**Our Lady of the Lake Catholic Church   
 and Regional Catholic School** 1037 W. Houghton Lake Dr. \* P.O. Box 800

Prudenville, MI 48651 ~ (989) 366-5592

PRESCHOOL   
HANDBOOK

2024/2025



MS. ANNE BAWEK – CERTIFIED TEACHER

STATE OF MICHIGAN LICENSED PRESCHOOL

**Our Lady of the Lake Regional Catholic School**

**Preschool Program**

***Mission Statement***

**Nurturing minds, strengthening faith, fostering virtue**​

Our Lady of the Lake Regional Catholic School unites with family and community to create a dynamic academic environment rooted in the Eucharist and the Word, cultivating God-given talents. ​

***Our Philosophy***

Our Lady of the Lake Preschool Program believes that a child’s early years of development are important. Children develop and learn through play and carefully selected educational activities in a safe, secure, and nurturing environment. We know that each child has an individual style of learning, and we will foster their individuality by building their knowledge of learning through implementing age-appropriate activities that are fun-filled and educational. Self-esteem and self-reliance skills are important aspects of early childhood, and we will emphasize them throughout our program. Since children learn through play and discovery, we will provide materials that will promote creativity and stimulate the child’s imagination and learning. We know that language development is also an important aspect of the growth and development of early learners. At Our Lady of the Lake, we will implement age-appropriate activities that foster students’ cognitive development and independence in the following areas: Language and Literacy, Social Relations, Initiative, Music and movement, Mathematics, Science, and Social Studies. Finally, we do believe that it does take a village to raise a child; therefore, parents’ participation is very important.

***Our Curriculum***

At Our Lady of the Lake, we offer an Age Appropriate Curriculum for our students, ages three years and nine months to five years old. We will follow a curriculum that will support our active learners. We believe that for each child, learning should be a “hands and minds on” approach. Our curriculum is based on the views of Maria Montessori. Our curriculum also fosters a partnership with our parents. Through our curriculum, we will implement home and school connections, which involve the parents. Each parent will receive a weekly or monthly newsletter of the themes or interests we are studying. Finally, your child’s progress will be shared daily with parents as you come to pick up your child.

***Operating Policies***

1. A registration fee of $125.00 is required to accompany completed enrollment forms. This fee is non-refundable.

2. Tuition may be paid by check or money order in full for the year, or you must use the FACTS portal. Please contact the school office at 989-366-5592 for assistance with our FACTS system.

3. All medications, antihistamines or allergy medications, and cough suppressants will be administered by the staff only when instructed by the parents and only when the medication form is filled out completely.

4. Parents are to provide lunch and anything that the child needs to eat lunch, including a disposable fork, spoon, napkins, etc. A drink must also be provided, or the child may purchase milk.

5. Please provide a change of clothes in a labeled plastic bag for emergency use. If your child does not have a change of clothes, your child must be picked up.

6. Our Lady of the Lake reserves the right to terminate any enrollment if the child or parent becomes a discipline problem. The staff will try to work out any problems with a child or parent. However, if the problem persists for 30 days, the child will be asked to leave. No tuition monies will be refunded.

7. The first week of school, parents will be allowed to walk their child down the hall to their locker and classroom if parents choose. After that, we will have the students escorted down. During the month of September, we realize that the children will have a period of adjustment. If the student is still struggling with coming to school after that, the parents and school will have to reconsider if the child is ready for this setting.

***Closing and Delays***

**Emergency Closing**: Please be aware that we will be closed or have delayed opening due to inclement weather based on the safety of the roads. We will put the safety of the children first. Most importantly, please note that we will definitely be closed if a state of emergency is

declared. Please tune in to TV 9 and 10 for any closings.

***Lunch***

PLEASE ensure that the meal is prepared and ready for eating. Please do not send your child to school with a canned meal. Every child should also have a fork/spoon and a napkin. Each lunch should include one healthy item the child may have for snack time. Please purchase hot lunches prior to 9:00 am through our FACTS portal. Hot Lunch options are offered Wednesday through Friday.

***Extra Clothing***

Your child should have a change of clothes in their locker. Please send them with a change of clothing that can stay at school in their locker in case we need to change their clothes. However, if changing clothes is not provided and your child needs to change their clothes, especially in a case of emergency, you are required to pick them up.

PLEASE MAKE SURE THAT ALL YOUR CHILD’S ITEMS ARE LABELED, especially coats, hats, lunchboxes, or anything they might take off during the day, like sweaters.

***Our Discipline Procedure***

At Our Lady of the Lake, we believe in teaching our students to use words instead of hands by allowing students to solve their problems. Therefore we shall maintain the following philosophy of discipline. Our methods of guidance and discipline shall be positive, consistent with the developmental needs of the children, and applied with the full knowledge and understanding of the parents.

When a situation occurs, the staff will follow this procedure:

1). Staff will calmly approach the situation

2). Staff will allow students to discuss what happened

3). Staff will reinstate the problem

4). Staff will allow student(s) to express their emotions

5). Staff will come up with a solution with the help of the student(s)

6). Staff will recheck with student(s) to make sure the situation is resolved

There shall be no use of hitting, corporal punishment, aggressive language, ridicule, harsh, humiliating or frightening treatment, or another kind of child abuse/neglect/or exploitation. Discipline shall not involve or include the withholding of emotional response or stimulation and shall not require the child to remain silent for long periods of time. In case of extreme or recurrent discipline problems, the enrollment of a child shall be reevaluated.

***Policy on the Management of Communicable Diseases***

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be contacted to take him/her home. Symptoms include severe pain or discomfort, acute diarrhea, episode of acute vomiting, fever, sore throat or severe coughing, yellow eyes or jaundice skin, red eyes with discharge, infected & untreated skin patches, difficult or rapid breathing, skin lesions that are weeping or bleeding, swollen joints, visibly enlarged lymph nodes, stiff neck, blood in the urine. Once the child is symptom-free or has a doctor’s note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the center.

***Table of Excludable Communicable Diseases***

A child who contracts any of the following diseases MAY NOT return to the center without a physician’s note stating that the child presents no risk to himself/herself or others:

Respiratory Illness Gastrointestinal Illness Contact Illness

Chicken Pox\*\* Giardia Lamblia\* Impetigo

German Measles Hepatitis A\* Lice

Hemophilus influenza\* Salmonella\* Scabies

Measles\* Shigella\*

Meningococcus\*

Mumps\*

Strep Throat

Tuberculosis\*

Whooping Cough\*

\*Reportable diseases that will be reported to the health department by the center.

\*\*NOTE: If your child has chicken pox, a doctor’s note is not required for readmitting the child to the center. A note from the parent is required, stating either that at least six days have elapsed since the onset of the rash or that all sores have dried and crusted. \*If your child is exposed to any excludable disease at the center, you will be notified in writing.

Parents/Guardians:   
In order to administer any medication to your child, a doctor’s note, and a signed medical release form, along with the labeled original container must be sent to the school.   
   
   
***Illnesses Policy***:

Communicable diseases can occur in any group, and we are no exception. Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. If a child becomes ill at school, the director or teacher will immediately notify the parents. The child will be kept separated (under supervision) from the group until taken home.

Staff, volunteers, or children will not be permitted at our school with any of the following conditions:

1. Elevated temperature or any of the following: diarrhea, earache, shows signs of unusual irritability or confusion, sore throat, rash.

2. Vomiting on three or more occasions within the past 24 hours.

3. Diarrhea – three or more watery stools in a 24-hour period.

4. Draining rash or undiagnosed rash lasting over a 24-hour period.

5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection or 24 hours of antibiotic treatment.

6. Open oozing sores and scabs unless properly covered and 24 hours on an antibiotic treatment.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury, incident, or illness requiring immediate professional care (emergency), the staff will call 911, giving the location and nature of the emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

In case of injury or accident, in which 911 is not needed but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. The staff cannot transport children to a hospital or doctor’s office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. Children in the center are required to have a yearly physical examination. A copy must be kept on file at the school.

***Policy on the Release of Children***

Each child may be released only to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the school. The authorized person assumes responsibility for the child in an emergency if the parent(s) cannot be reached. If a noncustodial parent has been denied access or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center’s daily closing, the center shall ensure that:

1). The child is supervised at all times;

2). Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

3). After one hour, with no contact from a parent or authorized person, the supervising staff member will contact the police.

***Licensing***

Our Lady of the Lake Regional Catholic School Preschool Program is licensed by the State of Michigan Department of Human Services. As such, the program maintains a licensing notebook of all licensing inspection reports, special investigations, and all related corrections action plans. The notebook is available for review by parents during regular school hours in the Pre-K room. This has all available information since May 28, 2010.  
  
***Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at*** [***www.michigan.gov/michildcare***](http://www.michigan.gov/michildcare)**.**

***Emergency Procedures***

We take every potential emergency situation very seriously. As a result, we have formulated the following procedures. Please review them with your family so that you are familiar with them in case of an emergency.

**Take Note:** During an emergency, the teacher and staff will have a class list (with emergency contact information) with them at all times.

***Pick-up and Custody Issues***

1. Any person who may pick up your child from school must be listed on the child’s information card. If a person is new to us, we will ask to see a photo ID before releasing the child into their care.
2. In cases where custody is at issue, the OLLRCS Preschool program cannot keep a child from being picked up by a biological parent unless we have a copy of a court order on file. The individual(s) who MAY NOT pick up the child should be written on the information card and marked with a highlighter. Again, we cannot keep a child from a biological parent without court documentation.

***Tornado***

These Tornado procedures have been established and must be adhered to in every instance of a tornado. Tornado drills will be held a minimum of two times a year. In accordance with the instructions from our Dioceses of Gaylord, we devised this plan and designated the safest location within our building in the event of a tornado emergency. Our location is in the hallway by lockers in a turtle position.

1. Parents are responsible for being aware of weather conditions. If a tornado watch or warning occurs, you may feel free to pick up your child.

2. Preschool will not be dismissed until all children have been picked up.

3. Should weather conditions become threatening or a tornado warning is issued, children will immediately, without delay, be instructed by the teacher to keep quiet and exit the classroom and go into the hallway. Children will be instructed to kneel down with their heads to the wall. Their heads should be in a lowered position and with arms over their heads to protect them from flying or falling objects. The teacher, with the go bag, will direct the children and take cover in the hallway.

4. After all the children are accounted for, the teacher and staff assume the same position until the all-clear is given.

6. Special Accommodations- Will be made for students who have a sensitive hearing by being provided with ear protection gear and with a pre-warning of a scheduled drill. Any child with chronic medical conditions or mobility issues will be moved with a wheelchair that that school has on hand.

7. If it becomes necessary to move farther away, all children will be moved to Dollar Daze or Gilroy’s Hardware and will be instructed to form a single file line. Once at the meeting place, the teacher will instruct the children to sit down quietly and proceed to take attendance.

8. The Teacher and staff will reassure the children and make every effort to maintain good composure at all times.

9. Once all children have been accounted for, the teacher will contact the parents by phone, keeping children altogether and releasing them only to their parents or other designated guardian as outlined in their enrollment forms.

***Fire Emergency***

Fire drills will be held five times a school year, three in the fall and twice in the spring. All fire drills will be documented in the fire drill log, which will be kept available in the main office of the school. Immediately upon discovery of any kind of fire in the building or to initiate a fire drill, the fire alarm will be sounded. Upon hearing the fire alarm, staff members will immediately react as follows:

1. All children will be instructed to keep quiet and form a single file line. The teacher (closest to the outside door) will take the children, along with the child information cards, out through the closest approved exit. **Our designated meeting place is on the grass next to the large wooded statue of Mary**. Once at the meeting place, the teacher will instruct the children to stand quietly and proceed to take attendance.

2. If it becomes necessary to move farther away due to excessive heat, fire department activities, or any other reason, all children will be moved through the front driveway to Dollar Daze and will be instructed to form a single file line. Once at the meeting place, the teacher will instruct the children to sit down quietly and proceed to take attendance.

3. If, after taking attendance, any child is not accounted for, the fire department personnel will be advised of this immediately upon their arrival.

4. The Teacher and staff will reassure the children and make every effort to maintain good composure at all times.

5. Once all children have been accounted for, the teacher will contact the parents by phone, keeping children altogether and releasing them only to their parents or other designated guardian as outlined in their Child Information Card.

6. Special Accommodations- Will be made for students who have a sensitive hearing by being provided with ear protection gear and with a pre-warning of a scheduled drill.

***Serious Accident or Illness***

In the event that any child is seriously injured or becomes seriously ill while in attendance at the preschool, the following procedures will be followed:

1. The **Teacher** will remain with the sick or injured Child. Emergency first aid is to be administered as necessary:

A. Ensure and maintain an open airway

B. Control any bleeding with direct pressure

C. Ensure proper circulation as necessary (CPR)

2. The **Teacher** will reassure the child and keep him/her calm until the emergency medical personnel take over the child’s care.

3. The **Teacher’s Assistant** will immediately call 911 and report the emergency.

4. The **Administrative Assistant** will be responsible to make certain that all emergency medical personnel is directed to the injured or sick child.

5. A wheelchair will be used if a child cannot walk on their own. If the condition is any worse, the child will remain where they are until an emergency medical assistant shows up.

If the Teacher has to accompany the child to the hospital, the Teacher’s Assistant will remain in charge of the classroom along with the administrative assistant, who will assist her with the children until the Teacher can return.

Once the proper emergency medical personnel have been contacted, the parents of the sick or injured child will be immediately notified. If conditions do not warrant immediate notification of emergency personnel, the parents will be contacted immediately and be notified of the situation.

**In All Emergency Situations, Parents will be contacted by the phone number provided by a Staff Member so children can be reunited with their families.**

***Bomb Threat***

In the event of a bomb threat, the person receiving the bomb threat call will notify the program director or staff –member-in-charge. 911 will be called immediately to report the bomb threat. Evacuation will immediately follow the Fire Emergency Procedure.

***Other Natural or Man-Made***

In case of an earthquake or other natural disaster, the children will be directed to procedures established in the tornado drill. At the sound of the hyphenated buzzer, the children are to go out into the hallway and kneel down by the lockers with their heads on the floor and hands on top of their heads. The lead caregiver with assist any child with special needs.

In the case of a man-made disaster, such as an oil spill or gas leak outside the building, the children will be directed to shelter in place. Once anyone outside is brought in, the school will then go into lockdown mode.

If the issue is inside the building, the children will be evacuated to either Gilroy’s or Dollar Daze. The location will be picked at the time based on where in the building the incident happened. (Fire Drill procedures)

Any children with special needs will be assisted by the Lead teacher.

***Pesticide Policy***

In order to properly maintain Our Lady of the Lake Church and School, our facilities staff may have to utilize some form of pest control. If it is necessary to apply some form of pesticide, we will notify families of students who will be in the affected areas 24 hours in advance of the application procedure.

Last updated April 2024

**Daily Schedule**

7:45 Table play

8:00-8:15 Morning Prayer in Gym  
  
8:15 am Show and Share/Calendar/handwriting  
   
8:30-9:00- Work time

9:00 am Snack

9:15- 10:15 Work time

10:15-10:45 Religion, Mass on Wednesday at 9:00 or Art, Gym, Music, or Table play

10:45 – Get ready for recess, bathroom breaks, and line up to go outside or to the gym

10:55 -11:15 – Recess

11:20 – Come in, wash hands, line up, Pray, go to the lunchroom

11:30-12:00 – Lunch

12:00-12:20 – Small motor play and bathroom breaks except on days that we have specials in PM

12:20- Getting ready for rest time, lay out mats.

12:30-1:00 – Rest Time

1:00-1:10 Getting up and putting mats away

1:10-1:20 - number practice

1:20-1:30 – Continent work, then free choice. Wake up any children that are not awake

1:40 - get ready for recess

1:40-2:00 Recess

2:00-Drinks and Bathroom

2:05- Free choice

2:30 big screen activity

2:30-2:45 Getting ready to go home.

3:00-All school announcements

3:10 Line up to go to gym children are dismissed to parents

Updated August 2023

**Our Lady of the Lake Regional Catholic School**

**Preschool Program**

I have read the 2024/2025 Handbook for the school and the Preschool program. (please return this form to school)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Please Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature Date