

ST. MARY MAGDALEN  
CATHOLIC SCHOOL

St. Mary Magdalen Preschool  
Parent and Student Handbook  
2018-2019 School Year

Revised 9/20/18

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## **Welcome**

Welcome to all parents who have made the important decision to enroll your child in St. Mary Magdalen Preschool. This handbook will help answer questions you may have now and questions that may arise during the school year.

## **Purpose and Mission Statement**

Our mission at St. Mary Magdalen Catholic School is to educate, model, and inspire faith, academic excellence, integrity, respect, and service within ourselves and the global community.

## **Organization and Administration of Archdiocesan Educational Program**

The Archbishop exercises pastoral responsibility for the church of Western Washington. He is the highest authority over all areas of preaching, teaching, prayer and celebration of the liturgy, and of temporal affairs of the archdiocese. He is the chief teacher in the archdiocese. In a special way, Catholic elementary and secondary schools participate in the teaching mission of the church and are responsible to the Archbishop.

The Pastor is the policy maker for the parish school. He is the canonical administrator of the entire parish including the school. He fulfills this function within the context of archdiocesan policies and in close collaboration with the Principal and school commission. The finance council, pastoral council, and school commission are collegial bodies which are consultative to the Pastor. The Pastor exercises the highest authority in the parish and over the school. He reports directly to the Archbishop.

The Principal functions as the administrator of the school and is the member of the parish staff who works with the school commission and other parent groups. The Principal administers and supervises the school in conformity with archdiocesan and local school policies, rules and regulations. The Principal reports directly to and is accountable to the Pastor. The Principal is responsible for hiring faculty and staff. The Catholic Schools Office approves applicants for teaching positions prior to their being hired.

The teachers have Washington State STARS training. They are charged with the instruction of the adopted curriculum of the school, and who carry out the policies of the school and parish under the direction of the Principal.

The Superintendent of Catholic Schools is responsible for directing the Catholic elementary and secondary schools in the archdiocese. The Archdiocesan School Board is the chief advisory body to the Superintendent in the formulation of policies affecting archdiocesan and parish schools. Policies of this board, when approved by the Archbishop, are binding on the Superintendent of Schools and local parish school commissions' executive structures.

St. Mary Magdalen School reserves the right to revise this document as necessary during the school year to meet the integrity of the Mission Statement and/or Philosophy Statement.

## **Non-Discrimination Policy**

St. Mary Magdalen Preschool admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. In the administration of its policies the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

## **Admissions Policy:**

St. Mary Magdalen School admits students of any race, color, national and ethnic origin in administration of its educational policies, admission policies, financial policies, and athletic and other administered programs.

### ***Priorities for Admission:***

On a basis of space availability, priorities for acceptance of new students are in the order that follows:

1. Parish families\* with children in the school
2. Parish families\* with children new to the school
3. Non-parish Catholic families with children in the school
4. Non-parish non-Catholic families with children in the school
5. Non-parish Catholic families with children new to the school
6. Non-parish non-Catholic families new to the school

### ***\*Parish families are defined as families who meet the following criteria:***

- One or both parents or guardians must be Catholic
- Registered in St. Mary Magdalen/St. John's Mission or a participating parish with a registration form on file
- Regular participation in Sunday Eucharist and other liturgies where the parish community gathers to worship
- Commitment to regular and reasonable financial support of the parish through participation in Sacrificial Giving

## **Preschool Philosophy**

St. Mary Magdalen Preschool balances learning and play to create an effective learning experience. Building on a child's natural curiosity and readiness to learn we engage students through creative lessons and projects. Table centers built around art, science, letter recognition, number sense, and religious instruction, encourage children to explore, learn, and create. New concepts are regularly being introduced while reviewing and re-enforcing existing skills.

## **Preschool Readiness**

Before a child can learn, they must feel confident to discover and explore their environment. Children learn best through play and opportunities to explore, create, build, and problem solve. It is important in a child's development to be able to listen to instructions and carry out tasks. Children will develop the skills to complete a project when given opportunities to do so. This develops healthy attention spans and gives students a greater ability to stay focused when surrounded by the distractions of a group setting.

Empathy is a huge factor in how children build relationships. Children who are empathetic can get along respectfully with adults and peers.

All children need to be potty trained and working towards an easy separation from their parents before the beginning of school.

## **Toilet Training**

To be compliant with our current level of State licensing all students that are part of the St. Mary Magdalen preschool program need to be toilet trained. That means students should be wearing underwear to school each day, not Pull Up's. This also means that students are expected to be able to use the restroom on their own with limited accidents. All admissions are subject to a 3-week trial period, during which we assist the parents in evaluating if continued placement in the St. Mary Magdalen preschool program is appropriate for their student based on their level of toilet training. We acknowledge that accidents do occasionally happen and that is part of the learning process, however students should be able to use restroom facilities independently most of the time. If a student has needs that exceed the ability of the program to support in terms of toilet training this can result in a student's withdrawal from our preschool program, including prior to end of the 3-week trial period.

## **Behavioral Expectations**

Establishing a daily routine with healthy communication directly affects behavior and a child's ability to learn. In the preschool classrooms we use positive reinforcement and gently redirect inappropriate behavior to support the developmental needs of the children. The teachers will communicate with parents regularly by email. We have scheduled Parent-Teacher conferences in November, which are an excellent opportunity to learn about the progress and behavior of your child/ren. If needed, an additional conference will be set up with our Diversified Learning Specialist or Principal to establish a behavior plan.

Regular communication with the teachers is encouraged. **Involved parents = successful students.**

St. Mary Magdalen believes in providing a developmentally appropriate education to its preschoolers. As part of this process students are expected to meet certain behavioral and learning guidelines set forth by the St. Mary Magdalen preschool program. Students that have significant behavioral challenges or have academic needs that exceed the ability of St. Mary Magdalen to support may be withdrawn from this program by the school.

Typically students will be given a three-week trial period. During this trial period students will be evaluated by their teachers to ensure that St. Mary Magdalen is the correct placement for the student. A student may be withdrawn earlier than at the end of the three-week trial if it becomes apparent that St. Mary Magdalen is not able to offer enough supports to allow the student to make meaningful progress along with their peers.

## Curriculum

### *Language & Literacy*

Communication and vocabulary development are encouraged by creating a literacy-rich environment. Students are introduced to a variety of stories, letters, words, songs and rhymes. We use techniques from Project Glad for a deeper understanding of vocabulary.

### *Mathematics*

Basic math concepts are infused into our daily routine. Graphing, counting, and pattern recognition are taught and reinforced during circle time. Manipulatives, games, and other activities create hands-on math training. Other important math concepts taught throughout the school year are: one to one correspondence, more and less than, and basic measurement.

### *Social-Emotional*

Children are encouraged to learn to respect the feelings of others and, discover how they fit into the larger world. Through play and problem-solving activities, we instill empathy, kindness, and cooperation.

### *Physical Development*

Children develop mobility, balance, and fine motor skills through activities in class such as dance and yoga. Basic nutritional concepts are introduced in class to help students make healthy food choices. Students participate in PE class once a week taught by our K-8<sup>th</sup> PE grade teacher.

### *Music and Art*

Children are exposed to music art daily. Music fosters vocabulary and creative expression. Through music, art, and imaginative play students practice self-expression and creative thinking. Students attend music class taught by our K-8<sup>th</sup> grade music teacher.

### *Science & Social Studies*

Children learn about the world around them through art, cooking, and activities. Stem science units that encourage hands on learning to explore how things work. The children learn about many different cultures through creative and fun activities

### *Religion*

Children will attend and participate in religious and cultural activities throughout the school year.

## Classes

We offer full and half-day preschool options for 3 and 4-year old's.

Full-Day: Monday- Friday 8:20-2:45 pm

Half-Day: Monday-Friday 8:20-11:10 am OR 12 noon-2:45 pm

### **Daily Schedule for Half-Day 3 & 4-Year-Old Program**

Arrival, Story Time, and Music	10 mins
Circle Time (prayer, calendar, flag, weather, academic instruction)	25 mins
Bathroom Break	10 mins
Learning Centers (children rotate through different centers)	45 mins
Snack and Outdoor Play	45 mins
Goodbye Circle (prayer, review day's lesson, sharing)	10 mins
Dismissal	5 mins

## Daily Schedule for All-Day 3 & 4-Year-Old Program

Welcome & Morning Business	30 mins
Morning Meeting	10 mins
Learning Centers	45 mins
Free Choice	20 mins
Literacy Circle	15 mins
Snack & Outdoor Play	40 mins
Story Time	15 mins
Religion, Social Studies, Science	30 mins
Lunch time	45 mins
Quiet time	60 mins
Free Choice, Music, Math Center	30 mins
Snack & Outdoor Play	40 mins
Sharing & Goodbye Circle	15 mins

### Transitions

Preschool aged children thrive on routine. A sense of security develops knowing what to expect during their school day. For students, the order of activities throughout the day is how they tell time. They learn quickly what activities follow instruction time. Our goal is for transitions to become routine. We use chants, clapping patterns, and five-minute warnings to help students anticipate a transition.

### Meals and Snacks

Our preschool program requires that parents provide lunch. Please send your child's food in containers that will keep foods warm and/or cold. Include thermoses for hot food and an ice pack for foods that need refrigeration. We are not able to heat up food. This helps the children regulate their meals. If your child has dietary restrictions, please let us know so that we can help plan snacks. We will provide a morning and an afternoon snack each day. **Preschool is a "nut free zone". No peanut or tree nut products are allowed in the preschool classrooms.** School supplied snacks and lunches sent from home must meet the requirements outlined in the table below:

Requirement	Snack (must contain 2 of the 4 items listed)	Lunch (must contain all items listed below)
A fruit or vegetable or one hundred percent fruit or vegetable juice	X	
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable). Juice must be one hundred percent fruit or vegetable		X
A dairy product (such as milk, cheese, yogurt, or cottage cheese)	X	X
A grain product (such as bread, cereal, rice cake or bagel)	X	X
Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)	X	X
A liquid to drink- can be water or one of the required components such as milk, fruit or vegetable juice.	X	X
**Parents will be notified in writing if the meals they provide do not meet the daily nutritional requirements. **A daily minimum of one serving of Vitamin C fruit, vegetables, or juice is included. **Foods high in Vitamin A are included three or more times weekly.		

## Arrival & Departure

All children must be dropped off and picked up in the preschool classroom. Students must be signed in and signed out daily. Prompt arrival and pick-up is important. Please bring your child to school on time, so that he/she may take full advantage of our preschool program. If you are unable to pick up your child within 15 minutes of dismissal, your child will go to extension and you will be billed for the time spent in this after school program.

## Extended Care

We offer before and after school care to preschool families. Extension is billed monthly through our Kinderlime system.

Morning extension: 6:45am-8:20am

Afternoon extension: 2:45 pm-6pm

Extended care is available in a variety of combinations. You must however, commit to one of the following options: \*

2 days per week (AM & PM)

3 days per week (AM & PM)

5 days per week (AM & PM)

2 days per week (PM only)

3 days per week (PM only)

5 days per week (PM only)

*\*Conditional based on a minimum enrollment\**

## Uniforms

The uniform policy addresses issues of learning, safety, and self-esteem. School uniforms remind students and parents that we are part of a Catholic school community with certain expectations in standards of social conduct and academics. St. Mary Magdalen Catholic School also seeks to establish an environment where children are known for who they are inside, rather than for the appearance they project on the outside. Social barriers and distractions that are created by fashion damage children, damage their relationships at school, and may deflect attention away from their primary occupation - getting an education. The uniform policy levels the playing field and provides a sense of unity among children from all situations. Uniforms also provide a tangible means of allowing teachers and staff to instantly identify outsiders who may or may not belong on the school grounds. For our [full Uniform Policy](#), please refer to our **Website** ([stmarym.org](http://stmarym.org)); click **Parents** and then **Uniform Policy**. Below is an abbreviated version of the Uniform Policy specific to preschool.

Children should be dressed comfortably, simply, and appropriately for preschool play and weather conditions. Students go outside rain or shine so please send a hooded coat with your child to school. We recommend labeling any clothing your child may remove at school (coats, sweaters, etc.)

Please dress you child/ren in order that they may use the bathroom without assistance. No tricky belt buckles or hard snaps.

A change of clothing should always be in your child's backpack in case of a spill or accident. This can be embarrassing for children and having their own change of clothing (including underwear) allows a change to go unnoticed. Please place extra clothing in a large plastic bag marked with your child's name. Soiled clothing will be repacked into the plastic bag and placed back in the student backpack and returned home to be laundered.

Please send to school a pair of all-weather boots to keep in their classroom.



**Required:**

- Uniform sweater vest
- Boys: Navy blue uniform shorts or pants
- Girls: Navy blue uniform shorts, pants, jumper, or skort
- White uniform polo shirt

**Optional:**

- Green uniform crew neck sweatshirt

**Shoes:** Athletic shoes are required and must have “non-marking” soles that do not leave marks on the school floors. Shoes must be comfortable, practical and neat in appearance. Those with laces must be tied. Girls may also wear “Mary Jane” style shoes. Slip on flats, sandals, flip flops, open toe shoes, open heel shoes, shoes with heels or built-in heels (such as a wedge heel) and boots are not allowed. The following are examples of appropriate shoes:



**Jewelry:** Only girls may wear earrings, but the earrings cannot extend below the earlobe. No other body piercing is permitted. Watches and religious jewelry are permitted but for safety reasons, all jewelry worn around the neck must be worn inside the shirt during PE and recess. All other jewelry is discouraged.

**Hats:** Hats, hoods and scarves may not be worn in the school building or church except for certain “spirit week” celebrations.

**Hair:** Hair should be a natural color and styling should be modest and appropriate for school. Boys’ hair length should be short enough to not touch the collar or eyebrows. Girls’ hair must be worn away from the eyes.

**Supplies**

A supply list will be sent by email to all parents before the first day of school. In addition, children should bring backpacks, reusable water bottle, and lunch boxes. Please apply sunscreen to your child before school on sunny days.

**Full-Day Students:** Parents will need to provide a crib sheet and a small blanket for the children. Blankets and sheets will need to be laundered by the parents weekly. Parents will also need to provide a toothbrush for your child. Please label all your child’s belongings.

**Calendar**

The preschool program follows our K-8<sup>th</sup> grade school calendar with very few exceptions. Please refer to the school calendar on our website at [stmarym.org](http://stmarym.org).

## **Parental Involvement**

Parents are welcome to join our preschool anytime, if you let us know in advance that you will be visiting. There are opportunities for parents to work from home on projects the teacher is preparing for the students. These opportunities count for service hours. If you are interested in helping within the school, please refer to our school volunteer policy located on our website, [stmarym.org](http://stmarym.org) under the **Parents** tab. Then click **Safe Environment Training**.

## **Snow and Other Emergency Closures**

The St. Mary Magdalen School website, email, text messaging system, plus radio and television announcements are the primary source of emergency closure information. Please listen to public media for reports of possible school closures, particularly during inclement weather. We are aware that some families live a distance from the school or would have to take a possibly hazardous route to get to the school. In such cases, we advise you to not attempt to drive to school. Your children will be given excused absences and teachers will see that these students will have the opportunity to catch up on missed assignments. On those days when school is closed, the Extension Program is also closed.

In conjunction with Snohomish County Emergency Management and the Archdiocese of Seattle, St. Mary Magdalen School has specific policies and procedures, which will be followed should an earthquake or other emergency occur during the school day.

If school must be closed early due to weather or any other unforeseen crisis, parents will be notified primarily by our text messaging system. An email will be sent out as early as possible to announce school closure as well. Radio and television announcements are also resources, but they do not always list the school if it is closed. Students will be released from school only to their parents or to persons designated in writing on the family's Emergency Form kept on file in the office. Please contact the school immediately to submit any changes. School personnel will stay with the students until parents are able to come for them.

St. Mary Magdalen School will always follow the Everett School District's decision to close or to delay the start of school for inclement weather. If Everett Schools are closed, St. Mary Magdalen School will also be closed.

## **Disaster Plan**

Our Disaster Plan is next to the outside door for review. It will also be pointed out and discussed with parents during curriculum night. We conduct monthly fire drills and quarterly disaster drills including lockdown and earthquake protocol.

## **Illness and Medications**

Please do not send your child to school if he/she has a fever, is vomiting, has diarrhea, fifth disease, lice/nits, or a bad cough. When children come to school with these conditions, other students are exposed. If a child comes to school and, in the opinion of the teacher, is sick, the office will call you to come and pick up your child. If your child is sent home due to illness, he/she cannot return to school until he/she has been symptom-free for 24 hours. This allows ample time to recover and stops the spread of illness to other children. No medication can be administered by school personnel without the written permission of the prescribing physician or dentist. This includes all medication whether prescription or over the counter drugs. Medications are kept out of the reach of children.

## **Serious Illness or Injury**

All accidents that are reported to the office will be treated by school personnel. If a child is seriously injured or becomes ill while at school, parents will be notified immediately and, if necessary, parents will obtain further treatment for the child. The school will call 911 in a serious emergency. Your emergency names and phone numbers submitted on the first day of school are kept on file in the school office. You must notify the school immediately if there is a change in your emergency contacts and phone numbers. Children will not be sent home unless an adult is available to care for them. When coming to pick up a child, parents should come directly to the school office to sign out the student.

## **Mandatory Reporting Law**

We follow the state reporting laws regarding Child Abuse and Neglect. If there is “reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW 26.44.040”.

## **Kindergarten Transition**

Preschool children make the transition into kindergarten more successfully when their teachers and families prepare for it together. The preschool students can form a relationship with our kindergarten teachers and students throughout the school year. Our students have a very successful transition from preschool into kindergarten. To determine Kindergarten readiness, students are given a formal assessment in February and then again in May. For readiness tips, visit the WA State Department of Early Learning website ([del.wa.gov](http://del.wa.gov)) and search kindergarten readiness.

**The principal is the final recourse and reserves the right to amend this handbook. Parents and staff will be given prompt notification.**

# Acknowledgement Form

Student/s Name: \_\_\_\_\_  
*Please Print*

_____	2018-2019 Preschool Health Plan
<i>Initial</i>	
_____	2018-2019 Preschool Disaster Policy
<i>Initial</i>	
_____	2018-2019 Preschool Family Handbook
<i>Initial</i>	

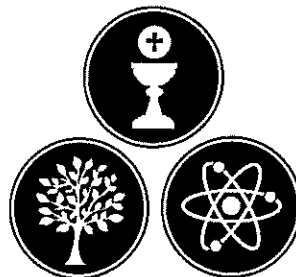
We, the parents/guardians of \_\_\_\_\_ have read, understand,  
*Print Student Name(s)*  
and agree to abide by the policies set out in the above marked Policies/Handbooks.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



ST. MARY MAGDALEN  
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