



# SACRED HEART PARISH AND SCHOOL

## **Preschool Parent Handbook 2016 - 2017**

**Sacred Heart Catholic School  
demonstrates academic  
excellence, faith formation, and  
service inspired by the  
teachings of Jesus.**

**Sacred Heart Catholic Parish  
strives to live and share  
the Good News of Jesus Christ.**

# Sacred Heart Catholic School



## ***SACRED HEART CATHOLIC SCHOOL PLEDGE***

**I am a child of God. I will follow the teachings of Jesus. I will show respect for myself and others. I will be truthful.  
I will be responsible for my words and my actions.  
I will be the best student I can be.**

## **SACRED HEART CATHOLIC SCHOOL GOALS**

### ***Spiritual Goal***

**Sacred Heart Catholic School will nurture each student to grow as a disciple of God through Scripture, Catholic traditions, and service.**

### ***Academic Goal***

**Sacred Heart Catholic School will guide students to their greatest academic potential through differentiated instruction in a faith-filled environment.**

### ***School Climate Goal***

**A positive, disciplined and safe Catholic environment will be modeled.**

## SACRED HEART CATHOLIC SCHOOL PHILOSOPHY

**The parents and staff of Sacred Heart Catholic School Community provides a safe, Catholic-enriched environment. Together, we encourage our students to achieve academic excellence, discover their potential, and use their gifts to serve God and the world.**

### CLASSROOM PHILOSOPHY

Our Preschool classroom will be based on various theories of child development as well as our Catholic beliefs, mission and philosophy of Sacred Heart.

Many preschool programs are modeled on Jean Piaget's theory of how children adapt to their environment- which he called intelligence. Discovery learning and supporting the developing interests of the child are the two primary instructional techniques credited to Piaget. According to Piaget, using a variety of concrete learning materials, e.g. manipulatives, promotes the development of the child's intellect. In addition, Piaget's observations showed that in the preschool years, the children are beginning to use symbols (a number or a letter can stand for something), language use matures, and memory and imagination blossom. Using their senses to learn about the world, touching, feeling, smelling etc. dominates other ways of getting information. They are also grappling with egocentrism (it's hard for preschoolers to see things from another's perspective) and illogical and irreversible thinking (monsters can seem very real!).

**Following Piaget's basic tenets and adding in a few of our own, we have come up with six guiding principles for our Preschool Classroom.**

#### **Children Really Do Learn Through Play**

Examples of what children can learn from a sensory material such as sand or play dough.

- **Science:** The scientific process of inquiry is developed as the child experiments with the material and uses trial and error to discover the physical properties of the material.
- **Language:** Language is developed as children and teachers discuss their play, share ideas and clarify concepts.
- **Representation-**Representation, a concept needed before a child can begin to read, is used as the child uses the sensory material in an imaginative way.
- **Math-** Math skills are developed as children pour and measure the materials into different sized containers, as they use quantitative language to compare which holds more, less, or equal amounts, or compare weight and volume.
- **Social Skills:** Social Skills will be developed as the child plays cooperatively with others, shares and takes turns. This helps the child become less egocentric, a quality needed for abstract thought.

### **Children Are Individuals**

Children grow at different rates cognitively, emotionally, and socially. We cannot expect that all children will approach a task with the same skill, motivation, or interest. **Therefore we do not expect that all children will complete every given project.** Nor will they complete it in the same way. Our emphasis will always be on the process not the product. Students will, however, always be encouraged and supported to try new, learning challenges.

### **Independent Activities Foster Individual Skills**

Independent activities or “choice time” for at least part of the day allows children to bring and take away from activities that which is meaningful to them. “Choices” validate a child’s growing sense of the world and their place in it. They are busy acting on their environment and discovering for themselves how things work.

### **Open Ended Projects Foster Freedom of Expression and Imagination**

Providing materials that let the children create something from seemingly nothing allows children to problem solve and feeds their growing imagination. At times, materials offered might not suggest any particular use or right or wrong way. An example might be in the sand table, where a pile of stones, a pile of sticks, and a pile of acorns are gathered. What might the child’s imagination impose upon these natural materials?

Traditional materials, such as blocks are very open-ended and can be used to create a space station, a store etc. Someday, children will write stories or solve novel problems because they have the wonderful ability to imagine all possibilities.

### **Nurture Confidence and Enthusiasm for Learning**

We believe, and Piaget would agree, that you should not present material that is too far beyond the child’s level. Putting pressure on a child to do something he is not ready for will only result in a sense of inadequacy and a fear of failure. An insightful author of child development stated it this way, “it is far easier to overcome the academic inadequacies of a mediocre school than it is to eradicate the unhappiness with self as a poor learner.” Our goal in the classroom will always be to develop self- confidence by choosing developmentally appropriate learning material thus helping the young learner to retain their natural eagerness for learning new things.

### **We Lead in Faith Formation by our Example**

This is our belief that “faith is not taught; faith is caught.” Our students will learn more from our examples of Christian virtue than they will from a lesson on Christian virtue. While we will certainly employ Christian teaching materials and Christian themed units such as Noah’s Ark, most Christian lessons will happen on a daily basis in how we treat one another and how central we make God in our classroom. Routinely turning to God in prayer, praise and thanksgiving will help the students to turn to him in their daily lives too.

## **Expectations:**

### **For children:**

- Children can expect to be in a safe and supportive environment.
- Children can expect to use all of the program equipment, materials and facilities on an equal basis.
- Children can expect to have respectful treatment.
- Children can expect to have discipline that is fair and non-punitive.
- Children can expect to receive nurturing care from staff who are actively involved with them.
- Children can expect to experience learning activities that are fun and creative and appropriate to the development level of the individual child.

### **For parents:**

- Parents can expect that their children will be cared for in a safe and supportive environment.
- Parents can expect to have the opportunity to talk to the teacher or the program coordinator about concerns related to their child or the program.
- Parents can visit the program. Parents are always welcome to help in the classroom or attend field trips once they have taken Protecting God's Children and have had a background check. Information on these two requirements is available in the school office.
- Parents will be regularly informed about the program activities.
- Parents will have open communication with the preschool staff.
- Parents will inform the preschool of updated phone numbers or addresses.
- Parents will complete ten (10) Parent Participation Hours (PPP) annually, or pay an additional \$20 for each hour not completed. Parents must document hours in the PPP Log Book in the school office.

### **For the school:**

- School expects parents to pay their tuition on time.
- All tuition must be paid in full by April 20, 2017.
- If a payment is twenty-one (21) days past due, your child may not attend school.
- Your child will not be able to participate in any end of the year activities including preschool graduation/celebration if there are any fees not collected including PPP Hours and Legacy Tickets.
- School expects parents to pick up their children on time and drop off on time.
- School expects parents to respond to communication from the preschool staff.

## **General Program Plan for Four –Year Old Preschoolers**

Daily activities will often (but not always) be inspired by a **weekly theme**. Our “themes” will weave many subject areas together and provide opportunities to experience and practice, language, science, art, music, mathematics, creative play and social skills.

The daily program will follow a set schedule of activities that will remain consistent from day to day despite our changing themes.

### **8:20 to 8:30 Teacher and Parent Greeting and Communication**

#### **8:30 to 8:45 Morning Work**

Students get themselves ready for the school day and do a morning work assignment.

#### **8:45 to 9:15 Circle Time & Morning Prayer**

**Circle Time** is a teacher- led learning time of activities such as songs, nursery rhymes, games, counting, reading, and calendar time.

#### **9:15 to 9:45 Letter Work**

**Letter Work** is large group learning that incorporates our Letter People and Handwriting Without Tears curriculum.

#### **10:00 Healthy Snack**

#### **10:20 – 11:00 Centers and Dramatic Playtime Centers**

**Centers** are small group or individual learning where the students focus on a specific task at a specific center.

Examples of centers: Writing, Math, Listening, Reading, Creative Thinking and Art.

**Dramatic Play** is student chosen playtime with various manipulatives in our classroom like cars, blocks, play dough or the house.

#### **11:00 – 11:30 Theme Activity**

**Theme Activity** time is typically a time for a whole group activity related to our weekly theme.

#### **11:30 Clean-up**

Get ready for lunch

#### **11:45 Half-day Dismissal**

Half-day dismissal

#### **11:45 – 12:05 Recess Time**

Recess is outside on play structure. If there is inclement weather, recess time is in the Sacred Heart School gym, if available.

**12:05 – 12:30 Lunch**

Preschool sits in a designated area in the lunchroom and are supervised by a staff member.

**12:45 – 1:45 Quiet Time**

**2:00 – 3:00 Whole Group Learning**

**Whole Group Learning** gives the entire class a time to learn together. We use this time to focus on math skills, science activities or social studies lessons.

**3:00 – 3:15 Clean-up**

**3:15 – 3:30 Bible Story and Dismissal**

**Mass Attendance:** It is our intent to attend the Wednesday weekly school mass once a month.

**Enrichment classes:**

Enrichment classes of art, music, gym and library are offered once a week to our students

**Schedule of Operations**

**Months of Operation:**

August 29, 2016 to June 2, 2017

- We follow the Sacred Heart Catholic School Calendar which you received on the or before the first day of school.

**Days of Operation:**

Monday through Friday

**Hours of Operation:**

Full Day: 8:30 a.m. to 3:30 p.m.

Half Day: 8:30 a.m. to 11:45 a.m.

## **Program Requirement for 4 Year Old Preschool**

All Sacred Heart Preschoolers are required to be potty trained. If a child has an accident the child will be allowed to change unless it continues to be a consistent problem, or they need assistance. If the child needs assistance, the child will be moved to a comfortable place and the parent will be called to come to change the child.

**Change of Clothing:** Each child needs a change of clothing (underwear, old pants, shirt, and socks) at school in case of an accident or spill. Please put your child's name on each item and place clothes in a plastic bag and label it, too. Clothing will be kept in your child's locker during the school year. As seasons change, please send the appropriate clothing. Child will need to be able to change his/her own clothes, or parent will be called to change child

### **Dress Code:**

**Girls:** Only post earring may be worn.  
Nail polish is not permitted.  
Shorts should be worn under dresses.  
Clean comfortable clothing should be worn. Shorts should be worn only in August, September, May and June.

**Boys:** Earrings are **not** permitted.  
Nail polish is not permitted.  
Boys should wear clean, comfortable pants. Shorts should be worn only in August, September, May and June.

**Boys & Girls:** Should wear comfortable shoes. Shoes should have backs on them. No flip flops, or high heels.  
Hair must be appropriate for young learners in a Catholic school environment. Hair must be reasonable length, style and color. Boys are encouraged to keep hair tapered over the ear, out of eyes and above shirt collar.  
Students are encouraged to wear Sacred Heart spirit wear.  
No tattoos.  
See school handbook for more suggestions on how to dress.

### **Behavior Policy**

We use Positive Behavior Support (PBS) in our classroom. Each student has a name folder that has a green, a yellow and a red card inside. Every day we all start on green and the goal is to stay on green all day, which we do by "making green choices" or meeting the class and school expectations. We understand preschool is a big learning experience for the students and give reminders of how to meet our expectations on a regular basis. When a student has been "making yellow choices", not following directions, they will have to change their card to yellow. If the poor choices continue, they may have to change to red.



At the beginning on the school year, students will be able to earn green back if they return to “green choices”. In January, the students will no longer be able to earn green back. The reason for this is to teach the students that their actions have consequences.

The definition of inappropriate behavior is verbal or physical activity which may include, but is not limited to, such behavior that:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children or adults.
- Demonstrates disrespectful or inappropriate behavior during the school day.

A very important part of the preschool experience is helping children learn how to get along in the world and enjoy being with other children as well as following the direction of an adult other than the parent. The teaching team will focus on the positive behaviors of the children and try to reinforce those behaviors as often as possible.

Our discipline policy will consist of the following strategies:

- Encouraging children to “use their words” when having a disagreement with another child.
- Teachers will help facilitate children in attempting to settle their own disputes.
- Redirecting behavior whenever possible.
- Occasionally, time out is helpful (one minute for each year of age for the child.)
- Sometimes separation of children who are having disputes remedies the problem.
- When appropriate, children will be spoken with individually about a concern.
- The parent will be made aware of any significant discipline concerns from the staff.
- An incident report will be completed to document any concerns about behavior that has a direct impact on another child, staff member or the group as a whole. This report will be shared with the parent and will clearly state the behavior and how the behavior has affected the group or individual. The report will also clearly state how the situation was resolved. A parent may need to be notified by note, phone call, or conference. The incident form will be on file in the director’s office.
- A telephone call or conference with the parent may be necessary to discuss a problematic behavior. At this time, the parent, teacher and program director will discuss strategies to assist the child while in the program.
- If behaviors persist beyond the measures taken as described above, it may be deemed necessary to pursue alternative placements for the child.

**Behavior problems that do occur must be handled fairly and consistently with an emphasis on following the rules of the classroom.**

When a behavior problem arises, our first response will be to take the child aside and explain to them to why what they are doing is unacceptable. For example, “You are not allowed to hurt a friend with your hands. Remember our rule to be kind to your friends.” If the other student has been hurt by the incident and even crying, then you might remind the student how our hands can hurt a friend. They should be encouraged to apologize but not forced to say they are sorry if they are not willing. It is important to share your disappointment about the behavior but not label the child. For example say, “I don’t like

it when you throw blocks” instead of “You are not a good boy when you throw blocks.” To end the conflict, both students should be **redirected** to another activity.

### **Time Out**

Time out is used when talking with the child, reinforcing the rules, and redirecting have failed. It is reserved for times when the child might hurt himself or others. The chair will be placed in a quiet area of the room where a teacher can supervise. The child may leave time out after the teacher discusses the reason why the behavior was unacceptable and what other acceptable behaviors might have been tried instead. Finally, the student will be encouraged to apologize if he hurt another student. The goal is to not provide any attention which might reinforce the behavior. **Parents will be notified if a child has to be placed in a time out on a consistent basis.**

### **The following are discipline techniques that will not be permitted:**

- verbal humiliation
- physical punishment of any kind
- yelling
- name calling or labeling of the child
- public humiliation or ridicule

### **Emergency and Evacuation Plans**

The Preschool Program will follow the “Emergency and Evacuation Plans” that are set forth for Sacred Heart School in the Crisis Manual. This manual will be made available to the State Licensing Agent for review. All drills are posted on the website at [www.shparish.org](http://www.shparish.org).

In addition, emergency policies in place for all of Sacred Heart School will be adhered to:

### **Fire Drills**

Fire Drills are not announced in advance. When the buzzer sounds, the building must be cleared immediately. Specific directions are given at the beginning of each school year instructing the teachers where to relocate their class. The Preschool class will be taken to an area in the parking lot and asked to remain quiet until the drill is over.

These directions are posted in the classroom. There will be at least six fire drills throughout the year.

### **Tornado**

Tornado drills are not announced in advance. When the announcement is made, each class proceeds to their designated area immediately. Specific directions are given at the beginning of the year instructing the teachers where to relocate their class. The Preschool class will relocate to the hallway outside the boy’s bathroom at the end of the hall and asked to remain quiet until the drill is over. These directions are posted in the classroom. There will be at least two tornado drills throughout the year.

Note: In the event of a Tornado Warning, the student will be in their designated area until the “all-clear” is given. Parents are requested not to call the school in the event of a Tornado Warning, so that the telephone lines will be open for emergencies that may arise.

### **Lock – Down**

For the safety of our children and staff, there will be times when the building will be in a lock-down which means no one may enter or leave the building until the danger has been cleared and it is safe for all concerned. There will be at least two lock down drills throughout the year.

### **Emergency Numbers**

Emergency numbers are posted for emergency purposes. In the event of an emergency the Crisis Captains will start the phone chain and give clear directions for the parent to follow. Please be sure to keep emergency card and phone number on phone chain updated.

### **Child Information Card**

The information you provide on this card is critical to our ability to help your child in the case of an emergency. Please make sure you **completely fill the card in** especially the contact persons- list extra people if you wish.

## **Medical Emergencies**

### **Serious Accidents and Medical Emergencies**

Parents will be called for all medical emergencies, and are encouraged to take their child to a doctor or hospital for immediate help. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured, parents will be notified according to the numbers listed on the Emergency Cards kept on file. It is absolutely essential that telephone numbers are kept current on the card.

### **Minor Accidents**

In cases of minor abrasions, the injury will be washed with soap and water and a band-aid will be used if needed. For other minor injuries, ice may be applied. In the case of more serious mishaps, parents will be notified.

### **Equipment Needed and Duties/Responsibilities of Staff**

The room will have a First Aid kit for treating minor abrasions. All staff is required to attend CPR Training and First Aid annually.

### **Licensing Notebook**

The licensing notebook contains all of the licensing inspections and special investigation reports and related corrective action plans since May 25, 2010. The licensing notebook is available to parents during regular school hours in the school office. Licensing inspection and special investigation reports from the past two years are available on the child care licensing website at **[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)**.

## Health Issues

### **Medication**

When medication must be administered during the school day, the following provisions must be in place:

\* **Medication Release Form** signed by the parent/guardian and doctor must be on file in the office before any medication can be dispensed, non-prescription and/or prescription (verbal permission will not be accepted). This form is online on our school <http://www.shparish.org>.

\*Prescription medication shall have the pharmacy label, indicating the physician's name, child's name, and strength of the medication.

\*Prescription medication shall be given to the child listed on the label only and will be given in accordance to the label instructions.

\* Non-prescription medication must be in its original container and the dosage will not exceed recommended dosage for that specific age child.

### **Health Appraisal Form**

Before the start of the first day of the preschool year your preschooler must have a physical evaluation performed within the preceding year signed by a licensed physician.

### **Immunization**

Before the start of the first day of the preschool year all students shall comply with State of Michigan immunization requirements. "A child enrolling in a public or non-public school for the first time shall submit either a statement signed by a physician that the specified child has been immunized for and guarded against diseases specified by the Department of Public Health; or a statement signed by a parent or guardian that a child has not been immunized because a religious or other objection; or a request signed by a parent or guardian that the local health department gave the needed protective injections." (MCL 340. 376)

Proof that immunizations are current must be available when the student enters school. Failure to comply with this directive will result in exclusion from classes. Parents must keep the office informed of all updated immunizations.

In 2014, Michigan modified the administrative rules that changed how nonmedical waivers for immunizations will be processed for school and childcare programs. The new rule went into effect on January 1, 2015. Parents/guardians who want to claim a nonmedical waiver will have an opportunity to have a discussion about immunizations with county health department staff and receive information on the benefits of vaccination and the risks of vaccine-preventable diseases. The new rule does not take away a parent's/guardian's right to obtain a nonmedical waiver, but will require a certified, nonmedical State of Michigan Immunization Waiver that is stamped and signed

by the county health department showing the completion of immunization education by the parent/guardian on the form.

**Illness**

For the protection of your child and other students, your child will not be admitted if s/he displays any of the following symptoms:

- Temperature of 99.6 and above
- Skin Rashes
- Sore Throat
- Cough
- Congestion (thick, colored mucus)
- Diarrhea
- Nausea or Vomiting
- Discharge from eyes or nose
- Swollen Glands

**Sick Child Policy:** When a child becomes ill while at school the parent/guardian will be contacted to pick up the child. If the parent/guardian cannot be reached, those persons listed on the child’s emergency form will be contacted to pick up the child. While the child is waiting to be picked up, he/she will be isolated in his/her classroom or the office away from the other children. A teacher or familiar adult will be available to comfort the child as needed until parent/guardian or other designated adult arrives. Please be sure all phone numbers on your child’s emergency card are up to date in the preschool office.

Should a child be absent from school for a fever-related illness, s/he is not to return to school for **24 hours after the fever has returned to normal.**

A child is never sent home before a parent or guardian is contacted. Emergency Care cards are kept on file in the office. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home. Communicable diseases should be reported to the school office as these, in turn, are reported to the Wayne County Health Department. Students are excluded for the following illnesses but may be re-admitted after the time required.

<u>Illness</u>	<u>Time Required</u>
Chicken Pox	Exclude until all lesions have dried and crusted, usually about 6 days after onset of rash.
Pink Eye	Exclude until under medical care and drainage from eyes has cleared.
Fifth Disease	Exclusion not recommended if Fifth Disease occurs in healthy host
Impetigo	Exclude until 24 hours after treatment has been initiated
Mononucleosis	No exclusion. Frequent hand washing and avoid drinking from a common container to minimize contact with saliva

Mumps	Exclude until 9 days after neck area swelling has disappeared
Head Lice/Nits	No exclusion if the child is healthy. Discourage from close head contact with others. <b>Sacred Heart School Lice Policy:</b> An active case of head lice is described as having live lice (bugs) or viable nits (eggs) present in the child's hair. Families should notify the office of an active case of head lice. This applies even if the lice are discovered on the weekend or over a school holiday vacation. When a case of head lice is reported to the office, we will notify <b>all</b> parents in the school via an email and send out a paper copy to the particular classroom it was reported in. We will always preserve your privacy. The classmates of the infected child may be inspected by a staff member in the school office, hallway or classroom in a non-threatening manner. You and your child will be notified privately if the staff member suspects a case of head lice in your child. Your child will not be sent home (per the Center for Disease Control recommendations), but will not be re-admitted to the class the following day unless a treatment is administered. The classmates will be re-inspected several days after the first report, and we ask that the parents re-inspect on a daily basis for the first week after a report. For the safety of our school, school staff may check to assure child is free of nits/head lice at any time. If you as a parent would like to be present during inspection for lice on your child, please send a written note to the school office by the 2 <sup>nd</sup> Friday of September.
Ringworm	Exclude from gymnasiums, swimming pools, and other activities likely to lead to exposure or others while under treatment.
German Measles	Exclude until 7 <sup>th</sup> day after onset
Scarlet Fever	Exclude until under treatment for 24 hours
Strep Throat	Exclude until under treatment for 24 hours.

### **Special Needs**

Parents of children with special needs may request in writing a written daily record of their child's day.

### **Rest Time**

Students attending a full day will be resting for 30 minutes after lunch. Each student will have his/her own sleep mat which will be cleaned daily. **Parents are asked to take bedding home on Friday for washing and return it on Monday. Be sure to use a fabric marker to write your child's name on all these items. All these items are kept in the drawer in the hallway.**

### **Snack Time**

Students bring their own snack daily. Please bring healthy, low-sugar snacks. We will provide water to drink at snack time.

### **Lunch and Recess Time**

Our full time students will have a half hour for lunch. Students may bring their lunch from home or may order hot lunch through the Archdiocese of Detroit and Sacred Heart ahead of time. Lunch orders are taken a month in advance for ordering purposes. Keep in mind that we will not be able to heat lunch food up. Full time students will also have 15 minutes of recess before lunch. Please dress your child for the weather outside. If temperature falls below 20 degrees, students will have recess in the gym. This will allow them to use their large muscles which are an important part of child development.

### **Attendance**

#### **Absences**

All absences **must** be reported to the school office by telephone before 9:00 a.m. Please report any serious or communicable illnesses when you call so that we may notify other parents.

#### **Arrival**

Parents must sign their students in to start the day. Preschool start-time is **8:30 a.m.** Therefore, you may enter the building from 8:15-8:30 a.m. using the door code. There will be a small table outside the room with sign up sheets for each new day. If arriving after 8:30 a.m., you must go to the school office to check-in and receive a tardy slip.

#### **Dismissal**

Parents must sign their students out at the end of the day.

**Anyone other than the parent taking the child home must be listed on the Child Information Card and be able to show proper identification.** If a parent request their child to be picked up by someone else and that person is not the emergency card, the parent must give written notice to the teacher.

#### **Late Fees**

Dismissal is at 11:45 a.m. and 3:30 p.m. All students are to be picked up on time. Any students not picked on time will receive a late charge of **\$5.00 per 15 minute period.**

### **PPP (Parent Participation Program) - Parent Volunteer**

#### **Program Objectives**

- To involve parents/guardians of all students enrolled in grades preschool - 8
- To support and enrich the school's educational and extra-curricular activities

### **Program Requirements**

- Each family with students in K-8 is required to work 25 parent participation hours per academic school year. **Each family with preschool students only is required to work 10 parent participation hours per academic school year.**
- Of the 25 hours required 12.5 hours **IN TOTAL** may be applied to extracurricular Sacred Heart Community activities (parish, scouts, CYO, religious education, etc.).
- Hours may be earned only by an adult family member.
- As an option, a family may choose to fulfill all or part of its requirement by paying \$20.00 per hour.

### **Program Guidelines**

- Hours cannot be transferred from one family to another.
- Time spent in any activity for which pay is received is not eligible for this program. Payment received can be returned and credited toward hours.
- Hours are credited on a 1 for 1 basis only (1 hour donated equals 1 hour of credit, with hours being rounded to the nearest 15 minutes). *Note: all hours completed outside of regular school hours must be recorded and certified only by the activity chairperson on the sheets provided for the given activity. There will be no miscellaneous notices to the PPP chairperson.*
- Activities not listed as PPP activities in this handbook must be pre-approved through the PTO Officers and Board.
- Parents who volunteer for in-school activities (like lunch/recess duty) **must sign in at the office.**
- Hours are credited only in the school year they are earned. *Hours cannot be banked for the following year.*

### **Bookkeeping**

- Parent or guardian is responsible for signing in at the function **AT THE TIME OF THE FUNCTION, IN THE SCHOOL OFFICE ONLY.** If function is completed outside of school hours, parent or guardian must record the time on the sheets provided for the given activity and have it certified by the activity chairperson.
- If activities are completed at home (per teacher request) the teacher will initial the entry made by parent/guardian of completed work in the PPP book located in the school office
- The PPP chairperson will maintain records of each family's accumulated hours using the PPP log in book located in the school office and activity chairperson's reports and will provide quarterly statements of the families. (Note change from previous years as individual sheets will absolutely not be collected or credited.).
- **Hours must be logged in the office PPP book within thirty (30) days of completed activity.**
- *There will be no miscellaneous notices of hours completed to the PPP chairperson. Only information in the school office log will be credited.*

**We will post sign-up sheets in the hall on the Parent Information Board when we need parent assistance,** and you may check the for additional opportunities in the school



office or PTO website. Parents are always welcome to visit the classroom and help out, but let the teacher know in advance.

Parents will also be asked to bring in one item from the supply list at the beginning of each semester. **The supply list will be posted on the Parent Information Board.**

**Any parent who wishes to volunteer at any time in the preschool classroom must do the following:**

- **Take a training class called Protecting God's Children (conducted through the Archdiocese-)**
- **Obtain clearance from the Department of Human Services stating that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect or Archdiocese of Detroit Criminal Background Check (form available in the school office).**

### **Exceptions**

Occasionally, due to extenuating circumstances, a family may not be able to fulfill the program requirements. When this occurs, the family may petition in writing to the PPP chairperson of possible adjustments to their Parent Participation Program requirements.

### **Eligible Activities**

All activities must be approved by the PTO Officers and Board prior to start of activity.

**\*\*\*\*Before any Parent/Guardian can volunteer, volunteer must complete Protecting God's Children and have a background check done.**

The following is a representative list of activities which can provide Parent Participation hours:

- ◆ Alumni mailing list
- ◆ Art around Town
- ◆ Bible Quiz
- ◆ Bingo-4-Books
- ◆ Book Fair workers
- ◆ Classroom help such as homeroom parent, teacher assistance, class field trips
- ◆ Committee Members meeting (1 PPP hour)
  - School Advisory Committee (SAC)
  - Technology Committee
  - Marketing Committee
  - Education Commission
- ◆ CYO such as Coaching & Assistant Coaching (non-stipend positions only), concessions help, CYO tournaments (maximum 12.5 hours allowed)  
must complete CYO requirements prior to PPP hour requirements
- ◆ Field trip driver and/or chaperone (certain requirements apply)
- ◆ Fundraising assistance for bookkeeping, distributing, etc. (not for selling)
- ◆ Fine Arts Enrichment Coordinator
- ◆ Fundraising (not selling)
  - Chairperson/Assistant

Legacy Fund – Tickets/Legacy Dinner

Magazine Drive

Daddy/Daughter Dance --- Mother/Son Activity Night

- ◆ Homeroom parent (do not automatically receive yearly hours—must turn in time)
- ◆ Lego Club Coordinator
- ◆ Library aide
- ◆ Open House (designated help as directed by the principal and/or PTO Board)
- ◆ Paper (new) donation – 3 reams equal 1 PPP hour and 1 ream of colored paper equal 1 PPP hour
- ◆ Parish activities (i.e. Liturgical Ministries such as usher, lector, Eucharistic Minister; Service during mass counts for 15 minutes)  
Nursery help, Parish picnic  
Maximum 12.5 hours allowed if your yearly requirement is 25 hours.
- ◆ Playground/recess helpers
- ◆ Protecting God’s Children Certification (3 PPP hours)
- ◆ PTO events and Activities such as:  
Uniform Resale, Rummage Sale, Family Sock Hop, Pancake Breakfast, Teacher Appreciation Luncheon, Mom to Mom Sale, Trivia Night Coordinator, Hospitality Activities, and other various approved fundraising activities
- ◆ P.T.O. meetings (1 PPP hour – once a month)
- ◆ Religious Education Program catechists and Sunday school program (maximum of 12.5 hours allowed)
- ◆ Recess Playground Duty
- ◆ Rummage Sale
- ◆ Sacred Heart Legacy Dinner/Tin Can Raffle
- ◆ School Advisory Committee member attending meetings
- ◆ Scouts (maximum of 12.5 hours allowed) – Den/Pack/Troop Leaders, Activity Chars & chaperones
- ◆ Skilled trades – painter, electrician, carpenter, handyperson
- ◆ Speakers & Presentation set-up

### **NON-Eligible Activities**

- ◆ Attending Parent Night or Open House
- ◆ Attending Parent teacher conferences
- ◆ Scrap/slightly used paper (will accept as a donation only)
- ◆ Donating non-approved items
- ◆ Any birthday/classroom food donation
- ◆ Attending events for your child
- ◆ Food Donations
- ◆ Christian Service activities and donations

***NOTE:** Families not fulfilling their program requirement by the end of the school year will be assessed at the rate of \$20.00 for each hour not completed. Registration for the next school year will not be processed and final report cards will not be issued and*

*participation in end of school year activities such as 8<sup>th</sup> Grade Graduation and class picnics will not be allowed until all program requirements are fulfilled.*

### **Registration Fee, Tuition, and Payment Schedules**

#### **Registration Fee**

Registration (for present and new students) will take place beginning in January at the in the school office. **A non-refundable registration fee of \$225.00 is to be paid upon registering your child.**

#### **Tuition Payment Schedule**

Tuition rates for the upcoming year will be published as soon as possible after the school budget is approved in the spring. Timely payments enable the school to continue to provide the best Christian education possible. We accept personal checks, money orders, and cash for the registration fee and tuition.

Tuition Payment Schedule:

- Option 1: Pay tuition rate in full by April 20<sup>th</sup>
- Option 2: Pay tuition rate in two installments: half by April 20<sup>th</sup> and the balance by August 20<sup>th</sup>
- Option 3: Pay tuition rate in ten installments: first payment starts on April 20<sup>th</sup> and each subsequent payment is due on the twentieth of the month with the final payment due on January 20<sup>th</sup>.

#### **Additional Fees and Policies**

If a payment is not received on the due date, a late fee of 5% of the payment due will be added to your account.

In case of delinquent payment beyond 21 days, the student(s) will be excluded from classes until payment is received.

There is a \$25.00 fee for returned checks, which must be paid in cash, money order, or cashier's check. If more than two checks are returned because of non-sufficient funds, personal checks will no longer be accepted by that family.

All families presently registered in Sacred Heart School must have all tuition and fees paid for the current year before registration for the following year will be finalized.

All families are required to sell ten (10) Legacy Raffle Tickets in the amount of \$100. If tickets are not sold, an additional \$100 will need to be paid.

**Tuition Refund Policy**

For students withdrawing from school at the request of the school administration at any time, a full pro-rated refund of all remaining tuition other than the registration and additional fees, will be made.

**Voluntary Withdrawal**

For students voluntarily withdrawing before the first day of school, a 100% tuition refund, less the registration fee and additional fees.

For students voluntarily withdrawing on or before the first Friday of the second quarter of the school year, a refund of 75% of the annual tuition of such students, less the registration fee and additional fees.

For students voluntarily withdrawing on or before the first Friday of the third quarter of the school year, a refund of 50% of the annual tuition of such students, less the registration fee and additional fees.

For students voluntarily withdrawing on or before the first Friday of the fourth quarter of the school year, a refund of 25% of the annual tuition of such students, less the registration fee and additional fees.

**Handbook: Rights to Amend Clause**

No matter how careful the handbook writer, unforeseen situations will arise. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

**Handbook Compliance and Acknowledgement**

I have read the Preschool Parent Handbook and the Sacred Heart School Parent-Student Handbook online at <http://www.shparish.org/about/policies--programs/parent-student-handbook.html> and will comply with the policies and procedures stated within.



# SACRED HEART PARISH AND SCHOOL

## **Licensing Notebook**

Sacred Heart Catholic School preschool program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours in the school office. Licensing inspection and special investigation reports from the past two years are available on the Bureau of children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

I have read and understand the above information.

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Parent/Guardian Signature

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Date

# Please sign and return this section to school.

I have read the Preschool Parent Handbook and the Sacred Heart School Parent-Student Handbook online at [www.shparish.org](http://www.shparish.org) and will comply with the policies and procedures stated within.

Preschool Child's Name: \_\_\_\_\_  
\_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: this page must be signed and returned to school by the end of the first week of school, in order for students to be admitted to school.**