

M.I.Q
PRE-K

PARENT
HANDBOOK

Mary Immaculate Queen Pre-Kindergarten

Parent Handbook

Welcome to Mary Immaculate Queen School Pre-kindergarten. M.I.Q. Pre-K is a ministry of the Catholic Church. We are committed in providing quality programs in a Catholic environment. As a Catholic Preschool, we will educate and assist in developing the total person to grow, spiritually, socially, intellectually, physically, and emotionally. We expose all children to the love of God the Father, Jesus His son, and the Holy Spirit, His Word.

Our Staff will introduce and foster the religious development of appropriate programs with daily routines. We believe joy and play are the basis for children to learn in development programs. Our goal is to instill in each child the desire to learn. We not only teach to provide information and facts, but to communicate the joy of learning through discovery, exploration, and play.

The purpose of the program is to assist your child in growing to his/her individual development in the following areas:

Goals for Spiritual Development

- Help develop an understanding of God's presence in the world
- Help develop a positive self-image through a knowledge of God's love
- Give children an opportunity to experience God's love and to express love for God
- Help each child and parent to discover Catholic concepts and principles

Goals for Social Development

- Create friendship with children their own age
- Achieve a balance between spontaneous behavior and obedience to social standards
- Provide positive and trusting experience in working with adults

Goals for Intellectual Development

- Encourage curiosity and creative thinking
- Build listening and communication skills
- Provide an experience for learning in a planned program
- Broaden the child's horizon beyond the home through varied experiences

Goals for Physical Development

- Build good health habits and attitudes

MARY IMMACULATE QUEEN SCHOOL

Pre-K/Child Care

Parent Handbook/Policies

PHILOSOPHY

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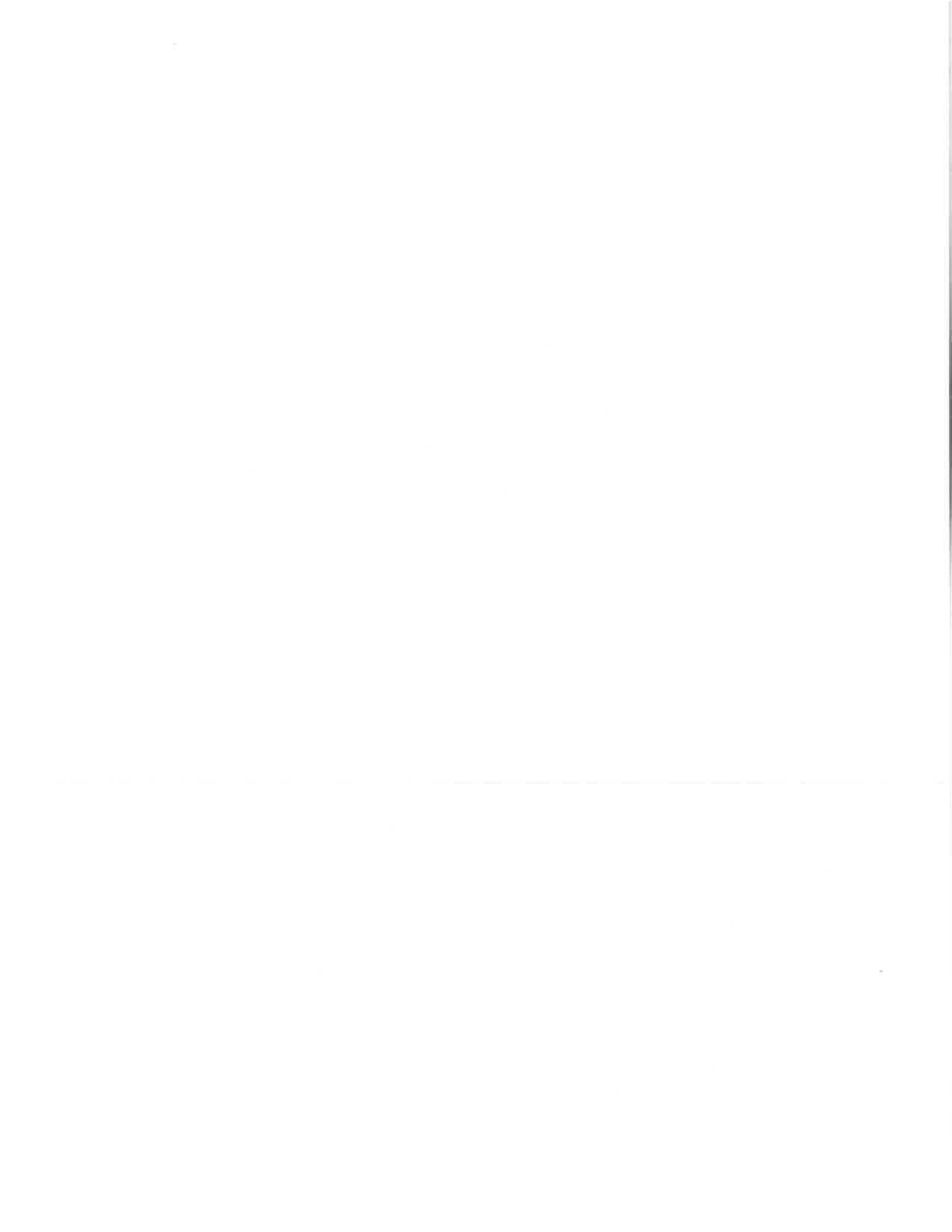
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Goals for Physical Development

- Build good health habits and attitudes
- Train for independence in physical development
- Develop motor coordination
- Become aware of physical abilities and limitations



Goals for Emotional development

- Develop self-confidence, self-reliance, and self-discipline
- Help the child feel that he/she is accepted by others
- Provide guidance in showing affection and interest in others
- Channel inner destructive impulses into positive responses



MIQ PRE-KINDERGARTEN PROGRAM DESCRIPTION

CIRCLE TIME

Prayer
Flag Salute
Calendar
Theme of the Week
Daily Drills
Flashcards

MUSIC

Religious
Patriotic
Holidays
Dancing

RELIGION

Introduction to God, Our Father
God is Love
God Made the World
The Story of Jesus
Angels of God are Watching Us
Prayers

SCIENCE

Study of the World Around Us
Good Health

ARTS AND CRAFTS

Fun Creative Crafts That Follow Theme

ACADEMICS

Letters – Writing and Recognition, Writing Names
Numbers – Counting, Writing and Recognition

ACTIVITY TIME

Library & Computer
Manipulative Skills and Toys
Household Play
Indoor and Outdoor Games

PHYSICAL DEVELOPMENT

Balancing, running, skipping, throwing, catching
exercising, and bouncing a ball

ENRICHMENT TIME

Shapes - Colors – Matching – Patterns - Rhyming – Storytelling – Poems – Follow Directions – Self-Family
Address and Phone Numbers

SPEECH

Careful development of accurate speech and the use of a pleasing voice

VOCABULARY

A natural growth of vocabulary without imposing an adult vocabulary

PARENT KNOWLEDGE

Learn more about your child's growth and development



DAILY SCHEDULE

7:00 am – 7:45 am	Early Morning Daycare <ul style="list-style-type: none">• Inside play areas
7:45 am – 8:30 am	Arrival Time <ul style="list-style-type: none">• Greet Children and Parents• Quiet Activities
8:30 am – 9:00 am	Pre-K Begins <ul style="list-style-type: none">• Circle Time
9:00 am – 10:15	Academics/Religion <ul style="list-style-type: none">• Divide into alternating groups
10:15 am – 10:30 am	Snack/Bathroom Time
10:30 am – 11:00 am	Recess
11:00 am - 11:45 am	Academics/Enrichment <ul style="list-style-type: none">• Music, Dance, Songs• Science• Story Time• Physical Education – PE• <u>Show-n-Tell on Fridays</u>
11:45 am – 12:00 pm	Pre-K Program Ends/Extended Daycare Begins <ul style="list-style-type: none">• Outside Play• Lunch• Bathroom
12:30 pm – 1:15 pm	Prepare for Nap Time <ul style="list-style-type: none">• Lay out mats• Videos/Story Time
1:15 pm – 2:30 pm	Nap Time
2:30 pm – 3:30 pm	Outside Play/Snack
3:30 pm – 6:00 pm	Activities



POLICIES

MIQ Pre-K/Childcare School is licensed by the Department of Social Services of the State of California and complies with all the standards they set. In addition, we follow the guidelines, moral standards, staffing, and philosophy of Mary Immaculate Queen School and Diocese of Fresno. Our school is licensed for 36 children per day. There will be one director who also serves as a teacher. We will have one teacher for every twelve children. All staff members have fulfilled California Title 22 requirements for teaching.

Notice of Non Discrimination Policy

MIQ Pre-K/Childcare School is mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of educational policies, scholarship and loan programs, athletic and other school-administrated programs.

Admission

The school is open to 3 – 6 year old children. MIQ Pre-K children must be 3 years of age prior to the first day of school. Children must be toilet trained. Any child that continuously has accidents will be asked to wait a few months and then start again. As Pre-K parents you are not required to do any service hours. However, we do encourage all of you to help support our whole school by helping in all fundraisers, donations and your valuable time especially during Fall Festival.

Financial Procedures

There is a \$150 registration fee to enroll. This is non-refundable.

Tuition

Tuition is paid using the Smart Tuition program. Using this program, you have two options: (1) automatic monthly withdrawal from your bank (2) make payment by mail, web, telephone, or submit payment to the Pre-K office. The first payment begins in September and ends in May. The August payment is prorated by how many days your child attends. This August payment is paid directly to MIQ School not to Smart Tuition. If your child returns to Pre-K a second year, all papers will need to be updated and registration fee will need to be renewed.

Absences

No deductions or refunds will be made for absences. The tuition contract guarantees a place for your child and is the basis for staff salaries and expenses.

Overtime Charges

There will be an overtime charge for children not picked up at the regular dismissal time (12:00 noon for the half-day students and 6:00 pm for the full day students). This charge will be \$10.00 for the first 15 minutes and \$2.00 for every minute thereafter. Late charges can be paid at the time of pick up or will be added to the tuition bill. The school has no provision for care after 6:00 p.m. so consistent lateness after that hour will be cause for dismissal.



Health and Safety of Your Child

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us the following necessary forms: Emergency Information Form, Child's Permission, Health History, Physicians Form, Immunization Record, Medical Treatment Consent Form, Field Trip Permission Form, Parent's Rights Form, Personal Rights Form, Child Abuse Form, and Admission Agreement Form.

Proof of up-to-date immunizations must be submitted before your child attends Mary Immaculate Queen School Pre-K/Childcare School. This includes proof of a TB test with a negative reading result, or your physician feels he/she is not at risk at this time as indicated on physician's report.

Discipline

Discipline is considered to be a form of guidance rather than a form of punishment. The goal of discipline is to help children develop their own problem-solving, choice-making, and self-monitoring skills rather than to allow the adult to vent anger, frustration, and display superiority and power.

Our school is designed to be safe and to encourage positive, social age appropriate behavior from your children. A positive approach is used with children in ensuring their safety and well-being while at school. The staff is trained to effectively use positive discipline approaches such as redirection, role making, and time out from the activities and discussion with parents.

For the safety of the children and staff any continuous negative behavior by a child such as biting, hitting, or verbal language will be evaluated. There will be a week probation period to determine whether the child is suited for the program. If the disturbance is very serious and/or a threat to other children or staff, then he/she will be asked to leave immediately.

Withdrawal from the School

A two-week notice is required when withdrawing your child at which time financial obligations must be met in full.

What to Wear to School

- MIQ Pre-K uniform light blue/dark blue polo shirts with MIQ Pre-K Logo
- Navy blue pull on shorts, pants and sweatpants for winter
- Athletic shoes and socks – Velcro, zipper, or pull on athletic style shoes ONLY – No open toe shoes – No laced shoes will be allowed.
- No tattoo art

Provide simple, sturdy clothing that is free of complicated fastenings. Your child will be encouraged to go to the restroom by himself/herself (under watchful supervision). We want this to be a positive experience for the student and help toward independence.

Weather can be changeable even though the sun may be bright and warm at 9:00 A.M, it might be cold and cloudy at 10:00 am so dress your child warmly. Provide sweaters and jackets even on the first sunny days of fall. It is easy to remove an unneeded item. **Please label everything.**

Extra Clothing (Not uniform clothing)

Please leave a complete extra set of clothing, including socks and underwear, in your child's cubby. Please label them and have them in a paper bag with his/her name on it. We will appreciate contributions of underpants, long pants, and shirts your child may have outgrown for our emergency closet (sizes 3-6).

Birthdays

We celebrate birthdays during the snack period. You may send cupcakes. Your child's teacher will add special songs to make this a special time for your child. Please notify the director in advance.

Sharing of Items from Home

Fridays are designated as Sharing Days. If your child wishes to bring a special toy or item from home to share with the class, he/she may do so. Please mark the item with your child's name. Upon arrival at school, it must be put in their cubbies. Your child will be encouraged to tell his class about the item during sharing time. This encourages verbalization and gives the child a positive feeling about himself. Please **NO** guns, war toys, or other toys of destruction.

Calendar Year

See MIQ School Calendar for Pre-K start/end dates. Preschool follows the MIQ School calendar regarding holidays and scheduled days off. If early dismissal is shown, Pre-K Schedule remains the same even when MIQ has early dismissal unless stated otherwise.

Emergency Information

In case of emergency, it is important to have the following information in your child's file:

- Current address
- Home and work telephone number
- Physician's name and telephone number
- Authorized people who may pick up your child

Please notify the office immediately of any changes so we can keep our information up-to-date and reliable.

Arrival and Pick-Up

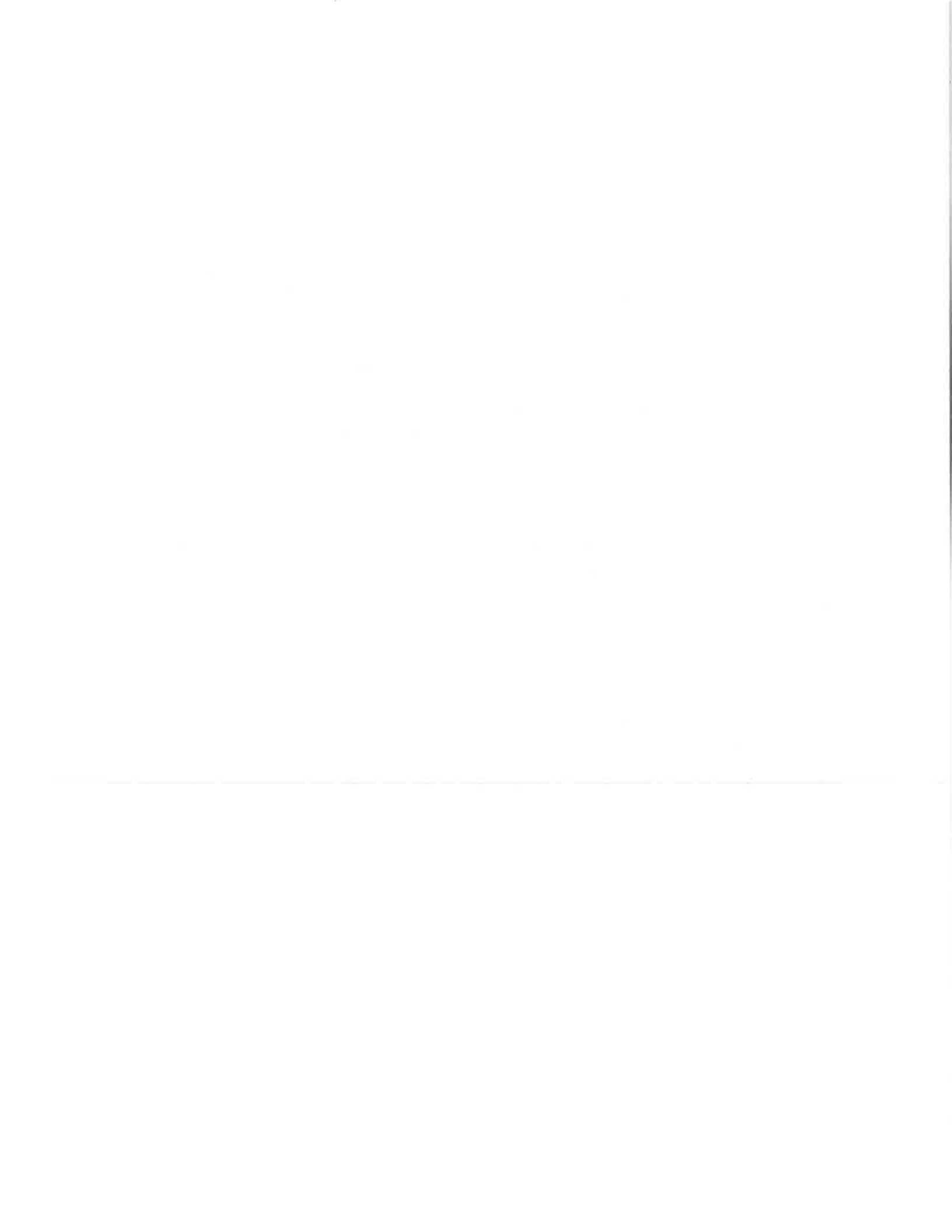
Arrival Time – 7:00 am- 8:30 am

Please have your child at school by 8:30 am. If you are entering through the back door of the Pre-K classroom, you must park on the street and walk your child to the back door and sign in/out.

8:30 am-3:15 pm – Back gate will be closed. You must sign in/out at the main office.

Pick-Up Time – 3:15 – 6:00

The back gate will be open from 3:15-6:00.



Procedures for Pick-Up

You must physically drop off and pick up your child from the Pre-k classroom. You will be required to sign your child's full name and arrival/departure time. **Full signature is required when signing your name.** This is our way of taking attendance and having proof of who picked up your child. If you know you are going to be detained, please notify the school immediately so that we can reassure your child.

Authorization to Pick-Up Your Child

No child will be released to a person not authorized by a parent to pick-up the child. We must have written or verbal authorization for changes in this respect.

Nutrition

We serve a mid-morning and afternoon snack and ask you to provide a nutritionally balanced sack lunch. Occasionally, your child will have the opportunity to prepare a special food at school for a snack or meal. A refrigerator and microwave are available for those who need it.

Naptime (Child Care)

Your child will be asked to bring a crib sheet to fit the rest mat that is provided. A small pillow and small blanket is recommended. These are to be labeled with the child's name and taken home on week-ends to be laundered. A "Special Friend" (stuffed animal) is permitted during naptime only. It will be kept in your child's cubby throughout the day. Napping children will need to purchase a rest mat from MIQ to use. At the end of the year, the student will be allowed to take it home then use it again for MIQ kindergarten.

Field Trips

Throughout the year, the director may plan some short, local field trips. Parent chaperones are welcome to attend to help with driving and supervision. Each driver must complete a "Volunteer Driver Statement, and have a vehicle with sufficient seatbelts for each child. A "Field Trip Permission Form" must be completed for each child. Drivers will also need to have required insurance, vehicle registration, and current driver's license submitted to the office. **All volunteers who supervise student trips must have on file fingerprint clearance as well as the Safe Environment and Code of Conduct forms signed.**

Meal and Allergy Information

Please make certain that you child's teachers are fully informed about his/her allergies. An accurate list of the foods or substances will be posted in the classroom for the lunchroom. Prompt notification will allow for appropriate substitutions.

Medicine

If a child requires prescription medication, it must be in the original prescription container and brought to the Pre-K Director. The Administration of Medicine forms must be filled out by a physician before any prescribed medication can be given. Also, any over the counter medicine will need a signed authorization by a parent. Nebulizers can be kept in the Pre-K room with the physician's written instructions. Medication is given at 12:00 and/or 2:00 and/or 4:00 p.m. as prescribed. The head teacher or director will give it.

Illness Information

The health and well-being of our children is important to us all. The staff will assess the health of each child daily. Children with signs of contagious infections will not be accepted at school. Children must stay home if they have any symptoms listed below. Children must be free of these symptoms for at least 24 hours before they return to school.

Symptom List

- Diarrhea
- Fever above 98.6 degrees – Temperature must be normal for 24 hours before returning to school
- Common cold - runny nose, vomiting mucous is the most common sign, also a fever or loss of energy
- Cough with mucous secretion (wet, wheezy cough) which can spread a bacterial or viral infection. A child experiencing the dry, hacking cough of allergies may come to school. If there is a question regarding symptoms, a doctor's clearance may be required.
- A rash or skin infection with drainage. A child having dried skin lesions may come to school.
- Vomiting recurring or with fever
- Pink eye or conjunctivitis – Child must be on medication for 42 hours before returning to school.

A parent will be contacted when children become ill. There will be no refund or reduction in tuition when your child becomes ill and is not in school.

Medical Emergencies

In minor cases, the school's staff who is trained in first aid and CPR will give first aid. In the event that major first aid is required beyond the staff's capabilities, a physician will be contacted. Every effort will be made to contact the parents. In case of failure to contact the parent at home or work, the authorized person/s on the emergency form will be contacted. If the authorized persons on the emergency form cannot be reached, the school will seek the emergency care needed, calling 911 if the emergency requires it. Parents will be liable for any expense incurred.

Amendment to the Handbook

It is not possible to cover all possible situations in the handbook. Therefore, changes may be made throughout the year by the school principal in consultation with the program director, and when necessary, after the consultation with the Pastor. Such changes will become effective after notifying the parents through written correspondence. When necessary, the director will use his/her discretion and good judgement in making decisions that are for the best welfare of the students.

Revised 6/13/18

