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MISSION STATEMENT

Auburn Area Catholic School, with our parish and families as partners, empowers each student along their academic journey to develop their God-given talents and to become a lifelong disciple of Christ.

Vision Statement

Auburn Area Catholic School students will represent Christian behavior in the greater community by daily living out the values of the Catholic faith. Auburn Area Catholic School will exemplify academic excellence, spiritual growth, and community spirit at all levels and will be the school of choice for families of our parish.

Value Statements

Our Values...

Auburn Area Catholic School will...

- Strive to maintain a student to teacher ratio that creates a balanced learning environment.
- Promote living as a disciple of Christ by providing an environment that models Christian values
- Offer strong academic programs that will prepare each student to reach their fullest potential
- Encourage each students' critical thinking, self-discipline, and leadership skills
- Nurture a safe family environment while developing caring and compassionate students.
- Instill traditional Catholic beliefs in our students to help them each develop a strong spiritual foundation that they can rely on for the rest of their lives.

ENROLLMENT

Auburn Area Catholic School does not discriminate on the basis of sex, race, or national origin in its admission policies or its employment practices.

In accordance with the state law, students entering 3 year old preschool, 4 year old preschool or Kindergarten must be at the required age by the date designated by the State of Michigan. The State also requires a copy of a birth certificate, a recent health form, and an up-to-date immunization record. All necessary forms and requirements are included in the registration packet.

Auburn Area Catholic School gives preference in admission first to Catholic students from the St. Gabriel Parish. Second preference is given to students from other parishes. Students from outside the Catholic faith are also admitted as space allows.

Students with learning differences are admitted as long as their needs can be met with reasonable accommodations on the part of the school. Students that are admitted are on a probationary status for a period of three months, thus allowing school officials time to determine whether the school can meet the students' needs.

Auburn Area Catholic School may refuse enrollment to a student who has violated the following rules:

1. A student who has been expelled at any time during his/her educational career.
2. A student who has been suspended for five days or more during the last two academic years.
3. A student who has dropped out of school or has attended school for less than seventy-five percent of the regularly scheduled days in the past two academic school years.
4. A student, who has been suspended for one to four days in the past two academic years, may be refused enrollment depending on the issues and conditions for his/her suspension. The student and parent will be required to have an interview with the principal and or pastor prior to final determination of enrollment.
5. Tuition is not kept current. (see financial and fee policies)

Meeting Children's Developmental Needs

Children who have an Individual Family Service Plan (IFSP) or an Individual Education Plan (IEP) are able to receive services at AACCS through their service provider. The Preschool does not have qualified service providers (speech pathologists, occupational therapists, etc.) on staff, but we work collaboratively with Bay Arenac ISD and Bay City Schools to be sure that your child's goals are met. Your child's teacher and the building administrator become part of the child's team, along with the service providers, and offer information, data, suggestions for writing of ISFP and IEP goals, and act as an advocate for the child.

Teachers at the Preschool are highly trained in the development of young children and complete informal and formal assessments on each child as part of our curriculum and program planning process. If we become concerned about a

child's development, we will document our concerns and share these with the family. We will work with the family and connect them with the appropriate programs that will complete formal assessments and observations to make a definitive determination. We will work collaboratively with such programs during this time and act as an advocate for the child.

FINANCIAL AND FEE POLICIES

Payments for tuition are made for 10 months, August through May. These payments are to be made by the 15th of each month.

Late tuition notification process will be:

- If payment is one week late, a gentle reminder note will be emailed or sent home.
- If payment is two weeks late, a letter signed by the principal will be emailed or, mailed home.
- If payment is **one month behind**, a letter will be signed by the pastor and principal indicating that your tuition is past due and full payment (2 months) needs to be made by the end of the month. A child's enrollment is suspended beginning the 1st of the next month until full payment to date is received in the school office.
- If there are extenuating circumstances causing delay in payments, please call and make an appointment with the pastor and principal.

Withdrawal Policy

If for one reason or another, your child is withdrawn from the Preschool program, tuition will be paid through the date of withdrawal. Any advance payments will be refunded after the date of withdrawal.

A registration fee is required for each child to secure enrollment.

PRESCHOOL OBJECTIVES

THE IMPORTANCE OF PRESCHOOL

Parents, doctors, and psychologists know that a child's preschool years are extremely important in preparing him/her for the years of learning ahead. Auburn Area Catholic School wants to be part of that preparation because it feels that every child is a special gift of God, is capable of learning, and deserves the best beginning and the best foundation for future learning.

Our school's goal is to have each child develop and mature with his/her peers in an environment of Christian love and understanding which will open many areas of challenge, discovery, and enjoyment and challenge his/her level of ability.

OBJECTIVES OF THE PRESCHOOL PROGRAM

The preschool aged child is a very unique individual, full of love, excitement, anxiety, curiosity, and potential. Realizing that there are many different factors that effect the child's development, the preschool program addresses all of its learning experiences and activities to these various components of the child as further outlined:

Emotional Development

The child will:

- Develop a positive, realistic self-concept
- Accept and express his/her emotions in God-pleasing ways
- Accept and demonstrate Christian care and concern for others
- Feel pride in his/her accomplishments
- Grow in independence
- Enjoy God's gifts of living and learning

Social Development

The child will:

- Learn to share and cooperate with others
- Show respect for others and their differences
- Grow in the understanding that he/she can learn from others
- Share the love of Christ by seeking and giving companionship
- Develop respect for others' cultural identity and heritage
- Respect the environment as a gift of God

Intellectual Development

The child will:

- Extend natural curiosity to his/her environment
- Use God's intellectual gifts in ways pleasing to God
- Develop strong foundations in language arts, which will result in reading and writing as the child becomes ready
- Develop strong foundations in math and early computation skills
- Develop appropriate problem-solving skills

- Receive wholesome models for learning.

Aesthetic Development

The child will:

- Develop sensory awareness
- Grow in imagination and creativity
- Grow in the appreciation of art and music as both fun and a means of communicating
- Develop the sense of expression through art and music
- Show love for God through art and music

Physical Development

The child will:

- Develop coordination and motor skills
- Explore movement and physical fitness
- Learn to practice good safety and health habits
- Care for the health and development of his/her body as God's gift

THE PRESCHOOL PROGRAM

The Mon-Wed-Fri four-year-old program has an 8:30 – 11:30 a.m. session, plus the option of adding an extended day 11:30 a.m. – 3:15 p.m. session.

The Tue.-Thur. three-year-old program has a morning session only and is held from 8:30 – 11:30 a.m.

Children must have the necessary bathroom habits to care for themselves.

RATIO of STUDENTS TO ADULTS

At AACCS preschool we maintain a 12 to 1 ratio of students to adult in our 4 year old program. We have a 10 to 1 ratio of students to adult in our 3 year old program.

The goal of preschool is to prepare the children for kindergarten, to help children become enthusiastic, independent, self-confident and inquisitive learners. We do this by encouraging children to be active and creative explorers who are not afraid to try out their ideas and to learn at their own pace and in ways that are best for them. They are given opportunities to develop good habits, basic skills and positive attitudes that can be used throughout their lives. Our biggest goal is in helping children see themselves as God sees each one of us—unique individuals, full of worth and promise.

Preschool has classrooms of tiny chairs, cubbyholes, "circle time," and activity centers. Children are taught to read, write, and compute, as well as, cut, paste, skip, and share. By using manipulative objects, they will learn many math concepts.

But children will not be taught these things while sitting in rows of desks. The children will move about the classroom constantly, whether working on the floor, at tables or in the hallways. The preschool classroom is fluid and free.

A preschooler's day will include time to work alone, then come together in "circle time" for sharing and group activities; ample opportunities for outdoor play, as

well as, moments of quiet, listening to music or literature, creating in the art center, or exploring movements in the gymnasium. The teachers will also spend a great deal of time building self-confidence, encouraging children that mistakes are okay and can provide a good way to learn.

The school year is divided into a number of themes and activity units are created to emphasize each theme. Themes may include activities such as colors and shapes, farms and food, nursery rhymes and community helpers. Each activity unit includes experiences in fine and gross motor development, language arts and number readiness, art and music enjoyment, social interaction and self-esteem building.

4 Year Old Optional Afternoon Program

The optional afternoon program will include; lunch period, rest/naptime, outdoor play and group activities.

Milk is provided for all preschool children at lunch time. Hot lunch is offered to preschool children. The lunch menu is the same as the K-5 lunch which follows the USDA standards for hot lunch. Our kitchen is peanut free. The cost of a hot lunch is the same as K-5. Preschoolers who purchase a hot lunch will have their afternoon snack provided by the school.

PRESCHOOL HOURS AND CLOSING PROCEDURES

Preschool sessions run Monday, through Friday from 8:30 to 11:30 with extended day 11:30 to 3:15. The preschool program will follow the holiday/vacation schedule of Auburn Area Catholic School. A school calendar will be sent home in the fall. Auburn Area Catholic may not always follow Bay City Public School closings. When weather becomes severe, or other problems arise, please listen for announcements that will be given on TV stations WNEM and WEYI, our school will be listed separate from Bay City Public Schools. Parents also have the opportunity to sign up for closing notification by text message. Evening activities are also cancelled when school has been cancelled.

DROP OFF AND PICK UP

Preschoolers should be dropped off at the classroom doors. Your children will be brought to the Church doors at the end of each school day. The children should be here no sooner than 8:15. The teacher and/or teacher's aid will greet them in the classroom. Please do not leave children alone. Your children will be brought to the Church doors at the end of each school day.

TRANSPORTATION

As of the first day of school, it is very important that the teacher be notified of how, and with whom, each child will go home from school every day.

NEITHER THE TEACHER NOR THE TEACHER AIDE WILL ALLOW A CHILD TO GO HOME BY ANY OTHER WAY THAN ORIGINALLY ESTABLISHED ON THE FIRST DAY OF SCHOOL.

IF THERE IS ANY CHANGE IN THE TRANSPORTATION PLAN, THE PARENTS MUST NOTIFY THE TEACHER IN WRITING OR IN PERSON BEFORE THE CHILD WILL BE ALLOWED TO GO HOME IN ANY DIFFERENT MANNER THAN ESTABLISHED.

DISCIPLINE POLICY

A self-guided or self-disciplined child is our goal. The teacher will manage the group through careful teaching techniques using the PBIS Matrix. The teacher will provide many learning experiences that are age appropriate to avoid frustration.

At times, direct intervention on the part of the teacher may be necessary. At those times the following methods will be used:

REDIRECTION: Directing the child to an appropriate activity while explaining the reasons why he/she may not engage in that type of behavior.

GIVING CHOICES: To help the child resolve his/her conflict by choosing a more appropriate way to act in that particular situation.

TEMPORARY ISOLATION: Removal of the child from the immediate situation for a short period of time. The child is taken to another part of the room to sit, he/she is told why they were removed, and how they need to behave to return to the group.

If the problem persists or is severe the parents will be notified. The parents will be informed of the problem, how it was handled and what will be done in the future. If the problem continues and can't be resolved, the child will be withdrawn from the program.

Positive Behavioral Interventions and Supports: PBIS

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Auburn Area Catholic School is the four building-wide expectations:

- Show Respect
- Own Behavior
- Act Safe
- Responsible Actions

In addition to our behavior expectations, PBIS has four other components: 1) a **behavior matrix** which explains behavior expectations in each school setting; 2) **direct teaching** of the expectations; and 3) **PBIS recognition**.

Behavior Matrix

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say "please" and "thank you." It is responsible to clean your space. The matrix will be posted in classrooms, around school and sent home. The AACS behavior matrix is located on page 10.

Teaching Expectations

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations "look" and "sound" like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become a regular part of our instructional program.

PBIS Recognition

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Students will earn star tickets and receive monthly recognition at morning prayer.

Parents and PBIS

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year we will send updates and information about the PBIS program at AACCS. We invite your comments, concerns and ideas to make PBIS work at our school.

Please support PBIS at AACCS by:

- Reviewing behavior expectations with your child
- Using the four expectations at home (Show Respect, Own Behavior, Act Safe and Responsible Actions)
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of the AACCS staff
- Joining our PTO to learn more about AACCS

Voice Levels

0 = No Voice

1 = Whisper

2 = Table Talk

3 = Strong Speaker

4 = Outside

Diocese of Saginaw Bullying Policy: Auburn Area Catholic School will follow the policy adopted by the Diocese in 2012. A Copy of the policy is located in the preschool room for your viewing.

Drugs, Alcohol, Tobacco and Weapons

Policy for Families and Students

The use or possession of illegal drugs, tobacco, alcohol, weapons, fireworks, or explosives is prohibited within the school premises, during school functions or school fieldtrips for both students and adults. Permanent suspension will be automatic with a student's first offense. Auburn Area Catholic School is a drug-free school zone, therefore adults are not allowed to smoke anywhere on school grounds. It is the policy of our school that no alcohol be served at any school events where school-aged children are present. If alcohol is to be served at any functions, the pastor, principal and the school committee must give permission. If individuals fail to comply with this regulation, they will be asked to leave the premises. Adults in charge of students during fieldtrips are to observe this policy and the chaperone policy.

Title IX

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic Schools' education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Mary Ann Deschaine, Ed.S., Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, mdeschaine@dioceseofsaginaw.org. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, mobrien@dioceseofsaginaw.org.

FIRST DAY OF SCHOOL

PREPARING FOR THE FIRST DAY

There will be an open house in September, where parents and children will have an opportunity to see the preschool classrooms and facilities, meet the teacher, and introduce themselves to other parents.

Each child will need the following:

- A backpack at least 12 inches wide to carry schoolwork home.
- Their name must be written on their belongings.

It will help your child at school if he/she has learned to:

- Put away toys, clothing, playthings, etc.
- Help others
- Listen to and follow directions
- Do simple household chores
- Wash his/her hands
- Go to the bathroom independently

You can help your child by:

- Establishing a routine for getting to and from school
- Seeing that he/she has a nourishing, unhurried breakfast before coming to school
- Dressing him/her suitably for school activities and for the weather
- Keeping your child home when he/she is sick

For your child's safety he/she should know and be able to tell someone:

- His/her telephone number
- His/her parent's name
- His/her first name

THE FIRST DAY OF SCHOOL

This is a very exciting day for everyone. In preparing for this day you might consider the following:

- It may be helpful for a parent to accompany their child to school on the first day. If this is done, the parent should bring the child directly to the classroom and may remain in the room with the child until the child feels comfortable to stay without the parent. Parents are encouraged to come in at anytime to visit and observe in the classroom.
- It takes a while to adjust to the routines and length of the school day. At the end of the day everyone goes home tired. An early bedtime might be in order. ☺

CLASSROOM POLICIES

SNACKS

The children will have a snack each day. Snacks will be provided on a rotational basis by parents. A snack calendar will be sent home monthly. Please try and send nutritious snacks that are individually wrapped. **Please note that Auburn Area Catholic Preschool has adopted a *peanut-free* snack policy.** Please do not bring anything to the school that contains

peanuts. Check package labels very carefully to ensure that there are no peanuts listed in the ingredients. We try and reserve the cookies and cakes for birthdays and parties.

ACCEPTABLE SNACKS

Fruits and Vegetables

Bananas - Cut into quarters or halves with peel on for convenience
Apples and Pears – Sliced into wedges
Melons and Cantaloupe – Cubed or use a melon baller for fun shapes
Berries - Serve as is!
Oranges – Wedges
Grapes - Cut in quarters or halves
Plums, Peaches and Nectarines - Pitted and cut in half
Sugar Snap Peas – Serve as is!
Broccoli – Cut into small florets
Cucumbers – Sliced
Cherry tomatoes – Cut in half
Applesauce
Dried fruits - raisins, apricots, etc.

Bread and Grains

Whole Wheat Crackers or Pretzels
Whole Wheat Breads
Pita Bread
Tortillas
Fruit or Vegetable Muffins
Granola Bars
Breads – banana, zucchini (no nuts)
Cereal – Whole grain

Protein

Low fat yogurt
Cheese sticks
Slices of Cheese

ACCEPTABLE DRINKS

100% Fruit Juice: White Grape, Orange, Apple, low fat milk

NON-ACCEPTABLE SNACKS

Candy
Fruit snacks, fruit rollups, Yogo snacks
-these are not fruit -- they are fruit flavored sugar
Nuts of any sort, peanut butter snacks
Cookies

NON-ACCEPTABLE

DRINKS

NO “color” drinks (blue juice in milk jug, etc.)
NO red or grape juices
NO HI-C or Kool-Aid
NO pop

Suggested Serving Size (PER STUDENT):

Vegetable: ¼ cup
Fruit: ½ piece whole fruit
Bread and Grains: ½ slice of bread, 1 small muffin, 4 crackers, 1/3 cup dried cereal (whole grain),
Protein: ½ cup yogurt, ¾ ounce of cheese
Milk/Juice: 1 jug/container per class

Your child’s birthday celebration and holiday parties are an exception of the standard snack list. Special treats can be brought in for these special days. (i.e. cupcakes for birthdays, etc.)

If you would like to bring a snack not mentioned above, please check with the teacher. It is important that we all follow the AACS snack list.

BIRTHDAY CELEBRATIONS

The children are welcome to bring in a special snack for their Birthday. Their snack day will be scheduled as close as possible to their birthday. Children, whose birthdays occur during summer vacation, will be able to bring in a special treat for their half birthday.

CLOTHING

Play is the child's work. Children are encouraged to wear play clothes. Daily activities include active and sometime messy play. Clothing with child friendly buttons, snaps and zippers are highly encouraged to promote independence. We will be going outside everyday until the weather is too cold, dress your child appropriately. PLEASE, LABEL ALL OF YOUR CHILD'S BELONGINGS.

SHOW AND TELL

We will be having Show and Tell once a week, beginning in October. Each Show and Tell Day will correspond with our weekly theme. The weekly newsletters will indicate the type of show and tell to bring. Please, reserve this time to allow your child to bring toys to school. The Monday/ Wednesday, and Friday class will have Show and Tell on Fridays and the Tuesday/Thursday class will have it on Thursdays. LABEL ALL ITEMS YOUR CHILD BRINGS. We ask that you not send toys that suggest violence.

FIELD TRIPS

We will be taking at least two field trips during the year. We generally take a fall and spring trip. Due to state licensing, a parent or family member must drive your child to the field trip. You will receive a letter explaining the field trip along with a permission slip.

We also have people from the community visit the classroom to share with us.

Field trips for preschoolers are a very important part of the learning process. In order for the students to fully realize the value of the field trip, we ask that **only students and their parents, guardians or a family member** attend the field trip.

HOLIDAY PARTIES

We will have three classroom parties: Halloween, Christmas, and Valentines.

PARENT INVOLVEMENT AT SCHOOL

When children see their parents helping at school and in the classroom, they develop pride in their parents and in themselves. Auburn Area Catholic School encourages Moms and Dads to become involved in the school day so that their children can feel their parents are a part of their schooling and consider it important and fun also. Please note; the teacher and classroom aide will be with the children in the classroom. Parent volunteers are encouraged to help in the room, but they will not be left alone with the students.

Here are some ways in which Moms and Dads can become involved.

- After the first month of school when classroom routines are established, volunteer your help and assistance by informing the teacher of times and talents which you are willing to schedule.
- Join the class on field trips. Before each trip a note is sent home explaining the details of the trip. If you wish to join the group for the outing, send the note back with your offer to help written on it.
- Parents can invite the class to take a trip to their work place and share with the class how the business is run.
- We have a very active PTO as well as an Athletic Association. Joint activities will be planned with our students in grades kindergarten to fifth. If you would like to be involved in these organizations, please call the school office and your name will be given to the proper association.

CRISIS PLAN

A Crisis Plan has been developed and will be activated when necessary. The expectation is for all parents and children to comply with the crisis plan.

EMERGENCY PROCEDURES

Each child care center should develop a plan to be implemented in the event of a crisis. The plan should be approved by the Director, Pastor/Administrator and Principal and must be communicated to staff and relevant groups. Components of the plan include:

- A. Clearly stated responsibilities of all staff;
- B. Plans for special needs (disabled child, non English speaking child, very young child);
- C. The naming of a crisis team, with an identified coordinator, substitute coordinator and members;
- D. A plan for evacuating and safely moving children to a relocation site.
- E. A method for contacting parents and reuniting families.
- F. A calling-tree, with a list of those to be called, written guidelines for its use, dissemination, and annual review;
- G. A resource directory made up of counselors, certified first-aid and CPR assistants, fire and EMT phone numbers, and pastor/administrator phone numbers;
- H. Maintenance of equipment and other resources including first-aid kits, student records, cell phones, staff directory, floor plan that shows all exits and locations of telephones, fire extinguishers, local street map, and a summary of information that can be made public during an emergency;
- I. An annual in-service on the building crisis plan with crisis procedures regularly performed;
- J. An annual review and update as needed.

FIRE, TORNADO or OTHER DRILLS

All child care centers are to conduct a minimum of one (1) quarterly fire drill, two (2) tornado drills, and two (2) "Shelter-in Place" drills per academic year. The drills should be scheduled throughout the academic year. One tornado drill be scheduled in late fall and one in early spring.

"Shelter-in-Place" (sometimes referred to as a "school lockdown") drills are defined as those in which the occupants are restricted to the interior of the building and the building is secured. These drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. This drill shall be conducted with coordination of the local emergency management coordinator.

The child care center must maintain records of all drills. Dates, times, and number of persons involved are to be recorded and kept in the center's administrative files.

Pesticide/Abestos Policy

As part of Auburn Area Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. All families will be sent a notice prior to any applications that will occur when children will be in the premises within 48 hours of application. Attempts will be made to apply pesticides when students are not present, preferably on weekends.

We also need to inform you that all Asbestos Containing Material (ACM) has been removed or encapsulated in the classroom and restroom areas of the school. The only ACM remaining in the building(s) are in areas inaccessible to student and school personnel.

A government required inspection found our building(s) meet current asbestos management criteria. There are no plans for asbestos removal or building remodeling at this time.

A copy of the "Management Plan" for control of ACM is available for your review in the school office and at the Diocesan Center in the business office located at 5800 Weiss Street in Saginaw Michigan.

Please contact the office should you have any questions regarding this program.

COMMUNICATION

REPORTING PUPIL PROGRESS

Auburn Area Catholic School and Preschool places a high value on school-home communications. We want very much to share with you what we are doing in the classroom and how your child is progressing. We do this in a number of formal and informal ways.

MONTHLY CALENDAR

A monthly calendar is posted on the school website, www.auburnacschool.org.

WEEKLY NEWSLETTER

Note day will be on Friday (three-day program) and Thursday (two-day program).

The teacher will email a weekly newsletter informing the parents of the new concepts to be introduced or unit themes to be investigated. The newsletter will also suggest ways for the parents to enrich and follow up on the learning experiences taking place in the classroom or how they can assist in the room as volunteer aides.

An all school weekly newsletter will also be emailed on Friday informing you of what events are taking place school wide.

The newsletter and school bulletin and monthly calendars are also listed on the school's website, www.auburnacschool.org.

DAILY SCHOOL WORK

Everyday the preschooler's school bag comes home with the schoolwork of the day to be shared with Mom and Dad. Don't forget to display it on the refrigerator! ☺

PARENT/TEACHER CONFERENCE

Auburn Area Catholic School Preschool will have conferences times available in November and May for parents to have the opportunity to confer with the preschool teacher about their child's/children's progress. However, a conference will take place anytime if the teacher feels a preschooler is having difficulty in certain areas of their education.

CONFERENCES WITH TEACHER

At any time the parents can send in a note or telephone the teacher and ask for a conference. This is encouraged by the school, especially if the parents begin to notice confusing changes in their child's behavior or attitude about school.

HEALTH CARE POLICIES AND PROCEDURES

HANDWASHING PROCEDURES

In preschool, children will wash their hands after using the bathroom, before eating snacks and when hands are soiled or dirty. The classroom has a series of pictures posted by the sink describing how to wash hands. The following procedure is as follows:

- 1) Turn water to a comfortable temperature between 60 degrees to 120 degrees.
- 2) Moisten hands with water and apply soap.
- 3) Rub hands together until a soapy lather appears and continue for at least 10 seconds.
- 4) Rub areas between fingers, around nail-beds, under fingernails, and the back of hands.
- 5) Rinse hands under running water until hands are free of soap and dirt.
- 6) Dry hands with a clean, disposable paper. Turn tap off with a disposable paper.
- 7) Dispose towel in a lined trash container.

HEALTH RELATED RESOURCES

Michigan Department of Community Health – <http://www.michigan.gov/mdch>
Phone: 800-649-3777

Center for Disease Control - <http://www.cdc.gov/education>
Phone: 800-232-4636

Bay County Health Department
http://www.co.bay.mi.us/bay/home.nsf/Public/Bay_County_Health_Department.htm
Phone: 989-895-4009

BODILY FLUIDS

When handling bodily fluids the Occupational Safety and Health Administration model exposure plan will be applied. At a minimum, workers should wear disposable gloves.

SANITATION

Tables and any surface area used in the classroom will be washed daily before and after class. Any article used in the classroom will be washed and sanitized regularly. The procedure is as follows:

- 1) Wash the surface or article with warm water and detergent.
- 2) Rinse the surface with clean water.
- 3) Submerge, wipe or spray the surface or article with a sanitizing solution.
- 4) Let the article or surface air dry.

Sanitation is done by the following method:

- 1) Immersion at least 30 seconds in clean, hot water of 170 degrees Fahrenheit.
- 2) Immersion for 1 minute in a chlorine solution containing 1 teaspoon bleach per gallon of water.

PLAN FOR MEETING INDIVIDUAL CHILDREN'S SPECIFIC HEALTH NEEDS:

ALLERGIES

During intake, parents will be asked to record any known allergies on the fact sheet. The fact sheet will be updated yearly.

FOOD ALLERGY MANAGEMENT

AACS recognizes that food allergies, in some instances, may be severe and even occasionally life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above listed foods can suffer more serious consequences. Our goal is to provide an environment where the risk of exposure is reduced. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and his parents AACS cannot guarantee that a student will never experience an allergy-related event while at school. AACS is committed to student safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event.

A. Parent/Family Responsibilities

1. Notify the school of the child's allergies.
2. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan.
3. Provide clearly labeled medications per doctor's orders and in accordance with AACS medication policy. Replace medications after use or upon expiration.
4. Provide emergency contact information and update as needed.
5. Review the lunch menu and contact the food service director for ingredient listings as needed.
6. Provide meals or treats for their student if uncertain about possible exposure to allergy-causing foods.
7. Plan with teacher for unexpected food (treats).
8. May request information about student's allergy be provided to and sent home with classmates.
9. Educate the child in the self-management of their food allergy including:
 - a. Safe and unsafe foods
 - b. Symptoms for allergic reactions
 - c. How and when to tell an adult they may be having an allergy-related problem
 - d. How to read food labels (age appropriate)

B. School Responsibilities

1. Review health records submitted by parents and physicians and identify students with allergies.
2. Share information pertaining to a student's allergies with the appropriate faculty and staff that have contact with the student, but otherwise will be kept as confidential as possible.
3. Provide emergency training to staff annually and as needed, including, but not limited to administrator, teacher and food service personnel.
4. Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
5. Ensure a trained person attends all functions where the student is present, i.e. field trips.
6. Foods that specifically list nut or peanut products on the ingredient label will not be offered on the main serving line in our cafeterias. (Parents and students may obtain lists of ingredients for any food served by contacting the school office.)
7. Food Services will provide food that all students may enjoy. In the case of a student with multiple or unusual allergies, AACS may require the student/family to provide lunch and snacks to ensure the student's safety.
8. Provide instruction to faculty and staff on how to recognize symptoms of an allergic reaction and to respond appropriately.
9. Provide seating accommodations at meal times as needed, i.e. designate a table in the cafeteria "peanut free" and/or "allergy aware", allow student to eat meals in office.
10. Ensure that cafeteria tables are cleaned appropriately between meals.
11. AACS will attempt to avoid serving food with nuts, but cannot guarantee that products with nuts will never be present on campus or at school events. Likewise, AACS cannot monitor products sold at athletic events or special student sales, products brought for celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

C. Student Responsibilities

1. Should not trade or share food with others.
2. Should not eat anything with unknown ingredients or known to contain any allergen.
3. Should be proactive in the care and management of their food allergies based on their developmental level.
4. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic or if allergy symptoms appear.
5. Know what you are allergic to and avoid allergens.
6. Understand the symptoms of an allergic reaction.
7. Wash hands before and after eating.
8. Report teasing or harassment.
9. May carry and self-administer epinephrine if appropriate in accordance with AACS medication policy

SICKNESS

When a child, staff member or volunteer is sick (fever, diarrhea, vomiting, etc) they should remain at home and return to school when they are feeling better. When a communicable disease is exposed in the classroom, a note from the office is sent home regarding the exposure and actions that need to be taken.

Plan for mildly ill children

Children who are mildly ill may remain in school if they are not contagious (refer to Plan for Infectious Disease) and they can participate in the daily program including outside time.

If a child's condition worsens or, it is determined that the child poses a threat to the health of the other children, or if the child cannot be cared for by the classroom staff, the Program Director or secretary will contact the child's parent/s. The parent/s will be asked to pick up the child. The child will be cared for in a quiet area, a classroom or in the school office by a qualified staff member until the parent/s arrive to take the child home.

Any toys, blankets, or mats used by an ill child, staff member or volunteer will be cleaned and disinfected before being used by other children.

MINOR INJURIES

Minor injuries are handled by washing the bruise or cut and bandaging it with a band-aid. Depending on the severity of the injury parents will be notified by note, email or phone call. Bumps should be carefully examined and the size should be monitored. Ice needs to be applied. Larger bumps need to be examined by a doctor, and a parent or guardian will be called to pick up their child.

SERIOUS INJURIES

Serious injuries are defined as broken bones, concussions or any injury that needs medical attention. Serious injuries are handled by calling emergency personnel and the parent or guardian. The procedure is as follows:

- 1) Teacher's aide will notify the office of a medical emergency.
 - a) The office will call 911 and the parents.
 - b) If the office is unavailable, the teacher's aide will call 911 and the parents.
- 2) The teacher will remain with the injured/ill child until emergency medical personnel or the parents arrive.
 - a) If capable of being moved the child will be taken to the office.
 - b) If unable to be moved the teacher will stay with the child at site of injury.

- 3) The teacher's aid will continue the regular schedule with the class.
 - a) They will return to the classroom or to another part of the building, where the injured/ill child is not.

MEDICATION and STORAGE of MEDICATIONS

Prescription Medication & Non-prescription Medication

Prescription medication must be brought to school in its original container and include the child's name, name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. Prescription medication will be given only with the written consent of the child's physician. The statement will be valid for one year from the date it was signed

Non-prescription medication will be given only with the written consent of the child's physician. The statement will be valid for one year from the date it was signed.

All Medications:

1. The first dosage must be administered by the parent at home in case of an allergic reaction.
2. All medications must be given to the school office by the parent.
3. All medications will be stored in the school office out of the reach of children.
4. The school office staff will be responsible for the administration of all medications.
5. The school office will maintain a written record of the administration of any medication (excluding topical creams, cough drops) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff member administering the medication. This completed record will become part of the child's file.
6. All unused medication will be returned to the parent.
- 7.

PROCEDURE FOR IDENTIFYING and REPORTING SUSPECTED CHILD ABUSE and NEGLECT

All staff members are mandated reporters. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Social Services.

The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document their observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
2. The Program Director or the staff member with the assistance of the Program Director will immediately make a verbal report to DSS, to be followed by a required written report within 72 hours of the verbal report.
3. If a staff member feels that an incident should be reported to DSS, and the Program Director disagrees, the staff member may report to DSS directly.
4. All concerns of suspected abuse and neglect that are reported to DSS will be communicated to the parents by the Program Director unless such a report is contra-indicted.

Department of Social Services Telephone 855-444-3911

EVERYDAY REMINDERS

- Send your child to school everyday with his/her school bag. It is our "mailbox."
- **Keep the school office informed about telephone changes, transportation changes, and travel plans that take you or your child away from school.**
- When you have a problem, question, or concern about your child and preschool, please call the teacher and discuss it with her. Both parents and teachers deserve the courtesy of discussing a problem between themselves.
- When your child is sick, keep him/her home and call the school office [662-6431] before 8:30 AM and report the sickness. The school's office professional will relay all messages to the preschool room.

Enjoy your experience in preschool ... we are glad you are a part of our school family.

THE BEFORE & AFTER SCHOOL PROGRAM

Child care will be offered Monday – Friday each week. The program will follow the school calendar for breaks, snow days, etc.

Child care will be offered in the morning beginning at 7:00 – 8:15 a.m. and then again in the afternoon beginning at 3:30 – 5:30 p.m.

The child care cost will be:

7:30-8:15 am and 3:30-5:30 pm: \$2.00 per ½ hour for first child,
\$1.00 per ½ hour per additional child

*7 AM drop off additional \$1.00 each child

Daily Routine

7:15 a.m. – arrival

7:15 – 8:05 a.m. – free choice

8:05 – 8:15 a.m. – clean-up

8:15 a.m. – move into their classrooms for beginning of school day

3:20 p.m. – transition from classrooms to care room

3:30 – 3:50 p.m. – snack

3:50 – 4:20 p.m. – homework

4:20 – 4:30 p.m. – clean-up

4:30 – 5:20 p.m. – recess, free choice

5:20 p.m. – 5:30 p.m. – clean-up

5:30 p.m. – parent pick-up

Enrollment

You may choose to enroll your child in the Before & After School Program based on your specific needs for child care.

This program is being offered for currently enrolled students in our Preschool – 5th grade classrooms.

You can enroll your child by filling out the 3-week commitment form and returning it to the school office. This form will allow you to choose the days and times that you need for child care. A separate health waiver form is also required for this program. All forms are located in the school office.

Enrollment will be based on a first come, first serve basis

Snacks

A snack will be provided in the afternoon program. A snack schedule will be posted in the approved child care classroom. Parents can pack a snack for their child(ren) to have during the morning child care hour.

Transportation

Parents will be responsible for transportation to and from the child care program. After school, Preschool-5th grade children will move into the approved child care classroom from their regular classroom for child care.

Preschool Handbook Signature Page

Upon reviewing the contents of the Auburn Area Catholic Preschool School handbook, your signatures below indicate that:

We have read the handbook and agree to be governed by this handbook in regards to the preschool and before & after school programs.

We are aware the Licensing Notebook is kept in the school office and is available upon request.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. The yearly tuition paid to that date would be refunded.

Parent (s) Signatures:

Principal's Signature:

This sheet is to be returned to the Principal, where it will be kept on file for the current school year. 2018-2019