



J.E. Cosgriff Memorial Catholic School

PRESCHOOL POLICIES AND PROCEDURES

The J.E. Cosgriff Preschool policies and procedures are in addition to our school wide policies and procedures that can be found at www.cosgriff.org .

Class Times & Drop Off and Pick Up

Please be punctual when dropping off and picking up. You must sign your child "IN" and "OUT" each day. Please say goodbye to your child at the classroom door, this will make for an easier separation time for your child as well as for other children. Some children will struggle with separation, we will try many ways to redirect, comfort, and distract your child. Reassure your child that you will return and that preschool is not for parents.

Toddlers

Monday & Wednesday Drop off: 8:20-8:30am Pick up: 11:00am

Tuesday & Thursday Drop off: 8:20-8:30am Pick up: 11:00am

Pick up for toddlers will be outside on the toddler playground

Please note if a child is not picked up by 11:05am they will be walked to the school office

Preschool Three Year Olds

Monday-Thursday Drop off: 8:20-8:30am Pick up: 11:00am

Please note if a child is not picked up by 11:05am they will be walked to extended day

Pre -Kindergarten Four Year Olds

Monday-Thursday Drop off: 12:20-12:30pm Pick up: 3:00pm

Please note if a child is not picked up by 3:05pm they will be walked to extended day

Friday Drop off 8:20-8:30am Pick up 11:00am

Please note if a child is not picked up by 11:05am they will be walked to extended day

Please do not park in the faculty parking lot (by the elevator entrance) at any time of day to drop off, pick up etc. It is reserved for faculty and dangerous for students walking to and from the north door by that entrance. These requests are strictly about student safety.

Accidents and Injuries

Children are very active by nature, and even with the best supervision, accidents may occur. In an event of any injury, an accident report is written, signed by the teacher and parent then placed in the child's file. If the injury is life threatening, 911 will be called and the parents will be contacted.

Bathroom Policy

In preschool we require that preschool three's and pre-k four's must be toilet trained. The teacher's responsibilities regarding bathroom time is as follows:

- Escort child to bathroom
- Instruct child verbally to assist in self clean-up
- Help child to clean any mishaps so bathroom is ready for the next user
- Ensure child washes hands
- Assist in fastening clothes, if needed

Please see Toddler class bathroom policy handout if your child is not toilet trained at back to school night.

Items from Home

Please do not send your child into class with toys, binkies, sippy cups, blankets, or food. These things must stay in your car or home.

Birthdays

If your child's birthday falls during the school year, we will celebrate it on the closest school day. If your child's birthday falls during the summer, we will celebrate his/her birthday the last month of school. You are welcome to bring a special treat on that day for the celebration. Please refer to individual teachers for their own birthday traditions.

Class Directory

A directory, provided by the school, with the class list and phone numbers will be given out at the beginning of the school year to parents. If you do not want to be included in this directory please contact the school office immediately.

Clothing

Every child needs to have a change of clothes in his or her backpack. Children participate in many art projects. They should be dressed in comfortable washable play clothes. Smocks are used but that does not guarantee that the children's clothing will not become soiled or stained. Backpacks need to go home and return each day.

Children should also wear appropriate clothing for the current weather. Please label all loose items with permanent marker of printed nametags.

Children participate in outside activities and should wear closed toe shoes. This prevents any injuries to their feet and allows them to play without losing their shoes.

Classroom Procedures

Every well run classroom has well explained rehearsed and reinforced procedures. Classroom procedures help students know and understand how the classroom operates from day to day. Procedures allow a class to operate smoothly.

Examples:

- Where to hang up a coat or backpack
- How to clean a classroom
- How and where to line up
- How to use the restroom
- How to set up and eat snack

The vast majority of behavior problems in the classroom are when procedures and routines are not followed by the student. All toddlers and preschool students will practice and become very familiar with everyday procedures. As procedures become the daily routine the students will feel comfortable, settled, and welcome in the Cosgriff community.

Discipline

The most successful classrooms are those in which the teacher has a clear idea of what is expected from students and the students have a clear idea of what is expected of them. A successful discipline plan ensures the safety of all students in the class.

The Structure for a Discipline Plan:

- Rules - expectations of appropriate student behaviors
- Consequences- what the student chooses to accept if a rule is broken

Example Rules:

- Follow directions the first time
- Keep hands, feet, and objects to yourself
- Raise your hand and wait for permission to speak

J.E. Cosgriff Memorial Catholic School has basic school wide rules for student behavior. Each teacher has more specific and developmental classroom rules.

In our preschool our goal is to build a positive self-concept. The following guidelines will be used to ensure proper class discipline.

- The children will be encouraged to settle disputes by using their “words” and expressing their emotions.
- A child will be reminded of rules in a positive manner (“Please use your quiet voice inside and louder voice when we go outside”)
- A child will have what is expected of them explained to them (“After you have picked up the block you may play with the puzzle”)
- A child will have a choice (“Keep the rice in the sensory table or you may choose something else to do”)
- If a child is endangering the safety of another child, he/she will have the situation explained to him/her with emotions expressed (“He felt really scared when you hit him. That hurt him.”)

Field Trips

Preschool follows the school wide procedure that can be found on our website. Toddlers will not be participating in field trips.

Emergency Plan

Emergency drills will be practiced several times during a year. If there is an emergency and the class is required to evacuate, parents will be contacted immediately. Please refer to the school wide policies and procedures for more information.

All students need to bring in a Ziploc bag **by the second week of school** with the following items:

16oz sealed water bottle

1 granola bar

Contact phone numbers including 1 out of state contact

Small flashlight

A comfort picture from home

Grievance

One of the primary concerns with preschool is the satisfaction of the children and parents. If at any time you have questions, or concerns, please bring them to the attention of the teacher. The teacher is unable to solve a problem or concern unless they know about it. Teachers have been directed to discuss student problems in person. If in person is not possible in a timely manner the telephone is second choice. At no time should email be used for parent concerns or complaints. If you don't feel your concern has been solved or still have questions please contact the principal immediately.

Parent Teacher Conferences

There will be formal parent-teacher conferences scheduled, please refer to the school calendar. If there are any concerns of special interest that need to be addressed before parent teacher conferences, please arrange a time for a personal conference with the teacher.

Information

If any information such as telephone numbers, email, address, or emergency contact people changes during the school year, please inform the school office and teacher immediately. It is imperative for the teacher and school to have accurate and current information in case of an emergency.

Visiting/Volunteering in the Classroom

Parents are welcome to come into the classroom as long as it benefits the children. Please plan to help with a scheduled activity or centers rather than just observing. When coming in the classroom other siblings may not attend. Please be aware of your child's needs when volunteering. Some children have a more difficult time separating or attending to learning when a parent is present. All classroom volunteers must go through The Salt Lake Catholic Diocese on-line safe environment training. To go through the safe environment training please go to www.dioslc.org.

Illness

Utah State law requires that current immunization and physical examination be on file before the first day of school.

Please take note:

To prevent illness from spreading, children will be excluded from the classroom if any of the following symptoms or conditions occurs:

- Fever of 100 degrees or above
- Nausea, vomiting, or abdominal pain
- Nose discharge that is not clear
- Vomiting within 24 hours of school
- Diarrhea
- Unusual drowsiness or tiredness
- Sore throat, acute cold, or persistent cough (non allergic)
- Red, inflamed, or discharging eyes
- Swollen glands around jaws, ears, or neck
- Impetigo, until 24 hours after an acceptable antibiotic treatment has been started
- Any skin sore, oozing fluid, yellow pus in blisters, push which has an odor
- Chicken pox, until all pox are scabbed over
- Basic rule of thumb: If your child is not well enough to play outdoors, the child is not well enough to come to school. If the teachers observe any of the above conditions you will be called to pick up your child.

Medication

Medications will only be given to child with prior written authorization from parents and if in original container. Instructions must include when and how to medicate the child. Please check in all medications to the school office.

Separation Anxiety

For some children separation from their parent is very difficult. In order to deal with this separation anxiety, please note the following:

- Plan to stay for a short time telling your child that school is not for parents
- Each following day shorten the time you stay with your child
- After no more than one week leave your child (if your child does not calm down the teacher will call you and let you know...which usually never happens!)
- The teacher needs time to bond with your child, reassure him/her that the parent will return and that they are safe.

Snacks

Parents will be assigned one week during the year to provide class snacks. Remember we are a nut free preschool when choosing snacks. When planning snacks remember:

- The health Department requires snacks to be commercially prepared
- Since we are a Gold Medal school we ask to please bring healthy snacks (teachers will give a detailed list at back to school)
- Individual teachers have policies regarding birthday snacks and traditions in their classroom.

Our toddler class does snack a little different you will receive the snack procedure at Back to School Night.