

***Mary, Mother of the Redeemer  
Pre-School Handbook***



***2016-2017***

**Absences:** If a child is going to be absent, please phone the Pre-School office by 9am at 215-692-1051. Upon returning to school a note stating your child's name and the date and reason for absence must be provided to the teacher.

**Allergies:** No peanut products are permitted in Pre-School due to the potential of severe allergic response in some students.

**Arrival/Dismissal:** Teachers devote their before and after class time for preparation and organization. The school doors open at 8:15am and classes begin promptly at 8:30am. Parents are asked to park in a marked stall and escort the child to the hallway outside of the classroom in the morning. Please assist with the transition to school by encouraging your child to enter the room independently. Morning dismissal is from 11:15am to 11:30am in the church circle. Full day students are also dismissed via car line in the church circle between 3:15pm and 3:30pm. To keep the line moving staff cannot assist with buckling children into seats. If your child is unable to buckle him/herself please pull forward through the line and park to secure your child safely. Students arriving late must be signed in at the Pre-School office and will be escorted to the classroom.

**Biting/Spitting:** Parents need to inform the school if a child has a problem with biting, so we can prevent any unnecessary accidents and work with parents to break the child of the habit. Parents will be notified and asked to pick up their child immediately following a biting incident. If a child continues to bite, the school will dismiss the child. Spitting incidents will be handled in the same manner.

**Communicable Disease:** (See also Sick Policy.) No student absent from school because of conditions listed below may return to school before the specified time period:

Chicken Pox – must stay home for 5 days after onset of blisters or until all pox are scabbed and dry

Fever – must be fever free for 24 hours

Measles - 4 days from onset of rash

Mumps - 9 days from onset of swelling

Rubella/German Measles - 4 days from onset

Scarlet Fever - 24 hours after medication is started

Whooping Cough - 7 days after medication is started

**Closings:** The Pre-School program will follow all closings as they pertain to the MMR Elementary School. If the elementary school has a scheduled holiday there is one for the Pre-School as well. An MMR school calendar is posted at [www.mmrschool.org](http://www.mmrschool.org).

**Clothing:** All Pre-School children wear regular play clothes. We recommend sneakers be worn as the children will have active playtime. All outerwear should be marked with the child's name. Please send a change of clothes in a **Ziploc bag** labeled with the child's name on the first day of school. You will be asked to change these out seasonally.

**Early Dismissal/Snow Emergency:** Families will be contacted by phone through our electronic notification system regarding emergency early dismissals. Information will also be posted on the MMR website and on Twitter.

**Extended Care:**

Before and after school care is available through our own CARES program. Morning CARES is open from 7:00-8:10am, and afternoon CARES is available to full day students from dismissal until 6pm. This care is provided in a kindergarten room in the main school building. Please contact the Pre-School office for more information.

**Full Day Classes:** Rest/quiet time is scheduled into the daily routine of the full day program. Rest mats will be provided.

**Hot Lunch Program:** Participation in our hot lunch program is available to full day students every Thursday and Friday at an additional cost. Thursdays are Chicken Nugget Day supplied by Chick-Fil-A, and Fridays are Pizza Day. Payment is made through a declining balance system. Sign up for lunch when dropping the student off at the classroom that morning.

**Illness Policy:** see also **Communicable Diseases**

The main reasons for keeping your child home are if he/she is too sick to be comfortable at school and/or if he/she might spread a contagious disease to other children.

**Deciding when a child is too sick to go to school** can be a difficult decision. Please use the guidelines below. Keep the child home if any of the following symptoms are present:

- **Appearance/Behavior** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- **Eyes** – thick mucus or pus draining from the eye or pink eye. (With pink eye you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.)
- **Fever** – temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever free for 24 hours before returning to school.
- **Greenish nose discharge and/or chronic cough** – these conditions may be contagious and require treatment.
- **Sore Throat** – especially with fever or swollen glands in the neck. (With Strep throat, the child may return to school after 24 hours on antibiotics.)
- **Diarrhea**– three (3) or more watery stools in a 24 hour period, especially if the child acts or looks ill.
- **Vomiting** – vomiting two (2) or more times within 24 hours.
- **Rash** – body rash, especially with fever or itching. Heat rashes or allergic reactions are not contagious.
- **Lice, Scabies** – children may not return to school until treated and are free of lice and nits
- **Chicken Pox** – children must stay at home until all pox are scabbed over and dry.

**If your child shows any of the above symptoms, it will be necessary to pick him/her up from school.** Please try to treat the symptoms of minor illnesses at home so your student can feel comfortable and ready to learn during the school day.

**Legal Custody Issues:** It is important for the school to have a current copy of any custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are asked to supply restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights.

**Medical Records:** Each child is required to have a Health History form and a private Physical form. We ask that you be compliant with these forms as soon as possible but no later than the first day of school.

**Medications (administration of):** The Pre-School staff will not administer medication. Parents may come to school to give medications, or may designate another adult to act on their behalf. Written permission from the parent must accompany the designee or be sent into school ahead of time. However, our staff will always act in good faith in an emergency situation if intervention is needed.

**Necessities:** Each child will be provided with a tote school bag to use throughout the school year. It is not necessary to purchase another school bag. Please be sure personal items are clearly marked by name.

**Outdoor Policy:** The MMR Pre-School program will use the school play yard as part of their daily schedule. All children will participate in outdoor play unless a doctor's note is provided by the parent.

**Pre-school Office:** The Pre-School Office may be closed at times during the day. The telephone will be monitored remotely for emergencies.

**Release of a Child:** A list of who is allowed to pick up a child will be kept in the personal record file. A note must be presented to the Pre-School staff if there is to be any change in the normal pick-up routine. Anyone in question will be asked to present ID to our staff. A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide a copy of the court order or custodial agreement adjudicating determination of custody. This custodial agreement is placed in a confidential file.

**Snacks/Lunches:** All snacks and drinks are to be provided by the parent. Full Day Students bring 2 snacks, 2 drinks (am & pm), and lunch. Half Day students bring 1 snack and 1 drink for the morning. Hot lunch is available for purchase every Thursday and Friday for full day students. Thursday is Chicken Nugget Day (Chick-Fil-A) and Friday is Pizza Day.

**Teacher Web Pages:** Teachers post updates about classroom activities, field trip information, and permission forms, and the monthly calendar on their web pages. This is accessed at [www.mmrschool.org](http://www.mmrschool.org) by choosing "About" then "Pre-School."

**Transportation:** Transportation permissions were included with registration paperwork. A child will only be released to the people listed on that form. If there is to be a change in the normal pick-up routine (i.e. someone out-of-the-norm OR someone not on the list of approved people) we must receive either an email in the office or a written note handed to the teacher or sent to school in your child's school bag notifying us of the change. Please include the person's name and relationship to the student. If the person is unfamiliar to the Pre-School staff they will be asked to present identification. The office email address is: [dmcadden@mmrschool.org](mailto:dmcadden@mmrschool.org).

**Transportation Changes Due to Funerals:** If at any time there is a hearse in the pick-up circle upon your arrival, please exit the property through the traffic light and re-enter via the One Way entrance on the other side of the building. In the event of a funeral, students will be dismissed from the entrance at the end of the Pre-School hallway. Every effort will be made to notify parents in advance of this change.

**Visitors:** Visitors are welcome by appointment. To arrange for a visit contact the Pre-School office. Parents coming to school to bring forgotten articles or relay messages should come to the Pre-School office. Classes may not be disturbed for these reasons. All visitors must report to the Pre-School office and sign-in on the Visitor's Log when entering the building.