



Maternity of Mary
Saint Andrew
CATHOLIC SCHOOL

Preschool Program



Maternity of Mary Saint Andrew

CATHOLIC SCHOOL

Welcome to MMSA Catholic School!

A child's earliest years include some of the most unique and valuable stages in life. At Maternity of Mary ~ St. Andrew Preschool, our most important responsibility is to provide a safe, healthy, nurturing, and responsive setting for our youngest students. This is achieved through a developmentally appropriate curriculum that is an enriching addition to a child's home experiences.

A child's total development - social, emotional, intellectual, physical, and spiritual - is always our goal. When this goal is met, a happy, healthy, well-adjusted child is confident and prepared for Kindergarten, the next step in their educational journey.

The teachers at Maternity of Mary ~ St. Andrew School agree that even more important what children carry in their backpacks, are the experiences they carry with them from their earliest years for the rest of their life.

Dear MMSA Preschool Parents,

Welcome to Maternity of Mary ~ St. Andrew Preschool Program. Your child's early childhood education is very important to us. While you are the primary educator, we feel very fortunate to offer a very special preschool program that will surely enhance and enrich your child's life, now and in the future.

It is the work of Maternity of Mary ~ St. Andrew School to assist parents and share with them the responsibility for the development of each child. We take that commitment very seriously. Our preschool program is arranged to aid the development of the young child, spiritually, socially, intellectually, emotionally, and physically.

This is a wonderful year of development and discovery as we watch our children explore the world around us. We know that even more important than what children carry in their backpacks are the experiences they carry with them from their earliest school years for the rest of their lives.

MMSA Catholic School is a partnership of students, parents, teachers and staff dedicated to educating each student in the Catholic faith. It is through this deep commitment and cooperation that our students will be assured of having the best learning experience possible. We are always available to assist parents in any way we can. We welcome you to volunteer at our school, during field trips, or special events. The MMSA Preschool Staff look forward to working closely with you and your child. We are excited to embark on this journey with you!

Sincerely,

Athena Novack, Principal

MMSA Preschool Plan

Maternity of Mary ~ St. Andrew Preschool is licensed for preschoolers from age 33 months to 5 years of age. This complies with the standards set forth by the Department of Human Services in the State of Minnesota.

The program operates on the school calendar of Maternity of Mary-St. Andrew School. The MMSA Preschool offers a two-day/week session and a three-day/week session for children ages 3 to 5 years old. Both the Monday/Wednesday/Friday and Tuesday/Thursday sessions are from 8:00 – 10:45 a.m. We now offer a five-day/week preschool program as well! If parents require additional care after the preschool session, MMSA offers a Lunch Bunch program from 10:45 - 2:30 each day. In addition, preschool children may also enroll in our Extended Day Program from 2:30 - 5:30.

The purpose of MMSA Preschool program is to aid in the development of the young child physically, intellectually, socially and emotionally through stimulating and exciting learning activities. The program provides a supplement to early home experiences in an environment planned to further each child's growth and development through working and playing with others. In a warm, Christian atmosphere, the children are encouraged to discover, learn and explore with kindness, consideration and understanding.

To promote the physical, intellectual, social and emotional development of the children at MMSA Preschool, the following goals and objectives are inherent in the program:

PHYSICAL DEVELOPMENT

<i>Goals</i>	To provide many opportunities for children to use and develop their gross and fine motor skills and to provide a nutritious snack.
<i>Objectives</i>	Use outdoor large muscle equipment which includes a slide, climbing apparatus, swings, grassy area, and fresh air.
	Use indoor large muscle equipment including a rocking boat, slides, rocking horses, tricycles, tunnel, mats, and parachute.
	Play organized group games that involve moving muscles.
	Provide art activities which include using scissors, glue, and paint in various ways
	Provide crayons, markers, pencils, and paper to use at all times.
	Provide play-dough, sand, and water play.
	Provide various manipulatives such as peg boards, chalk board, blocks (large and small), and wheeled toys.
	Provide children each day with a snack that consists of milk or juice, and a fruit, vegetable or whole-wheat product.

INTELLECTUAL DEVELOPMENT

- Goals* To provide many opportunities for children to use language, writing, math, science, and social studies skills.
- Objectives* Use math manipulatives such as puzzles, calendar, matching objects, stringing beads, scale, numbered pegs, and matching cards.
- Use globe, maps, books portraying our culture and others, books with multi-cultural characters, dolls from different cultures.
- Use books (read daily), flannel board stories, flannel board letters, sand paper letters, discussion time, show and tell, language-rich room with labels on most objects and areas, sing songs, finger plays, poems and prayers.
- Use Handwriting Without Tears curriculum to strengthen preschoolers' fine motor skills and develop strong handwriting skills, proper grip, routines, and interest.

SOCIAL DEVELOPMENT

- Goals* To provide opportunities for children to interact with each other and adults.
- Objectives* Set-up environment of engaging learning centers to provide an academically rich environment.
- Encourage children to choose from 3 learning centers daily which provide constant movement and a variety of contacts.
- Offer children the opportunity to speak at group time
- Greet children daily at arrival and departure. Provide guided free-play time upon arrival and assist children in developing their social skills in a larger group.
- Teachers are constant role models to children in their words and actions.
- Guide mistaken behavior in a problem-solving way.

EMOTIONAL AND SPIRITUAL DEVELOPMENT

- Goals* To promote a healthy self-image in each child.
- Objectives* Show respect for each child through words and actions.
- Choose a child helper each day.
- Use puppets, pictures, and songs to show and illustrate emotions and God's world around us.
- Provide dramatic play equipment including kitchen set and dishes, dress-up clothes, tool set, dolls, grocery cart, mirror, stuffed animals, puppets, and creative props.
- Promote Catholic values through daily prayer, songs, books and posters

STATEMENT OF PURPOSE

The purpose of MMSA Preschool program is to aid the development of the young child socially, intellectually, emotionally, and physically through stimulating and exciting learning activities. The program provides a supplement to early home experiences, in an environment planned to further each child's growth and development through working and playing with others. In a wholesome Christian atmosphere, the children are encouraged to discover, learn, and explore with kindness, consideration, and understanding.

LICENSURE

MMSA Preschool is licensed and complies with the standards set forth by the Department of Human Services in the State of Minnesota.

ADMISSION

Children must be at least 33 months of age in order to be eligible for MMSA Preschool. Please choose the session for your child carefully, as our preschool fills quickly, and it is normally not possible to switch sessions once a class is filled. Children must be fully toilet trained in order to enroll in MMSA Preschool.

BEHAVIOR EXPECTATIONS

Children are in the process of learning good behavior. They are experimenting with many different actions. The role of the teacher is to be a model of good, acceptable behavior, to provide an appropriate environment (clear limits, consistent routine, choices, etc.) and to help children build their own self-control.

This behavior guidance plan is based on three principles.

1. Conflicts are OK.
2. Children have the ability to positively resolve conflicts and problem-solve.
3. Blame is avoided. Feelings are accepted.

When mistaken behavior does present itself, these guidance techniques will be used for optimal learning and for the safety of the children and the staff.

Teacher Presence

Teacher will be at the physical level of the child, will participate in the child's play to help solve a conflict, will sit near a child to help focus attention, will be a listening ear, etc.

Redirect Mistaken Behavior

Teacher will give a positive verbal command and redirect children with limited verbal skills. (e.g., "Let's crawl on the floor." This is said to a child while gently helping them off a table and onto the floor.)

Problem-solve with Children

Teacher will acknowledge feelings and gather information about conflict from children, restate the problem for them, ask for solutions and choose one with them and give follow-up support.

Logical Consequences

Teacher calls upon child to assist in remedying the problem situation. (e.g., after child knocks over another's blocks that child is asked to help build them back up.)

Separation

A child will be removed from the group or activity (on the floor a short distance away) if he/she is hurting another child or staff member and cannot control themselves. If separations become persistent, parents will be notified.

Persistent Mistaken Behavior

We feel that the children at MMSA can successfully abide by the Behavior Guidance Plan. However, if a child repeatedly refuses to abide by the established Behavior Plan and is disruptive to the safety of others, it is crucial that we make decisions in the best interest of the children in the program. Therefore, the following actions may be taken:

- Parent is contacted regarding child's behavior through note, call, or conference. Documentation of contact is placed in child's file.
- Child may be placed on probation from the program.
- Child may be removed from the program permanently.

HEALTH REGULATIONS

The goal of MMSA is to provide a safe, secure, and healthy environment for the children in our care. Since MMSA is equipped and licensed to care for well children, a child that shows signs of illness in the morning (temperature, sore throat, headache, rash, upset stomach, or unusual fatigue) should NOT be brought to MMSA. Please arrange for alternate care for your child in the event of illness. Also, please call MMSA no later than 8:00 a.m. to inform us of your child's illness and absence.

Should a child become ill during their day at MMSA, the following steps will be followed:

- The ill child will be separated from the other children and attempts will be made to comfort the child.
- The parents will be contacted to pick the child up.
- If the parents are unavailable and/or fail to pick-up the child within one hour (unless otherwise determined), the emergency contacts will be notified.
- The child will be observed for other symptoms.
- If the child is severely ill, 911 will be called.
- If the parents and/or emergency contacts fail to pick up the ill child within one hour, it will be at the discretion of the Director to call 911 and/or child protection.

Children must be kept home or parent/guardian will be notified if the following symptoms occur during the child's day at MMSA.

- An illness that prevents participation in normal daily program activities (including outdoor play). The child may not return to MMSA until he/she is able to participate in normal daily program activities.
- An illness that results in more care than the program can provide without compromising the health and safety of others.
- Vomiting within the last 24 hours. The child may not return to MMSA until vomiting has stopped (Vomiting is defined as one or more episodes in the previous 24 hours).
- Diarrhea within the last 24 hours. The child may not return to MMSA until diarrhea has stopped within the last 24 hours. (Diarrhea is defined as one or more episodes in the previous 24 hours).
- Undiagnosed rash or a rash that can be contagious. The child may not return to MMSA until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
- Conjunctivitis (pink eye) or pus draining from the eyes or ears. The child may not return to MMSA until the child has been evaluated by the healthcare provider and until 24 hours after antibiotic treatment begins, or until the healthcare provider has cleared the child for readmission.
- Head lice or nits. The child may not return to MMSA until the first treatment is completed and no live lice are seen.
- Chicken pox. The child may not return to MMSA until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours.
- 100 degree Fahrenheit temperature auxiliary (under arm) or greater, accompanied by behavior changes or other signs or symptoms of illness – until medical evaluation indicates inclusion in the program.
CHILDREN MUST BE FEVER FREE FOR 24 HOURS WITHOUT FEVER REDUCING MEDICATION BEFORE RETURNING.
- Bacterial infection such as strep and impetigo. The child may not return to MMSA until 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours.
- Acute Bronchitis (Chest Cold), Influenza, Pneumonia, Respiratory Infection, Croup, Hand, Foot, and Mouth Disease. The child may not return to MMSA until fever is gone for 24 hours and the child is well enough to participate in routine activities.
- Measles. The child may not return to MMSA until 4 days after the rash appears.
- Mumps. The child may not return to MMSA until 9 days after swelling begins.

HEALTH REGULATIONS (continued)

- Pertussis (Whooping Cough). The child may not return to MMSA until 5 days after appropriate antibiotic treatment begins.
- Ringworm, Scabies. The child may not return to MMSA until 24 hours after treatment has been started.
- Rotaviral Infection. The child may not return to MMSA until diarrhea has stopped.
- Rubella (German Measles). The child may not return to MMSA until 7 days after the rash appears.
- Respiratory distress that causes breathing difficulties, wheezing, or uncontrollable coughing.
- Unusual color of skin, eyes, stool, or urine. The child may not return to MMSA until a medical exam indicates the child does not have hepatitis A.
- Mouth sores associated with inability to control saliva. The child may not return to MMSA until a health care provider states child is noninfectious.
- Signs of possible severe illness including unusual lethargy, irritability, persistent crying, difficulty with breathing, or when a child is unable to participate in our program without requiring more care than staff can provide without compromising the health and safety of the other children.

Please inform the Director or classroom teacher immediately if your child has been exposed to or contracted a contagious disease, since other children and families may have been unknowingly exposed. MMSA will take the responsibility of informing other families with the utmost confidentiality. We appreciate calls reporting the reason for a child's absence.

MEDICATION

If a child needs oral or surface medication while at MMSA, please fill out a medical permission form available in the school office. All medication must be in its original packaging with label intact. The medicine will be kept in a secure cabinet or refrigerator (if required). By state law, we can administer only medicine prescribed for the child in the labeled and dated prescription bottle or other medicine with a signed note from the doctor or parent. Please do not send medicine with your child to keep in their backpack for self-medication. This includes medicines such as cough drops and inhalers.

ACCIDENTS AND SAFETY

Responsible supervision is a top priority of MMSA. Children are never left alone. All MMSA staff are trained in first aid, CPR, Blood-borne Pathogens Exposure Control and emergency procedures. The MMSA program is operated in a manner, which minimizes accidents and injuries to children and staff. Should an accident or injury occur, staff will do the following:

- If the injury is less serious, MMSA staff will administer the necessary first aid.
- If the injury requires more attention, the parent/guardian will be contacted as soon as possible, but there may be situations when the emergency services will be contacted before the parent/guardian.
- If the accident requires immediate emergency treatment, we will proceed to call 911. If necessary, the child will be taken to Children's Hospital or the Hospital indicated on the emergency card.
- A report of injury must be made to the Department of Human Services within 24 hours of treatment by a physician or emergency medical service.
- All Students are required to have up-to-date immunizations before beginning preschool.
- Children who are ill should be kept home. Parents are required to notify MMSA Preschool within 24 hours if a child has a contagious reportable disease.
- Parents will be notified by a note sent home of any communicable diseases that may occur among the children. It will also be posted on our bulletin board outside our classroom.
- Teachers are not allowed to give medication to the children. If a child becomes ill at school, the parent or emergency contact will be called to come for the child. The child will be in the school office under adult supervision until the parent arrives to take the child home. If the parent or designated contact cannot be reached and there is a medical emergency, the St. Paul Paramedics will be called, and the child will be taken to the hospital listed on his Health and Emergency Information card.
- If your child has an allergy or other health problem, please make this known to the teacher at the beginning of the school year.

IMMUNIZATIONS

All children are required to have a complete physical examination and all required immunizations must be up to date. Health forms must be signed by your doctor and include the month, day and year of immunizations. These forms must be returned **BEFORE** the first day of school. Forms are available at time of registration or from the school office.

STAFFING

MMSA Preschool is staffed by one licensed teacher and one teacher assistant for every 20 children in a session. This meets the standards set forth by the State of Minnesota.

BIRTHDAYS

Because your child's birthday is a very special and happy time for him or her, you may wish to send a special low sugar treat to be shared with the class. Please let the teacher know in advance if you plan to do this.

VIOLENT TOYS

Violent toys (guns, weapons, etc.) will NOT be allowed at MMSA Preschool at any time. If brought to school, they will be kept in the teacher's desk until departure time. We want to promote a calm, peaceful atmosphere.

SCHOOL GRIEVANCE AND DISPUTES

In the event that any conflict or disagreement should arise with any of our policies or personnel, parents or guardians should contact their Preschool Teacher, or the School Principal at 651.489.1459. If an acceptable solution is not found, the principal will contact the MMSA School Canonical Administrator, Father Peter Williams, who holds the license to make any final decision.

FIELD TRIPS

Signed permission slips provided by the preschool for each child going on a field trip must be on file in the preschool office one day prior to the field trip. Parent volunteers for field trips are greatly appreciated and always welcomed on a first come, first serve basis.

PERSONAL BELONGINGS

Children need to be appropriately dressed for the weather. Please see that boots, hats and mittens are worn by all children when snow is on the ground or as temperature dictates. Children should be dressed in washable and comfortable clothes. All sweaters, jackets, boots, etc. should be marked with the child's name.

Each child has a file in the file box near the door. Please check it EACH day for important parent letters and all of the projects your child works so hard on.

TRANSPORTATION

Transportation is to be provided by the parent both to and from school. Morning classes start promptly at 8:00 a.m. and end at 10:45 a.m.

VISITATION

Parents are free to visit MMSA Preschool at any time during the hours of operation. Please check into the school office or greeter window to get your *Visitor Badge*.

WEATHER REGULATIONS

School closures due to inclement weather will be announced on WCCO-4, KSTP-5 & KARE-11, as well as on the school website: www.mmsaschool.org.

LARGE GROUP TIME

This activity is teacher-directed and focuses on specific weekly themes (e.g. holidays, seasons, colors, the alphabet, shapes, safety, etc.) This is also a special time for sharing with one another, an oral language development exercise. Children and teacher discuss topics such as the calendar, weather, getting along with one another, feelings, values, etc.

MOVEMENT AND LARGE MUSCLE TIME

Children participate in a variety of movement exploration activities, creative drama experiences, dancing, games, etc. Large muscle activities, such as walking on a balance beam, climbing and sliding, or riding trikes are included as part of the program.

LEARNING CENTER WORK AND STATIONS

This time allows the preschoolers to choose from a variety of daily activities, called "learning centers". Learning centers include planned art projects, use of the sensory table, manipulative materials, etc. The children may work one, two or all three of the daily learning centers. This allows the child the opportunity to make choices and decisions, to interact with others, and to assume responsibility for classroom clean up.

SNACK TIME

Children are given a nutritional snack, learn good health and nutrition habits, and have the opportunity to practice table manners at snack time. A snack consists of milk or juice and a fruit, vegetable, or whole wheat product.

WITHDRAWALS

Circumstances (e.g. job transfer, new house, etc.) sometimes dictate that a child must be withdrawn from preschool during mid year. If this becomes necessary, please notify the teacher as far in advance as possible. Monthly tuition is non-refundable in the event of a withdrawal prior to the end of any month.