

# Preschool Summer Program

## 2020



## HANDBOOK

Please read the Faithful Beginnings Preschool Handbook prior to your child's first day. *\*New 2020 Information has been added.* The Handbook was sent with registration materials but can be printed at your request.

## SCHEDULES

Monthly contracts will be sent out the month prior (similar to after-care contracts during the school year). Families will indicate the days their child (ren) will attend and will be billed for the dates indicated on the contract whether they attend or not. Swapping days after the due date of the contract is submitted will not be accepted. Drop-in care will only be acceptable if space allows and will be charged an additional \$10 fee.

## INVOICING

St. Michael Catholic School will invoice families according to their completed schedule contract. All contracts must be completed by the 15th of the month prior. Invoicing will be done through your TADS account. Please contact Darlene Casey with any billing questions at 952-447-2124.

## DROP-OFF / PICK-UP

Drop-off and pick-up times may occur anytime between 7:00am-5:00pm. If we are not present in our classroom, please see sign posted on front door as to where we are located. If an In-House Field Trip is scheduled for the day we request your child be dropped off by 9:00am to prevent them from missing our event. All drop-off/pick-up persons must be authorized on your emergency contact information form and must be 16 years or older.

*\*Please note: pick-ups that occur after 5:00pm will be considered late; The following fees will be charged to yours TADS account for late pick-ups: \$1 per minute. This includes pick-ups for half-day and full-day. Three late pick-ups may result in dismissal from the program. Please be considerate of the teachers schedules.*

## PERSONAL ITEMS

Items brought from home should be labeled with your child's name. We request toys, stuffed animals, and electronics be left at home unless required for an activity that is requested by the teacher. Please note: Faithful Beginnings is not responsible for lost, stolen or damaged items.

## DAILY CHECKLIST

**\*sunscreen applied**

**\*bug repellent applied**

**\*ready for outdoor play**

- we will explore our surroundings, this may include getting wet/ muddy.

**\*tennis shoes or closed-toe sandals (NO Flip Flops)**

**\*Per licensing, we cannot have water bottles in Preschool. Your child will have access to water fountains and water pitchers throughout the day.**

### June 10 - Aug 28

(CLOSED June 8th & 9th, the week of July 6th—10th, August 12th, 13th & 14th.)

### 7:00am - 5:00pm

Combined age group of 33 mo.—5 yrs.

### RATES:

**HALF DAY:** \$23.00

(7:00 a.m.-11:45 a.m.)

\*Includes morning snack

**FULL DAY:** \$48.00

(7:00 a.m.-5:00 p.m.)

\*Includes morning & afternoon snack and Lunch.



## CONTACT INFORMATION

### **Mrs. Melanie Brower**

*Summer Program Lead Supervisor*

[melaniebrower@saintmpl.org](mailto:melaniebrower@saintmpl.org)

#952-447-2124 ext. 139

Summer Program Cell Phone:

#763-250-8422

### **Mrs. Ashley Lind**

*Preschool Director*

[ashleylind@saintmpl.org](mailto:ashleylind@saintmpl.org)

## IN-HOUSE FIELD TRIPS

There will be no bus transportation of field trips during the summer program. Instead, we have a variety of In-House Field trips scheduled throughout the summer. The benefits of an In-house field trip is allowing your child to have special attention and more time to be engaged in the activity or presentation. *Please see attached activity calendars for more details.*

## ACCESSING THE BUILDING

There is limited access to the front office during the summer. For safety reasons, all exterior doors will be locked. To drop off or pick up your child please enter the main entrance on Duluth Ave. Once you push the door bell on the front door an alert will be sent directly to our classroom so we are able to see who it is and let you in the building. Notes will be posted on the door to indicate if we are somewhere outside of the classroom.

## SUNSCREEN / BUG REPELLANT

NO Sunscreen / Bug Repellant will be provided. Please provide your own bottle to keep in the classroom and labeled with your child's first and last name. Sunscreen should be applied before arrival and will be reapplied as needed by a staff member. An authorization form is required.

## MEALS

Beginning summer of 2020, St. Michael School will provide lunch for the summer program. All full day preschool students are *required* to have school lunch to ensure that we are meeting the nutritional guidelines. Lunch is included in full-day tuition. (Half-day tuition includes one healthy snack, full day tuition includes two snacks and lunch.)

## QUIET REST TIME

All full-day students will have a designated rest time in the afternoon. This is a chance for the children to rest their bodies after a long day. Each child will have their own cot. A small blanket may be sent in for quiet time. Blankets will be sent home on the last day of the week to be washed.

## DAILY COMMUNICATION

Email is one way for parents to communicate with staff members during our summer program. We will also have access to a cell phone and will be open to phone calls or texts at the following number #763-250-8422

The Seesaw App is also a simple way for teachers to record and share what's happening during the summer program. Each student will have their own journal which may include photos, videos, drawings, or notes from the day. When there are new Seesaw posts, families will be notified via app notification, email or SMS. Parents are only notified about their own child's work, and all data is safe and secure.

Seesaw will be the Preschool's main source of communication. You will receive an email with information on how to set up an account for your child. Please be sure the summer program staff has your email address.