have the option of purchasing a lunch through the new Schoolhouse FARE Lunch Program or bringing a lunch each day. Schoolhouse Fare procures restaurants to prepare and deliver freshly made to order lunches. The lunches will be delivered to the school individually packaged and labeled with the child's name and grade. Once they are delivered, we will keep them warm and refrigerate the cold items. Please note that you must sign up for this program and order 1 week in advance. Please go to [HTTPS://ORDERS.SCHOOLHOUSEFARE.COM](https://orders.schoolhousefare.com) to sign up and place your order. (This is option is not offered to our Toddler program.)



When packing your child's lunch, we ask that you please follow these lunch box guidelines:

The Containers:

Please have the contents of your child's lunch ready to eat! The idea is that your child can open 1 or 2 containers and have their entire lunch in front of them. Please also remember that your child's lunch will not be refrigerated or heated up. You must include an ice pack for any foods and/or drinks (especially milk) that require refrigeration. Remember to put your child's name on all containers. The Toddler room will have a small refrigerator provided for milk.

Contents of Lunch:

Please be sure to send your child a nutritious lunch each day. A healthy lunch should have the nutrients that children need to grow, learn, and play. An example of a healthy lunch would be a sandwich, a fruit (berries, a cut up apple, mandarins, etc), a vegetable (baby carrots, broccoli, etc), and a small handful of goldfish or graham crackers. We are not opposed to your child having a simple treat in their lunch box, such as 1 small cookie, but please don't send candy in your child's lunch. Yogurt also makes a nice treat which the children enjoy. Please be sure that your child has plenty of healthy items to eat before they have dessert. Keep in mind that we cannot heat your child's lunch for them. Also please make sure that all food is peeled, cut up, and ready for your child to eat. The preschool program is a nut-free environment. Please do NOT send in peanut and/or any tree nut foods. Grapes, cherry tomatoes, carrots, and any other choking risk foods should be cut into small pieces. Please do not send popcorn to school.

Drinks:

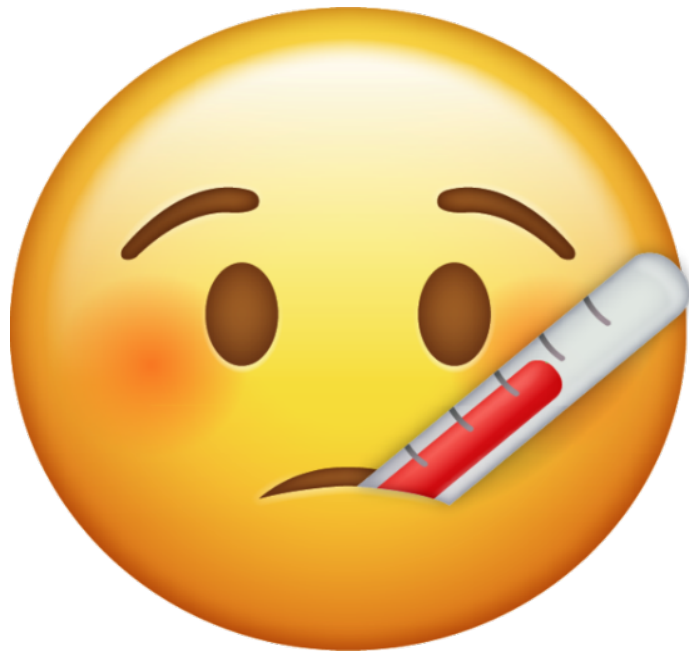
Please send water for your child each day in a spill-proof cup/bottle. If your child would like an additional drink at lunch, please send the lunch drink in a spill-proof container in your child's lunchbox. Please do not send in a box or pouch drink because they are very difficult for the children to open and very messy. Milk, water, or a fruit juice, such as apple juice or orange juice, is the type of drink your child should bring to school in their lunch box. Absolutely no carbonated beverages, soft drinks, or tea.

Following these guidelines help lunch and snack go smoothly in our classroom each day. Thank you for your help and support.

Illnesses

If a child becomes sick during the day, you will be notified to come and take your child home. If your child is sent home, they may not return the following day. Sick children cannot be cared for at school. Please do not send your child to school with a fever. Any child who has had a fever, nausea, diarrhea, vomiting, or other signs of illness should be symptom free for 24 hours before returning to school WITHOUT taking a fever-reducing medication. Your cooperation with this policy is extremely important and helps ensure a healthy and happy school environment for all our children, families, faculty, and staff. In addition, if your child is going to be absent for the day, it is the parent's responsibility to notify the school office by 8:30am.

A priority at St. Mary's is to keep all of our students healthy and in school. We can all work together to prevent the spread of illness.



Movies

Age-appropriate G-rated videos will be shown at times to your preschooler. This will occur on a limited basis for special occasions or for educational purposes when it correlates with student learning.

Newsletters

Please take the time over the course of each week to read over the class newsletter so you will be aware of events and important information. This is a great communication tool between the school and the home, as well as a fun way to highlight what we do each week.



Naptime

According to the American Academy of Pediatrics, preschoolers need a minimum of 10-12 hours of sleep each night, as well as a nap each day. This amount of sleep has been shown to be necessary for young children to be able to learn and develop well. Our day in preschool will be very busy, and your child will need to be well rested to be a happy participant. Children will nap each afternoon. Your child will not be required to go to sleep, but he/she will be required to rest quietly on his/her mat so other children can rest. If a child is consistently disruptive during nap, the child may be placed on ½ days. The school will provide the 2-inch plastic mats that are required by state guidelines. 2K, 3K, & 4K parents will need to purchase a mat cover from the school. Your child may also bring a *small* soft stuffed animal or doll to sleep with during nap time. Please remember that the item should promote rest. The item needs to be something that can be kept at school rather than something that would need to be carried back and forth between home and school each day. We wouldn't want your child to be upset if the item was forgotten at home or school. The item should be small enough to fit in your child's cubby. Please be sure that all items are labeled with your child's first and last name. We will send home your child's mat cover for laundering at the end of each week.



Potty-Training and Restroom Policy

In the Wee Angels class and the Toddler class (when a child demonstrates readiness), the children will be potty-training.

Some things we will do to get the children ready to potty-train:

1. We will be reading potty-training books and talking about going to potty in the big girl or big boy potty during changing.
2. We will have them sit on the potty during natural transitions times (before and after meals, before and after naps, and diaper changes)
3. We will practice with them in getting their pants up and down on their own along with hand washing.
4. We will supervise them and watch for signs that they have to go or are going and get them off to the potty.
5. We will keep close communication with the parents about any indicators suggesting the child is ready.

Students entering St. Mary's Little Angels and Jr. Kindergarten are expected to be toilet trained before the start of school. This includes independent use of the toilet, able to remove and replace clothing, as well as hand washing, all without assistance. Please practice these skills at home. In contrast to a day care setting, we require that our pre-K students be fully potty-trained to the extent that they can take care of their own toileting needs without assistance. We understand that a child may occasionally have a potty accident. Your child's classroom teacher will ask that you provide an extra set of clothing for your child in case this should happen. We also understand that a child may occasionally need extra assistance with cleaning him/herself. You will be asked to sign a consent form if you want to allow your child's teacher to assist him/her with changing or cleaning up. Students are typically not allowed to wear diapers or pull-ups to school in the Little Angels class or Jr. Kindergarten. Below you will see our policies regarding consistent accidents:

If a Little Angels or Jr. Kindergarten student has two accidents in one week, the child will remain home full-time for 5 school days to work on potty-training. If the accidents are only occurring during naptime, the child may be placed on a half-day schedule for 5 school days. If a child has two potty accidents in one day, the parent will be called to pick up the child when the second accident occurs.

If a child has a potty accident and does not have a change of clothes at school, parents will be called to pick up the child and remain home for the rest of the day.

In some instances, a parent may be called to come and help his/her child clean-up, if needed. At that time, it will be determined if the child needs to be taken home for the day. If a child has diarrhea at school, parents will be required to take the child home and remain out of school until free from diarrhea symptoms for 24 hours.

Prescription Drugs and Medicines

Prescription drugs and over the counter medicine should, whenever possible, be dispensed by a parent or guardian. If a child is given a prescription to take three times daily, it is recommended that the parent give the medicine before school, after school, and at bedtime. If the medicine must be taken with the lunch meal, or more often than three times daily, the office personnel should dispense the medication. All medications will be kept and administered through the school office. **Do not send in medications with your child.** You must drop off and pick up the medications in person at the front office and have the following authorization form completed. You will need to make copies of this form or access it on the school web site. Once the medication is administered, there is an additional form that will be sent home for you to complete and return. All these forms are required by law for any individual to administer any kind of medication. Medication includes anything from Neosporin to prescription drugs.



PRESCRIPTION DRUG AND MEDICINE AUTHORIZATIONS

All prescriptions must be in the original, labeled container and stored in the school office under lock and key.

The following information must be completed before the medicine is given.

NAME: _____ GRADE: _____

PARENT/GUARDIAN: _____

HOME PHONE: _____ WORK PHONE: _____

NAME OF PRESCRIPTION: _____

AMOUNT OF DOSAGE: _____

TIMES TO BE GIVEN: _____

SIDE EFFECTS: _____

PRESCRIBING PHYSICIAN: _____

I hereby authorize _____

(Name of school)

to dispense _____ as directed above.

(Name of prescription)

SIGNED: _____

DATE: _____

**Please send a completed form with your child each time
medicine is sent to school.**

Scrip

Each family with a child enrolled in 2K to 8th grade at St. Mary's is required to earn \$200 per year in Scrip for the school per your contract agreement. To sign up and for more information regarding SCRIP please contact the school office.

Take-Home Bags

Please, no backpacks. The school will provide "take-home bags" for the 2K, 3K, and 4K children on their first full day of school. These bags will be sent home daily and should return with your child each morning. Please make sure that you check your child's bag each day when he/she comes home. All important information about your child's day at school will be inside of your child's bag. This is our primary source of communication and is great practice for years to come! Please take care of your child's bag. If the bag is lost, parents are responsible for paying to replace the bag.

Tardies

Preschool in the state of TN is not compulsory. However, a consistent and unrushed schedule is best for your child and his/her peers. PLEASE do everything you can to have your child in their classroom by 7:55. This way they have time to unpack, use the restroom if needed, and begin prayers at 8:00. The preschool carpool doors will be closed and locked at 8:00 am. If you arrive at school past 8:00 am, you must park and walk your child to the front door where a staff member will meet you. Please communicate this to anyone who may drop off your child.



Toys

In order to promote a quality learning environment for all students, we request that you do not allow your child to bring toys to school. Toys cause multiple distractions and problems in a school environment. They may also get lost or broken. The school is not responsible for any toys that are brought to school and become lost or broken.

This information is provided in addition to St. Mary's Student and Parent Handbook. In addition, please take some time to read through the school handbook at www.stmarysschool.tn.org

The preschool director and pastor retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

St. Mary's Preschool Program adheres to and follows the guidelines approved by the state of Tennessee Standards for School Administered Child Care Programs.

