



KNOWLEDGE + FAITH + CHARACTER

Corpus Christi

Early Childhood Programs



Parent Handbook

2022-2023

5/6/22 MM

Corpus Christi

Early Childhood Program

12100 Quincy Street

Holland, Michigan 49424

Preschool Phone: (616)796-2320

www.corpuschristischool.us

Staff

Principal

Mrs. Jennifer Liniewski

Preschool Director
Teacher – 4-year-olds

Miss Chelsey Haske-Cecil

Teacher – 3-year-olds

Mrs. Maricolleen Covington

Preschool Aide

Mrs. Karen Steenwyk

Corpus Christi
Early Childhood
Mission Statement

Our mission is to provide a faith based, early childhood program that promotes social, emotional, and cognitive development through teacher directed and child centered learning.

Corpus Christi Catholic School
Mission Statement

Corpus Christi Catholic School welcomes all children; enriches their knowledge, nurtures their faith, and builds their character in a Catholic Christian environment.

WELCOME!

We would like to welcome you to our Corpus Christi Early Childhood Programs.

Licensing

We are a non-profit organization that is licensed through the State of Michigan Department of Licensing and Regulatory Affairs. We ensure that all licensing rules and policies are always maintained. A copy of the Licensing Rules for Child Care Centers can be found in our preschool classrooms. Our licensing notebook, which contains our license renewal and inspection reports, can be found the preschool room.

The preschool programs operate Labor Day through Memorial Day. We follow the Corpus Christi School Calendar for vacation and holiday breaks. Calendars can be found on the website and will be distributed at the beginning of the school year.

Philosophy and Curriculum

We believe that children learn best when they feel physically and emotionally safe and secure; when they have opportunities to work individually as well as in small and large groups; when they feel self-confident; and when activities are developmentally appropriate for each child's unique learning style. Balancing child directed and teacher directed learning, our programs are designed to encourage their development in faith, social/emotional growth, and motor skills as well as introducing them to language skills, reading and math readiness, and science and social studies.

Curriculum Components:

All planned activities are based on Michigan's Early Childhood Standards and the Diocese of Grand Rapids' Standards for three and four-year-old children.

Learning without Tears-Get Set for School is a flexible, play-based curriculum that offers a full pre-writing program and materials that build critical skills like early math and literacy. It includes three programs designed to prepare children for school: Readiness & Writing, Language & Literacy, and Numbers & Math. This program is implemented in the four-year-old program.

Zoo-phonics introduces children to the sounds of the letters by associating the sounds with animals and motions.

Religion: Catechesis of the Good Shepherd- a Montessori based program to foster the child's relationship to Jesus through scripture, prayer, and liturgy.

Afternoon Enrichment:

- Tuesday/Thursday: Creativity and Movement- activities designed to promote motor skill and creativity development through art, music, dance, and dramatic play
- Monday/Wednesday/Friday: Learning through Play- activities designed to promote literacy, math, and science skills through hands-on materials, play, and exploration

Extended Care:

-This program is for those families that require additional care beyond the preschool hours. This program is available 3:30 p.m. – 6 p.m. Families are charged an hourly rate that is billed bi-weekly. Families will be charged for hours that they register for unless 1-week advance notice is given. There is a \$25 registration fee with registration beginning in September.

This program follows the Corpus Christi School Calendar and is not year-round childcare.

Preschool Programs at Corpus Christi

Preschool Classes:

3-year olds

- This program is intended for children that will be 3 by Sept. 1 and are toilet trained.

Morning Preschool:

- 2 days (Tues/Thurs) 8:15 a.m.-11:15 a.m.

Full Day Preschool:

- 2 days (Tues/Thurs) 8:15 a.m.-3:30 p.m.

4-year olds

-This program is intended for children that will be 4 by Sept. 1 and are toilet trained.

Morning Preschool Options:

- 3 days (Mon/Wed/Fri) 8:15 a.m.-11:15 a.m.
- 5 days (Mon-Fri) 8:15 a.m.-11:15 a.m.

Full Day Options:

- 3 days (Mon/Wed/Fri) 8:15 a.m.-3:30 p.m.
- 5 days (Mon-Fri) 8:15 a.m.-3:30 p.m.

Daily Morning Pre-school Routine

8:00-8:20	Entrance
8:15-8:30	Quiet activities-puzzles, coloring
8:30	Large Group Time- welcome songs, attendance, calendar, weather, plan for day
8:45	Small group work- activity designed to practice skills in motor development, language, and/or math
9:05	Snack
9:20	Large Group Time- Story, fingerplays
9:35	Centers- kitchen/housekeeping, sensory tables, block, writing, discovery table, manipulatives, art
10:35	Clean Up
10:40	Songs/fingerplays/ Recap Day
10:50	Outdoor/large motor
11:15	Dismissal

-Times and activities are subject to change for special activities and events.

Afternoon Enrichment Schedule

11:15	Lunch: wash hands and eat lunch from home
11:45	Quiet Rest Time on Mats: children may bring blanket and pillow from home
1:00	Center time- kitchen/housekeeping, blocks, sensory tables, art, manipulatives
2:00	Large group time- stories, songs, discussion
2:20	Small group time- skill based activity
2:40	Snack
3:00	Outdoor/Large Motor Activity
3:30	Dismissal

-Times and activities subject to change for special events and activities

Extended Care Daily Routine

3:30-6:00	Snack/Free Choice/Outside
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Snack/Lunch Policy

A nutritious snack will be provided for the children during the morning and afternoon preschool hours which will encourage good eating habits, appropriate table manners, social interaction, and expression for God's gifts through prayer.

Typical morning and afternoon snacks consist of crackers and one of the following: fruit, vegetable, cheese, or yogurt. We may occasionally have a special treat as a part of our seasonal celebrations or a child's birthday.

If your child stays through the lunch hour, your child may bring their own lunch in an insulated bag with ice pack (lunches will not be refrigerated or heated up). Please refrain from sending sweets or juice boxes.

Your child will also have the option of ordering a hot or cold lunch through West Ottawa Public Schools lunch program. A lunch menu will be sent home at the beginning of every month. A lunch count will be taken every morning at drop off time. There will be no charge for West Ottawa lunches for the 2021-2022 school year.

If your child has a food allergy or has food restrictions, please be sure to indicate it on the health appraisal form and the child information record.

Children are encouraged to bring a refillable, labeled water bottle daily.

Discipline Policy

Children are encouraged to express themselves; however, clear behavioral limits will be established and communicated regularly to the children. A child will not be permitted to intrude upon or endanger the freedom and safety of others. When a child behaves inappropriately, efforts will be made to redirect his/her energies. Other possible strategies may include:

- Reminding children of rules and consequences (red and green choices)
- Praising appropriate and positive behaviors
- Encouraging awareness of other's needs and feelings
- Building problem solving skills

Repeated unacceptable behavior and/or behaviors that endanger others will be dealt with by a brief time out/cooling down period in the room. Parents will be informed of behavioral problems that have arisen with their child, as well as how the situation had been handled.

Continued aggressive behavior and/or biting may result in the child's dismissal from the program.

Withdrawal Policy

If you wish to withdraw your child during a semester, two weeks' notice is required to facilitate planning.

Reasons that will necessitate withdrawing your child from the pre-school program are:

- Your child is unable to adjust to the program and interferes with the development and safety of other children
- The necessary admission requirements are not submitted.
- Tuition fees have not been paid.
- Changes in family circumstances (i.e. re-location)

Registration and Admission

Registration usually begins in late January and continues until classes are full.

Registration requirements:

- Student registration form
- \$50 non-refundable deposit due at the time of registration

Admission requirements:

- Child Information Record
- Child's Health Appraisal signed by child's physician
- Immunization Record or appropriate waiver from health department
- Written Information Packet Notification (handbook)
- Licensing Notebook verification form
- Additional paperwork from Corpus Christi will be required at the start of the school year.

Clothing

Preschool children do not wear uniforms. We strongly suggest dressing your child in clothes that he/she can manage easily. Children will be expected to take care of their own needs in the bathroom as much as possible and will be encouraged to put on and remove their own outerwear and boots for outside play.

Shoes appropriate for running and jumping should be worn.

Children will need appropriate winter gear (snow pants, boots, hat, mittens, jacket) for playing outside in the winter months.

We recommend labeling outerwear clothing items with your child's name or initials.

Change of clothing: A full change of clothing including shirt, pants, socks, and underwear must be provided in a Ziploc bag with your child's name on it at the start of school.

Backpack: We also recommend a backpack large enough to transport their projects and papers home.

Weather/Emergency/Evacuation Procedures

School closure and two-hour delay notifications will be broadcast on local television channels such as WZZM13 or WOTV8 as well as their websites. Every effort will be made to send a mass email to preschool families as well. Corpus Christi also offers a text service for school closures, please contact main office for more information.

There will be no morning preschool sessions if there is a two-hour delay.

Dismissal during the school day due to weather or emergency situations will be made known to you through direct phone call, email, school text service, or through broadcast communication channels.

Health Policies

We take many precautions to ensure children are safe and healthy while at school; therefore, it is very important to keep ill children at home. Children are considered ill if they have:

- a fever (over 100.4, must be fever free for 72 hours without medication)
- vomiting
- diarrhea
- unidentified rash
- bad cough
- severe runny nose

Please notify us by phone or email if your child will be absent for any reason. If your child is ill, report the symptoms.

If your child starts to exhibit any of these symptoms while at school, he/she will be placed in a separate supervised area. Parents/emergency contacts will be notified using the contact numbers on the child information record so that the child can be picked up as soon as possible.

If a child suffers a minor injury at school, standard first aid procedures will be applied, and parents will be notified of the incident at pick up time.

For more serious medical situations, appropriate first aid actions will be taken, and parents/emergency contacts on child information record will be notified immediately.

All early childhood staff members are trained and certified in CPR and First Aid, as well as Blood-borne Pathogen training.

Please refer to the COVID-19 Preparedness and Response Plan for more information regarding health policies.

Communication

A weekly newsletter will keep you informed about our program, important dates, and special events. The newsletters will be posted on the Seesaw app. Each family will also receive a folder at the end of the week containing handouts, artwork, etc. Please return the folder the following week.

You will also receive information from the Corpus Christi front office and your teacher via email.

We hold parent/teacher conferences in November for all students and in the Spring for those students entering kindergarten in the Fall.

We encourage you to contact us anytime with concerns or questions. Please allow us 24 hours to return any phone or email messages.

Phone Numbers:

Preschool Room- 616-796-2320

After-care room-616-796-2330

Main Office-616-796-2300

Emails:

Chelsey Haske-Cecil chelseyhaskececil@dogrschools.org

Jennifer Liniewski- jenniferliniewski@dogrschools.org

School office- ccoffice@dogrschools.org

Financial Arrangements

Non-refundable deposit: \$50 Cash or check (made out to Corpus Christi Catholic School) is due at time of registration.

Tuition Fees (includes deposit, tuition, snack and activity fees):

Morning Preschool 8:15 a.m.-11:15 a.m.

Full Day Preschool 8:15 a.m.-3:30 p.m.

3-year-old preschool

2 day morning- (T/TH)\$1185

2 day full day- (T/TH)\$2300

4-year-old preschool

3 day morning-(M/W/F) \$1590

3 day full day- (M/W/F)\$3150

5 day morning-(M-F) \$2640

5 day full day-(M-F)\$5240

Tuition may be paid in full, in two payments, or monthly. A one-time service fee applies to monthly payments. The school business manager will contact families during the summer regarding tuition payments.

Corpus Christi families are required to enroll in SMARTTUITION to choose payment option. Visit enrollwithsmart.com to enroll.

Scholarships may be available through Ready for School for three-year-old preschool. Visit readyforschool.org for more information.

Extended childcare:

(3:30 p.m. -6:00 p.m.)

- \$5.00/hour for reserved time*
- \$7.00/hour for drop-in students (no reserved time)

***Families are billed for reserved times regardless of attendance unless prior notice of one week given.**

-Bills will be sent home every two weeks with payment expected within two weeks. There is a \$25 registration fee to use extended care.