

Early Education Handbook

Pre-Kindergarten (ages 3 – 5 years)

St. Monica – St. Michael School



2025-2026



Mission Statement

St. Monica – St. Michael School's mission is to nurture the spiritual, intellectual, and physical growth of our students. We share an active appreciation for learning and a love and respect for God, self, and others. Our Catholic school is where faith, friendship, and knowledge grow!

Approved by our School Board on August 31, 2010 (Modified to reflect our name change on February 24, 2015)

PRE-KINDERGARTEN PROGRAM (3, 4, 5 Year-Olds)

Pre-kindergarten refers to non-compulsory programs for three, four, and five-year-old children which are instructional in nature according to the developmental age of the child and which follows a school year calendar. The staff is accountable to the school principal. All of the activities used in this environment aid in the development and maturing of children and follow a sequential pattern in reference to the Vermont Early Learning Standards (VELS). Play-based activities should be an essential part of the program.



Children must be 3 before September 1 to be eligible for Pre-K.

Children must be 5 before September 1 to be promoted to Kindergarten.

Children remain in the PK setting until they reach age requirements for Kindergarten enrollment.

St. Monica – St. Michael Pre-K is a 4-Star Program.

St. Monica – St. Michael School is proud to be accredited by the New England Association of Schools and Colleges (NEASC).



Who's Who at St. Monica – St. Michael's School?

Pre-K (Age 3-4-5) Teachers	Ms. Erika Saxton, B.A. Saints' Lead Teacher Mrs. Amanda Putney, B.S. Angels' Lead Teacher Mrs. Angela Perkins, Saints Aide Mrs. Pricilla Mulligan, Angels' Aide
School Office	Mrs. Sherrol Potvin, Director Mr. Mike Alford, Principal Rachel Kuban, Administrative Assistant Haley McNally Administrative Assistant #2
Pastors	Father Pat Forman, St. Monica Parish (Barre) Father Luan Tran, St. Monica Parish (Barre)

The St. Monica-St. Michael School Advisory Board includes:

Voting Members

Steve Simpson, <i>chair</i>	Hope Smith
Angela Moody	Andrew Marineau
Eric Smith	
Greg Fuller	
*Paul Hutchins	

- Father Patrick Forman - Pastor, St. Monica
- Robert Michael Alford - School Principal
- Liz Ehlers - Financial Manager

How to Contact us

Address:	Phone:	Email:
St. Monica – St. Michael School 79 Summer Street Barre, VT 05641	(802) 476-5015 Fax: (802) 476-0861	office@stmonica-stmichael.org

St. Monica – St. Michael School
2023-2024

Father Pat Forman
Mike Alford, M.Ed.

Pastor of St. Monica Church
Principal

Pre-K Team

Erika Saxton, B.A.
Amanda Putney, B.S.
Angela Perkins
Pricilla Mulligan

Saints' Lead Teacher
Angels' Lead Teacher
Saints Aide
Angels' Aide

Kay Cronin, A.A.
Gracie Beck, B.A.
Marjorie Longchamp, B.A.
Tamera Breckenridge, B.A.
Theresa Turner, B.A.
Theresa Hoar, B.A.

Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5

Middle School Homerooms

Aaron Dieckerhoff, B.A.S
Maiko D'Amico, M.A.
Jon Sines, B.S.

Grade 6- Social Studies / ELA
Grade 7- ELA
Grade 8- Math/Science

Abigail Beach, B.A.
Chris Meyer
Sandra Poczobut, M.M.Ed.
Adam Therrien, B.A.,
Jeannie Graves
Sherrol Potvin, B.A.

Religion
P.E.
Music
Art
Library
Title 1 Reading

Rachel Kuban
Haley McNally

Admin. Asst.
Admin. Asst. #2

Teachers may be reached by calling the office or through their email which is the first letter of their first name followed by their last name then @stmonica-stmichael.org.

A Typical Day

During the course of the day, your child will have the opportunity to be involved in whole group experiences, table activities and learning centers.

Whole group time – Students will come together for a few whole group times each day. During these times, we will gather to discuss the weather, calendar, themes and activities. Music and movement, stories, and religion will also be part of our whole group experiences.



- Circle time – our classes gather to share our ideas, plans and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.
- Calendar time – Activities include “What’s the Weather?”, Counting, Letter of the Day.
- Story Time is designed to help youngsters develop an appreciation and enjoyment of literature. Reading activities enhance children’s vocabulary and comprehension skills, and also expand their knowledge base.
- Music activities (both in class and in special class) promote youngsters’ listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.
- Gross motor skills – Both at recess and in physical education class children have the opportunity to use their muscles as well as their imaginations – as they engage in fun, healthy exercises such as running, jumping and climbing.

Table time – Small groups of children will be involved in these theme based activities. Art, cooking, and science experiences along with other skill based activities will be available to children at table time.

- Science activities offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.
- Fine Motor Skills help improve small-muscle development and eye-hand coordination. Some common items found in the fine motor/manipulative area include puzzles, beads and laces, pegboards, crayons, and scissors.

Center time – Much emphasis has been placed on the role of play in the young child’s growth. Play influences all areas of development. It is an important device by which children practice skills, solve problems, socialize, discover, communicate, and cooperate.



Examples of our learning centers include:

- Dramatic Play activities help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. (And it's a lot of fun!)
- Blocks – Block Play gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.
- Reading
- Art Activities help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes and size relationships.
- Sensory activities allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills such as math, science, and language.



Snack/Lunch/Rest – A morning snack will be scheduled as well as lunch time. Due to regulations we are required to teach our students about the food groups and healthy eating habits. We encourage families to send in healthy options such as: fruits, veggies, cheese sticks, crackers, and pretzels. **Please do not send in gummies, candy, processed foods and processed desserts. Rest time will be directly after lunch. **Per regulations, each lunch box is required to have two ice packs.**

Skills and Concepts that are worked on throughout the year

Guided by Vermont Early Learning Standards (VELS)

Skill/Concept Area	Angels	Saints
Language Development	○ Speaking Clearly ○ Using correct labels and names ○ Communicating thoughts and needs in complete sentences ○ Participating in discussions ○ Building vocabulary to include words of mature language users	
Listening Skills	○ Listening quietly to stories ○ Listening to friends in a discussion ○ Responding to stories and questions	
Math Readiness	○ Discussion of shapes, recognition of simple shapes in their environment. ○ Counting out loud to at least 5 ○ Counting three or more objects ○ Following simple patterns	○ Sorting and classifying objects ○ Counting objects (1-10) ○ Recognizing numerals (1-10) ○ Understanding number concepts (0-10) ○ Understanding one to one correspondence ○ Identifying simple shapes ○ Exploring weight and measure ○ Simple patterning ○ Understanding “more”, “less” and “equal” ○ Reciting the days of the week
Reading Readiness	○ Promoting interest in books ○ How to hold a book (turning pages, left to right flow) ○ Recognition of colors ○ Identifying “same” and “different” ○ Understanding position words including “up”, “down”, “under” ○ Recognizing their own printed name	Showing an interest in books ○ Holding a book properly ○ Recalling the main idea of a story ○ Retelling a story in sequence ○ Recognizing first and last names ○ Writing first name ○ Recognizing colors ○ Recognizing rhyming words ○ Identifying letters ○ Associating sounds with letter representations

Physical/Gross Motor Development	Examples include: ○ Alternating feet when walking on stairs ○ Galloping, jumping in place ○ Balancing on left and right foot	Examples include: ○ Jumping ○ Hopping ○ Throwing and catching a large ball ○ balancing
Physical/fine Motor Development	Examples include: ○ Holding and using crayons and pencils correctly ○ Holding and using scissors correctly ○ Painting using brushes and fingers ○ Assembling simple puzzles ○ Using play dough or clay ○ Lacing, zipping and buttoning ○ Stringing beads	
Social/Emotional	○ Coping well with change ○ Separating from parents with ease ○ Developing self-control ○ Taking pride in accomplishments ○ Working and playing well with others ○ Listening courteously ○ Attending to group activities ○ Self-awareness ○ Following directions ○ Taking turns ○ Showing respect and concern for others and the classroom	
Religion	○ Learning to Pray (at snack and lunch) ○ Learning about our church and proper church behavior ○ Understanding that God loves us and gives us many gifts	

Observation/Documentation

The SMSM Pre-K teachers will use developmentally appropriate assessments to properly observe and track the progress your child is making. Parents may request a copy of their child's assessments at any time.

Other information

Enrollment- Early enrollment for a discounted fee begins in February for the following fall school year and continues throughout the summer. Rolling registration is also accepted. Fully completed registration paperwork needs to be on file **before** a student can attend the program. Parents have access to their own child's records at the center. All records and student information is kept confidential. Documentation for enrollment includes-

- Application, deposit, enrollment agreement and payment policies form
- Medical History form – updated annually and includes any allergies, medical needs, etc.
- Copy of immunization records – updated copy with each new immunization
- Copy of annual health physical or confirmation notice from the Doctor of the date of last physical.
- Consent and Emergency Contact form – including doctor and dentist (if applicable) names and phone numbers, names and telephone numbers of adults to contact in case of emergency and the parent can't be reached – updated annually. This form also contains permission – such as transportation for medical reasons, attending field trips, sunscreen, diaper cream, including name and address information in a center directory, permission to take pictures of your child for Facebook and school advertising, etc.

If any information changes throughout the year, please update the office as soon as possible.

Theme Days – From time to time we will have special days set aside to either culminate a theme that we have been working on or explore a special theme for one day.

Field Trips- Students in the Pre-K program will not be participating in off site activities such as field trips or other destination activities.



Specials – Full time Pre-K students will have the opportunity to participate in scheduled physical education, art, music and library periods.

Home/School Link – Studies have been done that show a direct correlation between a child's success in school and parental involvement in school. We will strive to make every effort to keep parents informed through the Class Dojo platform and newsletters twice a month. We also encourage parents to volunteer in the program. Parents are welcome to come to the program at any time to see their child during the school day.

Shadow day – Feeling comfortable with a program is important. Your child may come in for a day or portion of a day to "shadow" with the other children,

(at no cost to you). Your child can actively participate in our school day in order for him/her to further explore the classroom as well as give you the opportunity to observe a typical day in pre-kindergarten.

Please feel free to call us at any time to ask questions.

Signing in/ out- Please ensure you sign your child in each morning upon arrival. A clip board with the attendance sheet is located near the entrance of each pre-k classroom. Parents will note the time of arrival and if the child will be attending ASP that day. Thank you for your cooperation. Staff will sign children out upon departure.

Religious Affiliation- Children will follow a developmentally appropriate Catholic Religious Education program throughout the school year. They will also learn about different Saints throughout the school year as well as the Holy Trinity, important Biblical people, and age appropriate histories of religious holidays. A prayer is said before meal times. Children may be read excerpts from the Bible or Bible stories.

Early Childhood Regs- A copy of the regulations is available upon request. There is a copy in the office as well as both Pre-K classrooms. To access them online, go to-

https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/Licensing/CC-CenterBased-Regs.pdf?_gl=1*ot1s_ze*_ga*MTE2MjE3OTU4MS4xNzQ0MDM5NzY2*_ga_V9WQH77KLW*cze3NTMzNjc1OTlkzbzlyJGcxJHQxNzUzMzY3NTk4JG01NCRsMCRoMA..

You can also report concerns to the Child Care Consumer Line @: (800-649-2642)

Nap/ Rest Time- This is an important time of day for children as they typically need more sleep than adults. This is a great time to practice self-regulation and reset emotions. State Regulations require us to give children an opportunity to rest each day. While we do not force children to nap, in turn, we cannot force them to stay awake. If your child falls asleep, we believe your child's body needs rest. Our rest time directly follows lunch. Children who do not nap will have quiet play choices after 30 minutes of quiet time on their mat. However, if a child cannot remain quiet and disrupts napping children we may have to reevaluate placement.

Each child should come to school with either a nap roll/ nap mat or a blanket and pillow. Cots are provided for each child. Angels students are permitted one small stuffy or comfort item during nap time. Saints students are encouraged to leave stuffies at home. In any case, if a child cannot be quiet and respectful with their comfort item, they may be asked to put it away or leave it at home if it is a recurring issue.

Water Bottles- It is important that each child has access to water at all times throughout the day. Please provide your child with a leakproof water bottle to have at school with them (sippy cups are not permitted). Please refrain from sending water bottles with drinks other than water. Thank you for your cooperation.

The main entrance is the only door which allows visitors access to the building. When visiting, all parents and visitors must sign in at the St. Monica – St. Michael School office upon entering the building. Pre-K parents are welcome to visit their child's classroom whenever they see fit without prior notice.

Arrival/Dismissal

Pre-kindergarten students must be escorted to/ from their classrooms by parents at the time of arrival and staff at dismissal. Arrival for pre-kindergarten is scheduled between 7:30 AM and 8:00 AM at the carport door. The program officially begins at 8:00 AM. Dismissal for pre-kindergarten is at 2:50 PM. The After School Program runs from 3:00 PM- 5:00 PM. Please make every effort to have your child in the classroom



with the parking lot clear by 8:00, in time for the school wide morning meeting. ASP students will spend 2:50-3:00 getting ready for transition.

Students must know how they are getting home before the school day begins. Parents and/or emergency contacts will be called for any students still at the school at 3:00 PM. St. Monica – St. Michael will not release a child to any adult that is not listed as an emergency contact without authorization from the custodial parent and unless we personally know the individual, we will ask for identification.

Confidentiality

All employees of St. Monica – St. Michael School are bound by the federal laws of confidentiality which govern the management of school records and personally identifiable information. Confidentiality is an important issue for everyone involved in the Pre-K program – parents, children, staff members, volunteers, visitors and other professionals. With this said, we request that you as families also respect this and do not request information about other children and families in the Pre-K program.

Reporting Child Abuse

Vermont law requires all St. Monica – St. Michael School staff report any suspected incidents of child abuse and/or neglect to the Department of Children and Families within 24 hours of suspecting or receiving a report of abuse/neglect.

Food Allergies

We make accommodations for children with allergies on a year to year basis. Accommodations will vary based upon the needs and allergies of the child(ren).

Asthma/Allergies/Epi-pen

Students who have asthma must have a written action plan filed in the school's office. This plan outlines the procedures to follow in the event of an asthmatic episode and for the safety of each student.

Students who have severe allergies requiring an epi-pen will need to leave a copy of the action plan and the epi-pen with his/her classroom teacher.

Epi-pens will be stored in the classroom emergency backpack. The backpack is hung by the classroom door and taken outdoors at recess.

Nutrition and Snacks

Snack - Will be offered each morning. Children should bring in his/her own healthy snack to Pre-K each day. Milk is available for purchase at both snack and lunch times and costs \$0.40 each.



Lunch - Students attending for the full day must bring a bag lunch from home. Per licensing regulations, each child's lunchbox needs to have two ice packs, as refrigeration is not available for student food items. For warm foods, please use a thermos. We limit heat ups to 30 seconds per child to ensure there is enough time for all students to eat.

Holiday/Birthdays

Celebrating Birthdays and Holidays are an important part of a child's life. We will have several holiday celebrations throughout the year. Parents may be asked to contribute something to an event. If you would like to celebrate a birthday at school with a special treat, please contact the teacher to ensure that there are no conflicts with allergies in the classroom. Our first priority is safety for all of our students so all food items to be shared in class must be approved by the teacher prior to the celebration.



Clothing

Pre-Kindergarten children go outside daily. Please ensure that your child is appropriately dressed, including safe and comfortable shoes. Sneakers are the preferred footwear for school. Shoes such as sandals, crocs, heels, etc are not permitted and students will be required to change. Our Vermont winters require proper outerwear including a hat, mittens, snow pants, and boots. Please mark all clothing and boots with your child's name or initials. We are not responsible for any lost items. Per licensing regulations each

child is required to have two full sets of clothing on hand at all times (including shirt, pants, underwear and socks). Please check your child's extra clothes periodically and replace items as necessary.

Pottyng

Enrolled pre-k children should come to school with an adequate amount of diapers and wipes for their day. Bulk supplies will be stored in the bathroom labeled with the students name. We will not begin potty training a child without explicit permission from the parent. We encourage students to have success using the toilet at home prior to wearing undies at school. Diaper changes will be recorded on a daily sheet for each student with the time of change, wet or dirty diaper, and the initials of the staff member who changed the diaper. If a student is using cloth diapers, a bin with a lid or a wet bag for soiled diapers is required and will be sent home with the student each day for laundering.

Inclusion

We accept children with special rights (commonly called "special needs") and will make adaptations to ensure full inclusion in daily activities. Guidance about recommended adaptations and any procedures necessary to ensure the child's health, safety, and inclusion will be solicited from the child's family and medical and/or educational providers currently serving the child and their family. A release of information must be signed by a parent before consultation with any services or individuals outside of the family occurs.

There are times where we are not staffed nor trained to meet certain behavior needs. We make every effort to manage and redirect behaviors. However, we have a state regulated ratio and are not always able to staff for one to one care. For example, if a child requires a one-on-one ratio, we may not be able to accommodate this need. However, we can help you access other resources in our community that can help support your child.

Evacuations and Safety Drills

Your child will be participating in both fire drills and “ALICE” drills periodically during the school year. Pre-K staff will follow school procedures for these drills and teach the procedures to your child. Please remember that these drills happen without warning and children do not have time to get a coat or to change shoes. These drills help to keep your child safe in the event of an actual emergency.

Parent/ Teacher Conferences

Conferences are officially held in the fall and spring, dates this year are November 11, 2025 and April 17, 2026; however a conference or meeting with the teacher may be requested at any time.

School Closings

Our school has scheduled closings for the following holidays- Labor Day, Columbus Day, Thanksgiving, Christmas Eve, Christmas, New Years Day, New Years Eve, Good Friday, Easter Monday, Memorial Day.

We typically take a school break in December, February, and April. Exact dates vary.

Unexpected closings- If Vermont weather makes it unsafe to travel, school will be closed. This determination will be made using all available information. Local media will broadcast school closings. The School Renweb automated message system will also broadcast the information.

Student Safety is our first concern. Families can help us by following a few simple guidelines.

- Please call or email the school by 8:00am if your child is not going to be in school or will be tardy.
- Stop at the front desk to sign in and get a visitor's badge if you are visiting any area of the school or grounds.
- Keep your home, work, and emergency numbers current, as well as your two emergency contacts information.
- Use extreme caution when driving in our parking lot or in the surrounding area.
- Provide the office with court documentation if there are any legal restrictions against a spouse or family member having contact with your child.
- Notify the office if you want someone other than a parent or guardian to pick up your child from school.
- If your student will be attending the After School Program, the office needs to be notified as soon as possible.
- Use only the school's primary entrance after 8:00am.



Injuries and Illnesses at School

In the event of an accident on school property, specific school personnel are equipped to render first aid. Severe cases of illness or serious accidents will be brought to the immediate attention of the parent/guardian. If it is determined that emergency medical assistance is needed, the Emergency Services will be called for assistance. It is important that parents whose children have disabilities or medical issues inform the administration. Costs for medical, dental, hospital

services due to injuries sustained by students while on school property and/or during a school function are the responsibility of the parent/guardian.

If your child comes home and complains about an injury, please make sure to tell us immediately. We want to make every effort to ensure that a similar accident does not occur again in the future.

According to state guidelines, your child's hearing and vision may be tested and immunizations will be reported to the state by **December 31st**. Parental cooperation is essential if school health records are to be accurate. Parents and guardians are required to complete the Interval Health History form (Annual Health/ Emergency Information Form) at the beginning of every school year and to be certain that they are returned to school.

These are our general guidelines for keeping a student home from school.

- Fever over 100 degrees; student must be fever free for 24 hours without medication before returning to school
- Persistent vomiting or diarrhea within the past 24 hours;
- Sore throat with fever and enlarged tonsils or glands;
- Undetermined rash or rash with fever;
- Reddened, itchy eyes with significant purulent drainage;
- Active head lice;
- Severe emotional distress;
- Injured students that require round the clock doses of narcotic medication.

An occasional missed school day is usually not a major problem but absences should be kept to a minimum.

In order for the school's personnel to administer prescription medication, the parent/guardian must comply with the following regulations:

- Written orders from a physician detailing the name of the student, drug dosage, and the time that the medication is to be given must be received by the school before the medication can be given.
- Written permission from the parent/guardian of the student must be given to the school before the medication can be given.
- Medication must be brought to school by a parent or guardian in a container appropriately labeled by the pharmacy or physician with the child's name, date of birth and dosage with the same dispensing cup provided with the medication. Please ask your pharmacy for a second labeled bottle to be left at school. No medication will be sent home with a child.
- All medication must be kept in the student's classroom, in a locked box in their cabinet.
- Medication permission forms may be obtained from the school or your physician's office. In the event that requirements are not met, the school will contact the child's physician prior to administering the prescription medication. Please note: non-prescription medications can **NOT** be administered by school staff.
- Whenever possible, medication should be given at home. **Students should not carry any medication (including prescription, over-the-counter, homeopathic supplements) to school.** Parents have the option of coming to school and personally giving medication to their children.

Asthma

Students who have asthma must have a written action plan filed in the school's office. This plan

outlines the procedures to follow in the event of an asthmatic episode and for the safety of each student from their doctor / doctor's office.

HEAD LICE PROTOCOL

1. If a student is found to have a live infestation of head lice and or nits, the parent/guardian will be notified via phone. The child will remain in their classroom and participate as normal until picked up.
 - a. The student must be picked up promptly after notification by phone has been made.
 - b. Both phone and written notifications will include information explaining that the student is not permitted to return to school until he/she has used a lice shampoo treatment.
 - c. A child may return to school following the treatment and has had the hair combed free of nits.
2. It is ultimately the parent/guardian's responsibility to manage head lice by checking for live lice daily for 14 days following the first treatment and to comb any remaining nits out with a fine-toothed comb. The child should complete the follow-up lice shampoo treatment in 7-10 days from the first shampoo treatment.
3. If a student with an active outbreak of head lice or nits has sibling (s) in the school, the sibling (s) will be checked for head lice discreetly.
4. If a student is found to have head lice or nits, the custodian will be notified to vacuum the affected classroom(s).
5. Stuffed animals and pillows will be removed from affected classroom(s) and bagged for 10 days minimum.
6. Coats, hats, scarves, and backpacks in affected classrooms will be kept separately they are not touching one another.



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Our Guiding Principles:

1. Act like a child of God.
2. Follow the Golden Rule.
3. Be alert and safe.
4. Show self-control.
5. Try your best.

Positive School Environment

St. Monica – St. Michael School believes in the importance of a positive school environment where social skills are reinforced throughout the day in a positive, informative and supportive way. The Pre-K staff emphasizes and teaches age-appropriate behaviors to Pre-K students. Each staff member establishes a positive, supportive relationship with each child and provides children with a good role model of appropriate behaviors, clear consistent behavioral guidelines are established. The emphasis of these guidelines is being kind to each other and being

respectful of others and of the environment.

The Pre-K staff use a variety of ways to help young children learn self-control, self-direction, and cooperation. Some of these strategies include:

- Close supervision
- Redirection and encouragement
- Focusing on and reinforcing appropriate behaviors
- Allowing children to make choices within the behavior guidelines.
- Encouraging and supporting the children to “use their words” to express their feelings in a variety of situations with others.
- Providing alternatives to inappropriate behavior choices.

If a child exhibits a problem with behavior, the following steps are taken:

- The teacher talks with the child about the problem behavior and why it is a problem.
- The teacher offers alternative behaviors, strategies, materials, and gives the child choices within the behavioral guidelines.
- The teacher observes and makes changes accordingly.
- Students may be asked to briefly “take a break” from the activity to calm down if they are upset.
- The teacher discusses any concerning behavior with the child’s parents/guardian.
- If a very disruptive, mean, aggressive, or threatening behavior cannot be modified in a reasonable amount of time, St. Monica-St. Michael School Administration may ask the student to leave. We are committed to providing a safe environment for all of our students.

Access to Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

- The right to inspect and review the student’s education records
- The right to request the amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes without consent. Records may be shared legally with school officials with a legitimate educational interest
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirement of FERPA.

A complaint may be made in writing to the Family Policy Compliance Office, U.S. Department of Education, 4512 Switzer Building, Washington, D.C. 20202-4605

Facility information

We continue to upgrade our facility to increase its ability to serve our students’ learning needs and provide a healthy, secure and inviting place to be.

Non- Discrimination

All families are welcome to join our center regardless of ability, race, religion, ethnicity, ancestry, gender, appearance, education, financial status, marital and parental status, family structure,

etc. All families will be treated equally and it is expected that all families and children follow the same policy. Teaching diversity and acceptance is a part of our curriculum and discrimination and intimidation will not be tolerated.

Asbestos Notification

The Asbestos Hazard Emergency Response Act (40CFR 763.93, G. *4) requires that written notice be given that St. Monica St. Michael School has a Management Plan for the safe control and maintenance of asbestos-containing materials found in its building. Copies of the Management Plans are available and accessible to the public at the school office at 79 Summer Street, Barre, VT.



Water Testing

Water Testing is part of the licensing process. The drinking water has a first draw test for lead analyzed by a Water Laboratory certified by the State of Vermont. Results must meet Vermont standards. Remediation, if needed, must be followed. Our most recent lead water testing was performed on April 14, 2021. The results are as follows:

- All the taps sampled had results BELOW the 4 part per billion (ppb) action level. All taps tested less than 0.001 ppb.
- No further action is currently necessary. The drinking water can continue to be used.

Additional information regarding lead testing can be found at:

<https://anrweb.vt.gov/DEC/leadinschools/>

Emergency Preparedness

In the case of an emergency within the building (fire, electrical problems, etc.) the staff and children will evacuate to the designated locations near the building. All classrooms participate in fire drills once a month to ensure this is done in the most efficient manner. In the case of an emergency from outside the building (intruder, crime, etc) the center will go on lock down. Each classroom has a designated area easily accessible from their room to use as shelter in this kind of emergency. Each room is also equipped with a Safety Backpack with emergency first aid supplies.

In any case of emergency, 911 will be called immediately and parents will be notified of the situation as the children are safe and as soon as time allows.

A copy of our Emergency Preparedness Plan is included in enrollment paperwork online at smsm.org and available in the office.

Policy on Professional Development

St. Monica – St. Michael School values staff obtaining professional development. The school provides credible professional development yearly on content that is research based and developmentally appropriate for all teachers to use to support their individual professional development plans. This professional development supports the Agency of Education licensing standards for professional educators and the Northern Lights Career Development Standards for early care and education providers. This includes training, mentoring consultation and parent/teacher workshops.

In addition, money is set aside in the yearly budget to assist teachers in professional development as applicable to their own Individual Professional Development Plan.

Teachers are encouraged to observe and consult with colleagues on Professional Development content with coverage obtained for their class on an individual basis.

After School Program (ASP)

St. Monica – St. Michael School offers an After School Program (ASP) for its students, which operates from 3:00 p.m. to 5:00 p.m. on scheduled days. Staffing for this program is 1:10 staff-to-student ratio, as mandated by our license.

For **all students** in Kindergarten – Grade 8, the charge is **\$20.00 per day**. Because this is on the same state license as our Pre-K program, there is no extra charge for Pre-K children. There is a **late pick-up fee of \$1.00 per minute after 5:00 pm**.

To participate in ASP, a registration form needs to be completed for all attending and submitted with a \$35 non-refundable registration fee (fee is only for grades K-2nd).

The ASP program provides a wide range of activities that engage students in a safe, supportive environment. Students bring their own snacks to enjoy before going outside for physical activities. Students are outside for approximately one hour each afternoon depending on the weather. We believe that physical activity is necessary for a healthy mind and body.

If your child(ren) is enrolled in the ASP Program, please inform your child(ren) to let his or her classroom teacher, or please correspond by email with each classroom teacher, whether your **child will be attending ASP that afternoon**. The ASP staff understands that your schedule may change, so please notify the office by 11:00 AM if you need to add your child to the ASP that day. If you call later than 11:00 AM, you may be subject to an additional charge. To ensure proper adult coverage in compliance with our state license, it is important to have accurate attendance as early in the day as possible.

Required Volunteer Service Hours

To keep tuition rates reasonable, all families are asked to complete a minimum of 20 hours of volunteer service. Family members, including grandparents, may help complete hours. Many families choose to help above these hours. Every hour served is an immense help to the well-being and operation of the school.

We need volunteers for fundraising and many other things to keep our building safe and welcoming to our students and community. Service includes projects such as painting, organizing our spaces, washing walls, gardening, serving pizza on Wednesdays, popping popcorn on Fridays, helping at school events, driving on field trips, etc. If you are not able to help during the day, there are weekend events and even opportunities to provide food and items for special events. The school announces many volunteer opportunities throughout the year.

We have created a master spreadsheet to list hours of service in order to report to our auditors. Attached is a volunteer service form to record hours. After completing any service, please fill it out and return it ASAP. Hard copies of this form will be available in the school office.

You may complete as many forms throughout the year as needed. All hours will be entered on the spreadsheet and you will receive quarterly statements of hours served. Thank you for your cooperation in returning these forms and most importantly, thank you for all of your time and efforts for our school.

Tuition and Fees/ FACTS

Our current tuition rates are outlined in the Tuition Agreement signed upon enrollment. Payments may be made in full, biannually or monthly. Monthly tuition payments are accepted through our online platform, FACTS. Please see the office if you need assistance with FACTS.

Smoking on School Property

It is against the law to smoke on our properties. This includes the parking lot and in your car in the parking lot. It is also against the law to smoke in the car with your children. We are mandated reporters. It is also a federal offense to smoke on our property and is susceptible to fines.

Termination of Enrollment

Parents/ guardians are required to give a two week written notice as well as two weeks full payment to officially withdraw a child from our program. If two weeks' notice is not given, you are still financially obligated for the tuition fees as well as all applicable late fees. This notice still applies if given during a school break.

If a child continuously displays gross misconduct during the day and attempts have been made to make behavior guidance plans, then their placement may be revised. This means their enrollment may be terminated indefinitely. In the event that conflicts cannot be resolved for the benefit of your child and other children in our care, expulsion may be necessary. A five day notice will be given 5 days prior to your child's expulsion date. Per the state licensing regulations, upon expulsion parents will be given a copy of their child's file.

Teacher and Parent Communication

We believe open communication and mindful relationships between the teachers and families helps to foster an enriching learning environment where children are free to grow and develop at their own pace. We welcome parent's involvement in the classroom and encourage families to sign up for different activities or classroom visits with the lead teacher. Families are kept up to date in regards to planned activities, outings, school events, conferences and meetings, etc. through monthly newsletters, notes home and daily agendas. Any concerns pertaining to your child or the classroom should first go directly to your child's teacher. Concerns should not be discussed with other teachers or third parties. Teachers will work with the family to set up a time to meet outside of the classroom if needed and at a time when the teacher is not responsible for the care of other children.

We ask that concerns not be shared while in the presence of our children. The teacher has the responsibility to share any and all instances where a family has expressed concern with the

principal. If it happens that you are not satisfied after meeting with the teacher or you feel a conflict has not been resolved, a meeting will then be set up that includes the principal, classroom teacher and the family. The conflict will be discussed, and we will work as a team to reach a resolution befitting both parties. In the event that you are still unsatisfied after meeting with the teacher and principal, you are encouraged to reconsider whether our center dynamic, values, and beliefs are shared by your family in the event that we cannot meet your needs in a satisfactory way. All questions or concerns pertaining to the school as a whole, including enrollment, finances, and safety and security should be directed to the office or the principal. If these concerns are shared with the classroom teacher, they will direct the families to speak with the office admin or principal and withhold comment at that time. If a conflict between a teacher and a family does arise, a meeting will be set up with the family, the teacher and the principal. The conflict will be discussed, and we will work as a team to reach a resolution befitting both parties.