



**Our Lady Star of the Sea School**

**Pre-K Handbook  
2016-17**

Dear Parents,

The staff of Our Lady Star of the Sea Preschool extends a welcome to you and your family. We look forward to getting to know you and providing your child with a safe, Christ-centered, educational environment.

Our Lady Star of the Sea Preschool offers either a full day or half-day program for your child. We also offer before and after care for your child. We provide a high standard of excellence and are evaluated both by the Archdiocese of Washington and the Maryland State Department of Education.

This handbook is designed to highlight our policies and goals. If you have any questions or concerns please contact either the Director of the Preschool or the Principal of the school.

We look forward to working with you and your children.

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### **MISSION STATEMENT OF OUR LADY STAR OF THE SEA SCHOOL**

Jesus Christ is the center of our school community and the Person by whom we measure our life in its daily, physical, mental, and spiritual activities. It is, therefore, the mission of Our Lady Star of the Sea, in conjunction with the parents and guardians of our children, to build a community which will reflect Gospel values, not only in the smaller school and parish setting, but also in the wider world society. Because we are also an academic institution, we strive for scholastic excellence by providing an organized and integrated curriculum, which responds to the unique ability of each person. It is hoped that by providing a program that encourages spiritual, emotional, social, intellectual, and physical growth, the students will be able to meet the challenges that face them as they strive to become members of a democratic society.

### **ENTRANCE INTO PRE-K**

Children entering Pre-k must be four years of age on or before the first day of September, in compliance with the Catholic Schools Office and the Calvert County Public Schools policy.

All new students entering Our Lady Star of the Sea School must sign an “Authorization for Release of Information” form so that OLSS can request school records. Also the school must be apprised of an Individualized Education Program (IEP), 504 Plan, or special needs that the child may have before acceptance can be formalized. State health requirements must also be met before a child is accepted at OLSS.

The following forms must be completed before the child begins school:

- 1) Copy of birth Certificate
- 2) For Catholics only – Copy of Baptismal Certificate
- 3) A non-refundable \$150 application fee.
- 4) Parent’s Guide to Regulated Child Care
- 5) Immunization Policy and Health Inventory
- 6) Vaccination Record
- 7) Emergency Contacts and Medical Information Form
- 8) Transportation Permission Form
- 9) Publicity Release Form
- 10) Emergency Evacuation Form

### **ARRIVAL AND DEPARTURE**

- 1) We require that you come into the Pre-K building to sign your child in and out each day.
- 2) You must give written permission for another person to pick your child up from OLSS. That specific person must have a photo id to present to the Pre-K staff at the time of dismissal. The child will not be allowed to leave with that person without proper identification.
- 3) If you are picking your child up at 11:30am, you will not be able to park inside the parking lot on Thursday or Fridays. The P.E. Classes may be using that area at that time, unless it is raining or snowing. Please park either by the church area or in the parking area close to the waterfront.
- 4) For your safety, do not park in the very front of the parking area in the morning or at 3:00pm dismissal. This area is designated for parents dropping off and picking up their children.
- 5) Dismissal time for children attending the half-day program is at 11:30am. For full day students, dismissal time is at 2:45pm.

### **SNACK AND LUNCH POLICY**

Our Lady Star of the Sea Pre-K provides snacks each day for the children. A menu will be given to the parents beforehand. If your child does not like the snack provided for the day, you may bring in another snack for your child to eat. If your child attends full day Pre-K, milk will also be provided to them at lunchtime.

### **REST TIME**

Children attending full day Pre-K will be required to rest each day. Your child doesn't have to sleep, but he or she must lie on a mat that has been purchased from the school office. Your child may bring in a blanket and a small stuffed animal to have during rest time.

### **MEDICATION**

The Archdiocese of Washington, in compliance with the State of Maryland, mandates that schools must have proper documentation from a physician to administer ANY prescription or OVER THE COUNTER MEDICATION. In the event that ANY medication must be administered during the school day, the parents must complete a "Student Medication Authorization" form from the school office.

If a child must take medicine during the school day:

- 1) Parents must obtain a "Student Medication Authorization" form from the school office.
- 2) The "Student Medication Authorization" form must be completed and signed by a physician. The parents must sign the bottom of the form.

Students may not carry medication to or from the school. Any medication found with a student will be confiscated and kept in the school office until a parents claims it.

### **IMMUNIZATIONS**

Children must stay current on all required immunizations. It is the parent/guardian's responsibility to ensure that OLSS receives a note from the physician of updated shots. Any child not current will have 15 working days to become current or bring in a scheduled appointment at which time the child will become current in his or her immunizations.

## **LEAD SCREENING**

All children age six and under must have a lead screening before entering childcare. Since this screening is mandatory in the State of Maryland, most doctors do this screening in a routine visit or when a child is having an immunization. Every child must have this form signed by a physician whether you are in listed zip codes or not.

## **TOYS**

Our Pre-K program has a variety of age-appropriate toys. We do not permit children to bring personal toys into the center as they are often a cause of distraction and can become broken. The only time outside toys are allowed are on Fridays, for a Show and Tell object, and a small stuffed animal or blanket to be used during nap time.

## **POSITIVE GUIDANCE/DISCIPLINE STATEMENT**

Our Lady Star of the Sea Pre-K believes that guidance leads to positive learning experiences that set behavior limits and guide children to maturity. Guidance fosters achievement and steers the child to self-discipline so that he/she does what is expected. Guidance sets clear and precise limitations. Discipline is a means to teaching children what is acceptable behavior and helps them develop the inner controls needed to function as positive, productive individuals. Our discipline policy gives positive guidance, allows for redirection, and sets behavior limits. The following is OLSS positive guidance:

- 1) **Redirection:** If a child is experiencing difficulty within an activity, either with another child or with the level of involvement in the activity, the teacher or assistant will calmly direct the child to another area or activity in which the child may be more successful.
- 2) **Time Away:** This provides time for the children to be away from an activity for a brief time to “cool off” and collect themselves. Time away lasts only as long as the child remains agitated and needs to remain away. Once the child is collected he or she will rejoin the group and demonstrate that they can appropriately engage in the activity. If the situation warrants it, the child may be taken to the school office.
- 3) **Exclusion for Off-site Activities:** If a child's behavior offers a serious threat to the safety of the child himself or to others, the child may be excluded from activities which occur outside of OLSS school. Children may be required to cross or be near a busy street, parking lots or mingle in crowds at public places while on field trips. Children must be in control of their behavior and listen to the instructions of the adults with them to be safe.
- 4) **Dismissal:** A child whose behavior is unruly and which cannot be redirected will be dismissed from Pre-K for the day. A referral to an appropriate child or family agency will be made to assist the family if a child demonstrates the following behaviors: physical aggression towards others resulting in injuries to the child, staff, or others; consistent use of foul or abusive language; throwing of chairs and other items; not responding to direction from supervising adults; leaving the group without permission from supervising adults; leaving the group without being supervised and refusing to return to the group or classroom; or leaving the building supervised.
- 5) **Termination:** A child who must frequently be dismissed from the program will be terminated from the program if no sustained change in the unruly behavior occurs and the program is unable to ensure the safety of the child and others.

We reserve the right to terminate a child if we deem it necessary, without going through the above steps. This judgment will be discussed and determined by the Director and Principal.

### **ACCIDENT/ INCIDENT REPORTS**

All accidents and incidents are recorded and the parents will be asked to sign a document of acknowledgment and signature. Parents will be called at the time of an injury if it appears serious in nature or requires medical attention. If a parent cannot be reached, the child may be transported to the hospital via ambulance. Ambulances do not transport children with non-life threatening injuries without the parent present.

Incident reports record behavior-related events and are intended to inform the parent of the situation and follow-up discipline/guidance procedures.

### **PASSIVE TECHNOLOGY**

There will be a limit of no more than thirty minutes per week of "Passive Technology". "Passive Technology" is defined as non-interactive television, videos, and streaming media.

### **PETS**

Pre-K will occasionally have pets in the classroom. We may occasionally have an opportunity to have a pet visit the classroom for the day. If your child has a fear or allergy that is related to pets/animals. Please let the teacher know so that she can respond accordingly.

### **OUR LADY STAR OF THE SEA HANDBOOK**

A school-wide Parent/Student Handbook which addresses information pertaining to the whole school is necessary for you to read. This information is provided to you at the school office or online.



## **PRE-K HANDBOOK ACKNOWLEDGEMENT**

*I have read, and received a copy of the Pre-K and OLSS handbook and agree to abide to the information obtained within them.*

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Student's name

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Parent's signature

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Date