



**MARY, QUEEN OF
HEAVEN SCHOOL**
INSPIRING HEARTS, MINDS, AND SPIRITS

**3 AND 4 YEAR
PRESCHOOL**

**Healthy at Preschool
Handbook
2023-2024**



MARY, QUEEN OF HEAVEN SCHOOL

INSPIRING HEARTS, MINDS, AND SPIRITS

We are excited to partner with you, your child and your family as we provide an early childhood experience that will meet the spiritual, social, emotional and relational needs of your child. We want your child to develop a solid spiritual and educational foundation that will last a lifetime!

Forms for Files

- ★ Registration Form
- ★ KY Immunization Certificate
- ★ Preventative Health Care Examination Form (Physical)
- ★ Release to photograph
- ★ Emergency Medical Authorization Form
- ★ Birth Certificate Copy
- ★ Social Security Number
- ★ Baptismal Certificate Copy
- ★ Allergy Forms
- ★ Medicine Administering Permission (filed in the office if daily medication is taken)

Arrival and Dismissal Times for Preschool

It is our goal to make drop off and pick up go as smoothly and safely as possible for our families. Please follow the procedures below. After the first week, we may need to make some adjustments so we ask for your patience and understanding.

Preschool: 7:10-7:25AM

Drive down Fr. Kevin's driveway (closest to Turfway Rd) and then come around and back up next to the church, dropping off and walking in your preschooler. If you choose to instead park anywhere in the main parking lot, you MUST walk your child around the main drop off circle on the sidewalk to the side door of preschool. You may not walk between traffic in front of the preschool building at any time.

11:00 AM Half Day Dismissal

Park and walk in to sign your child out. Enter at the side door entrance.

Preschool 2:25 PM Dismissal

Guardians who only pick up preschool students will be able to park in the row closest to the preschool building and walk them back to the cars and leave prior to the kindergarten through 8th grade dismissal. If you have children in both our preschool and elementary school, you must enter the dismissal lanes and park. Then you will walk in to pick your preschool child up by 2:25. This is for the safety of your preschooler, and for the safety of our K-8 students, in order to avoid cars leaving at unscheduled times.

Preschool Wednesday Dismissal

On Wednesdays K-8th dismisses at 1:30PM. You may pick your preschooler up at 1:25PM or 2:25P.M. Please follow the dismissal procedure stated above.

Early Release Half Day Dismissal

Arrive to pick your child up from preschool at 10:55AM on school early dismissal days.

Handwashing Procedures

Staff members/employees and children will practice hand hygiene frequently following the procedures below:

- ★ Warm, running water will be used
- ★ Liquid soap
- ★ Washing hands for at least 20 seconds
- ★ Thorough Rinsing
- ★ Hand sanitizer will be used only when soap and water are not available.

Staff and children will wash or sanitize their hands

- ★ Upon arrival for the day
- ★ After breaks
- ★ Upon returning from outside
- ★ After toileting
- ★ Before and after meals
- ★ After contact with bodily fluids or cleaning up spills or objects contaminated
- ★ After cleaning or sanitizing or using any chemical products
- ★ Before and after completing First Aid or administering medication
- ★ When visibly soiled
- ★ Prior to departure

Attendance

Please call the school office (859) 371-8100 if your child is going to be absent for any reason. This is very important and we thank you for your help. Missed classes cannot be made up, and there is no tuition credit for absences or weather related closings or delay. If you arrive at school after 7:25AM you will need to check in at the school office.

Sign In/Sign Out Daily

Each day your child attends preschool, you will need to sign in and out your child in our classroom records book. Located by the cubbies.

Backpack

Each child will need to bring a regular size backpack to school each day. For safety reasons, no backpacks with wheels will be permitted and please no small/tiny backpacks.

Water Bottle

Your child will need to bring a water bottle labeled with their name each day. When your child needs a refill of water we will fill them at one of the water stations throughout the school building.

Lunch (Needed Only If Your Child Is Full Day Preschool)

We will be eating in the cafeteria for lunch. Our lunch time will be 11:55AM everyday. Your child may purchase a school lunch or pack their lunch. When packing your child's lunch you will be asked to pack a nutritious lunch for your child each day. MQH follows the Kentucky state licensing requirements regarding daily nutrition.

Please pack the following in your child's lunch each day:

1 Protein

1 Bread

2 servings of fruits/vegetables (This can be 2 servings of fruit, 2 servings of vegetables, or 1 serving of vegetables and 1 serving of fruit.)

Grapes need to be cut lengthwise

No Candy

Lunch for 2023-2024 will be \$3.15 for students as we follow the National School Lunch Program of the Federal Government. Adult Meals will continue to be \$5.00. Students

are required to choose 3 of the 5 options in order for MQH to continue to receive government commodities. One of the items must be a fruit and/ or vegetable. The options they have to choose from are: Main Entree (protein), Vegetable, Fruit, Milk, Bread or Grain. Extra Entrees can be purchased Ala Carte for \$2.00 each. Students will need to order extra when the lunch count is taken in the mornings. Students can substitute the main entree of any meal with one of the following: Peanut Butter and Jelly Grab and Go, Yogurt Grab & GO, Grilled Chicken Boxed Salad, or Turkey and Cheese Sandwich. The menu is subject to change by product availability.

If a student packing would like to get milk they can do so, but their lunch account will be charged for .55 cents per milk. Snacks are offered daily as well and range in price from .55-1.00 extra entrees will cost \$2.00.

No charges on a lunch account will be permitted during the 2023-2024 school year for milk, an extra or a snack of any kind. If a student would like any of the above added items, they have to have money in their accounts to get it.

Snacks

Mary Queen of Heaven School will be providing nutritious snacks each morning along with water. Our snack time will be around 9:30a.m.

Uniform

Your child will be required to wear an MQH t-shirt with any color elastic waist shorts or pants. No open toe shoes, all shoes must have backs as well.

On gym days your child may wear a MQH spiritwear t-shirt. Our gym day will be Thursdays.

Extra Uniform

Your child will need a complete change of uniform to be in their backpack at all times. This should include their MQH t-shirt, elastic shorts or pants, extra pair of underpants and socks. Please put their extra uniform in a gallon size ziploc bag with their name on the bag. These clothes will be left in your child's backpack in case they are needed.

When wet or soiled clothing comes home, please replace clean clothes in their backpack for the next school day.

Special Classes

Tuesdays- Library

Thursdays- Gym (Spiritwear T-Shirt can be worn instead of preschool t-shirt)

Fridays- Music

Potty Training

If your child is currently potty training, please provide any supplies needed for changing throughout the day - wipes, pullups/diapers/extra underwear. Staff will set restroom routines to support all training efforts.

Folder

Your child will be provided with a school folder. The folder will be sent home on a daily basis and returned the following day. Please make sure to check your child's folder regularly, as important papers and your child's work will be sent home.

Class Dojo

Your child's teacher will use Class Dojo to communicate updates and pictures throughout the week. Information will be sent home with directions to login into the classroom account.

Monthly Calendar

A monthly calendar will be posted in the preschool classroom and emailed to parents/guardians at the beginning of each month. This will share our theme, and classroom and school activities throughout the month.

Weekly Newsletter

A weekly newsletter will be emailed to parents/guardians by Sunday evening for the upcoming week. The weekly newsletter will give special events, activities, announcements and other important information.

Toys From Home

Children should only bring toys to preschool when they are scheduled for "Show and Tell." Anything brought to school will be kept in the child's cubby until the time allotted to share with the class.

Rest/Quiet Time

We are required by law to provide a rest/quiet time for children 3,4 and 5 years of age. Each day our rest/quiet time will be 12:40-1:30 PM. Children may bring their own blankets, favorite stuffed animals and their white cot sheet to have during rest/quiet time. Blankets and cot sheets are sent home on the last day of school each week to be washed. Cots will be sanitized after each use. If your child does not sleep they will be provided with a quiet activity such as a puzzle, books, or writing supplies.

Cot sheets will be for sale during the first week of school; cost is \$12/set. These sheets are fitted specifically for our cots so that they will fit safely. Cot sheets are sent home every week for you to wash and return to school. Crib or twin sheets are not allowed.

Medicine

Parents/guardians, in consultation with the student's physician, are urged to develop a time schedule which allows the student's medication to be taken at home before and after school hours, when possible and appropriate. If medication has to be administered during school hours please discuss this with your child's teacher. A signed medication form must be on file in the school office.

Birthdays

Throughout the school year, we will be celebrating class birthdays! In honor of your child's birthday, he/she may bring in a store bought, individually wrapped treat to celebrate their special day. If your child's birthday falls during the summer, a special date will be arranged for your child to celebrate during the school year.

Holiday Parties

We will have holiday parties throughout the school year. Our classroom parties will be held from 9:45-10:45 A.M. More information will be sent home closer to each party.

Parent/ Teacher Conferences

Parent-teacher conferences are held twice a year, in November and April. Parents/guardians or the teacher may request a conference at any time.

Picture Day

School pictures will be taken in the fall and spring by Lifetouch. Information will be sent home prior to picture day. If your child does not normally attend on the day of pictures you may bring your child in for just their picture. Your child's teacher will communicate the time with you before the day of pictures.

Special Attention Required

All children are unique individuals and sometimes have times of special needs. If your child seems to be having a difficult time adjusting to new happenings, i.e illness, divorce, new sibling, move, death, etc..., please be sure to make us aware. This insight will allow us to better meet the needs of your child.

EMERGENCY SCHOOL CLOSING PROCEDURES

There may be times when Mary Queen of Heaven School closes due to snow or other weather/safety reasons.

You will be contacted by automated text regarding school closings and delays. Do not rely solely on the text, check local TV stations as well.

Discipline

Discipline is essential to maintain a top quality educational program. Your child will learn and review classroom rules and acceptable behavior during the first few weeks of school. When an unacceptable behavior is observed, the teacher will first try to redirect behavior. When behavior is dangerous, or threatens the safety of the children, the teacher will intervene and tell the child that the action or behavior is unacceptable. Communication will be at an age appropriate level. If behavior continues that constitutes a danger or immediate threat to the health, safety or well-being of the child, peers, or staff, or an act that damages property, building or school grounds, it may require a Parent/Director/Principal conference. At the conference the parents will have the opportunity to assist the teacher in devising a behavior management plan that is acceptable to both parents and staff. If the Director and staff determine that the behavior plan is not effective, then Mary Queen of Heaven Preschool may terminate enrollment. The ultimate objective is to develop the character of the child to his or her greatest potential. Discipline is viewed as another tool to develop a strong sense of self-esteem and a foundation of respect for other people.

Child Abuse Reporting

Mary Queen of Heaven Preschool is committed to complying with the laws passed by the Commonwealth of Kentucky. We are bound by law to report any situations that we feel involve child abuse or neglect.

General Health Guidelines

Preschoolers can be a source for the spreading of infection and disease unless careful procedures are followed. Mary Queen of Heaven Preschool will follow strict sanitary guidelines to ensure that there are no unnecessary risks to the children. For everyone's safety we ask that you please observe the following guidelines.

1. Each child's medical history, along with authorization for emergency medical care signed by the parent or guardian, must be on file BEFORE the child may attend.
2. A KY Immunization Certificate must be on file within ten (10) days of admission.
3. Because your child may become ill at any time, it is crucial that we know how to reach you at all times. Please keep all emergency contact current.
4. Respiratory Illness and Colds- (children with colored nasal discharge) will not be allowed to attend. Any discharge that is profuse and cannot be controlled by normal wiping is cause for the child to be sent home. The child may also be excused at the teacher's discretion, if the runny nose is associated with fever, an infected throat, a persistent cough, congestion or irritability.
5. Diarrhea- A child with loose or watery stool will be sent home. Children may not return until 24 hours after the last symptom.
6. Eye Infections- Children with inflamed eyes, when associated with eye drainage, will be sent home. A child is not allowed to return to school until symptoms have disappeared, or they have a written statement from their doctor stating the eye condition is not contagious.
7. Contagious Inness- If your child develops a contagious illness, please notify the school office. Examples: Covid-19, Measles, Chicken Pox, Pink Eye, Mumps, Impetigo, Head Lice, Strep Throat, etc...We can then inform other parents so they can observe their children closely for symptoms. We are required by law to report contagious illnesses to the Health Department.
8. Fevers- Children with fevers must be kept home until they have been fever free (without Tylenol or other fever reducing medications) for 24 hours. The staff may take a child's temperature if their condition warrants.
9. Other Conditions- Other symptoms, which might warrant exclusion, include, but are not limited to: earaches, ear drainage, unexplained sores, and difficulty breathing or unusual listlessness.

10. If your child is not well enough to participate in all Preschool activities including outside play, they should be kept home. Children must be symptom free for 24 hours before returning to school.

PLEASE SIGN AND RETURN ON THE FIRST DAY OF SCHOOL

I have read the Mary Queen of Heaven Preschool Handbook and I am willing to comply with the policies set forth.

Child's Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____