Important things to know:

* We will be providing a two-pocketed folder which is the most effective way for communication to occur between school and home. I will put everything in these folders: newsletters from me, notes from the school, important dates, order forms, permission slips and the children’s work. Please make sure that your child brings their folder to class and that you are checking it daily.
* The Ziploc bag on the supply list will function as a family activities bag. I will be sending this bag home with a fun activity for you to do with your child that correlates with what we are learning in class. The activities are designed to help enrich your child’s learning and bridge the gap between school and home. It is a wonderful way to connect with your child.
* The class will be doing a weekly journal or craft activity related to the theme we are studying. We will be putting these activities into the binder listed on the supply list and then returning it to you at the end of the year!
* Please send in an extra set of clothes for your child in a Ziploc bag with their name on the front.
* Morning Arrival:  The parking lot door opens at 7:25. Preschool students may be brought into the gym to line up with their class between 7:25 and 7:40. Teachers & staff will be present to watch the students. They will be walked to class after Morning Prayer Service.
* Dismissal: At the end of the school day (10:30 a.m./2:30 p.m.) we will bring the children outside the main doors and line up along the wall of the school or the church.
* Half Day Preschool: Please wait for us in the parking lot and encourage your child to remain on the wall and in line until they are dismissed. Once we have them lined up by the school or church wall, we will dismiss them one at a time to ensure their safety.
* Full Day Preschool: Please get into the car line for pick up and we will help load your child into the car. **Please pull ahead to a parking space to buckle your child in their seat.**  **We ask that you remain in your car and do not walk up to get your child so that we can help keep our children safe.** We love having our Catholic families bonding together after school, but we ask that you do so after we are done loading the children. (2:40 p.m.) Thank you for your help in keeping our children safe.
* Fog/Weather Delays:  In the event of a Fog or Weather Delay, when school is delayed by 2 hours or more, the ½ day preschool students will not have class. The students enrolled in the full day option may come to school at 9:30-9:45. Students enrolled in childcare can come at the regular time.
* Please follow Monroe Public Schools for delays and school cancellations.  If you haven’t already, please make sure you sign up for the School Reach program. We are launching a Text Messaging Service that utilizes the School Messenger system to deliver the messages, straight to your mobile phone with important information about events, school closings, safety alerts and more. You can participate in this free service just by sending a text message of “Y” or “Yes” to our school’s short code number, 67587.  Terms and Conditions – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages.

**Snack/Lunch**

**Snack:**

* NO NUTS: We are aware of children within the school who have nut allergies. So please refrain from snacks with nuts, or have been processed in a nut environment.
* To give the children more variety during snack time, we will be assigning snacks for you to bring on your child’s snack day. All snacks are chosen from the Safe Snack List.  **Please be sure to purchase ONLY the brand that is listed on the snack calendar.**
* Please send enough snacks for 9 students.
* When you bring your child’s first snack please bring a package of napkins and a box of small cups. We will keep the leftovers in class just in case someone forgets.

**Lunch:**

Students who are enrolled in the Full Day Option for Preschool will eat in the cafeteria/gym with the other preschool students. Lunch aides and volunteers will be on hand to provide help to the students. Four Year Old Preschool will have lunch from 11:00-11:25. Parent volunteers are highly encouraged; if you’re willing to volunteer- and fulfill some of your Family Service Hours, please contact Mrs. Melissa Maniaci at maniaci@monroecatholicschools.com.

**Birthday Treats**

The health and safety of our Monroe Catholic School students is our top priority.  Due to the impact sugary snacks have on the health and behavior of our students, along with the sensitivity/severity of several types of allergies on both our

St. Michael and St. John Campuses, edible birthday treats cannot be passed out at school this year.

Students that would like to bring in birthday treats for their classmates may share something that is non-edible such as pencils, stickers, small toys, etc.  Edible birthday treats have too much of an impact on our school day and will be sent home if they are sent to school. We want our children to feel special on their big day but believe we can achieve this through non-edible treats and other special attention in their classroom.  Thank you for your cooperation, understanding and attention to this policy.

I will send home a list near the end of school so we can celebrate summer birthdays.  If your little one recently had an August birthday and would like to celebrate now just let me know, I don’t want anyone to miss their school birthday celebration!

**Positive Discipline**

I believe consistency and routine are very important in our classroom because it establishes a sense of security for the children.  Therefore, I will spend a lot of time the first few weeks establishing the class routine, discussing and clearly demonstrating the expected behavior in our room.  The classroom environment will be structured and nurturing, and the children will be expected to follow the rules and treat others with respect.

In September, we will begin using a monthly calendar to communicate daily behavior.  Our classroom management policy will focus on positive behavior, by teaching all students to be bucket fillers by using the Disciple of Christ Education in Virtues program.

**Scholastic Books**

I will be sending home book orders from Scholastic.  This is a great way to begin or increase your child’s home library with excellent quality books at a reasonable price!  The books can be ordered online or sent in to class and they will be delivered to our room so I can send them home with your child.  I will send home more detailed information with the first order.

**Protecting God’s Children**

In preschool we love having family members involved in our classroom, but we need to make sure all of the children are protected. Anyone who would like to volunteer in the classroom, or attend field trips must take the *Protecting God’s Children* class. You will need to submit a copy of that completion form to the school before attending any trips, or volunteering.  The Protecting God’s Children class will be offered on September 11th at St. Charles Borromeo, Newport and on October 26th at St. Mary Parish, Monroe.  Please visit the *Archdiocese of Detroit* webpage ([www.aod.org)](about:blank) to register or find other dates the class is offered.

**Transportation Home**

If your child is going to be going to childcare on different days, please note that on the next page.  Please send me a note or email if there are any changes to these arrangements.

**Allergies**

This year we will explore our world using our five senses. It is important that we do so safely. Please complete the form on the next page, making me aware of any and all allergies your child may have. The proper precautions will then be taken.

**Preschool Shirts**

This year we will once again be getting class shirts. The order form is included in the packet. Please consider ordering a shirt for your child. We will be wearing our shirts on gym days and when we go on field trips.