

Absences: If a child is going to be absent from Pre-School, please phone the Pre-School office @ 215-692-1051 to report the absence. You should report all absences by 9:00AM daily. Upon returning to school, a student must have an absentee note. The note should be given to your child's teacher. Absentee forms have been supplied to each family at the start of the school year, and are also available on the school website.

Arrival/Dismissal: The school doors will open at 8:15am and classes begin promptly at 8:30am. Parents must escort their child to their classroom in the morning. Dismissal is 11:15am to 11:30am at which time the children are dismissed from morning-only classes. The children will be returned to their parents via car line in the church circle. Students leaving at the end of full day and PM only sessions will be brought to their parents via car line in the church circle between 3:15pm and 3:30pm.

If you arrive late to school you must sign in your child in the Pre-School office and Mrs. Lewinski will escort them to their classroom.

Lunch Bunch arrival is 11:30am.

Communicable Disease: No student absent from school because of conditions listed below may return to school before the specified time period:

Measles - 4 days from onset of rash
Whooping Cough - 7 days after medication is started
Rubella/German Measles—4 days from onset
Scarlet Fever - 24 hours after medication is started
Mumps - 9 days from onset of swelling
Pink Eye – 24 hours on medication
Strep – 24 hours on medication

Closings: The Pre-School program will follow all closings as they pertain to the MMR Elementary School. If the elementary school has a scheduled holiday there is one for the Pre-School as well. An MMR school calendar for 2008-2009 is posted on our website along with a monthly Pre-School calendar.

Clothing: All Pre-School children may wear regular play clothes. We recommend sneakers be worn as the children will have active playtime. All outerwear should be marked with your child's name. Please send a change of clothes in a **Ziploc bag** labeled with your child's name for the first day of school.

Early Dismissal/Snow Emergency: Each family will be contacted by phone for emergency early dismissals via the electronic service with the number you provide to the school. Additionally, data will be posted on the MMR website and announced on KYW 1060 AM as well.

Extended Care: Before and after school care is available for our MMR 4 year old Pre-School students. Services are offered by KID-View, Inc, an independently operated provider. You may contact them by calling 215-866-0583 or check their website at www.kidviewinc.com

Full Day Classes: Rest/Quiet time is scheduled into the daily routine of our full day program. These children will be provided with a rest mat.

Legal Custody Issues: It is important for the school to have a current copy of any custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Lunch Bunch Program: This program is available Monday to Friday. Arrival is 11:30am. Dismissal is no later than 3:00pm. Children enrolled in MMR Pre-School classes are able to participate in our Lunch Bunch Program. Price is \$8.00 per hour or \$25.00 for the full session. All students are eligible to attend Lunch Bunch even if it is not your scheduled class day. Parents are to provide lunch, drink and a PM snack. You may choose to purchase lunch from our hot lunch program on Thursday and Friday. Sign-up forms will come home monthly in the family folder. Please label lunch and PM snack. Parents must enter the building to pick up students from Lunch Bunch.

Medical Records: Each child is required to have a Health History form and a completed private Physical form. These forms are due in the Pre-School office no later than 9/30/08.

Necessities: Each child will be provided with a tote school bag to use throughout the school year. It is not necessary to purchase another school bag. Please be sure personal items are clearly marked by name. Each student will receive a family envelope on a monthly basis. The 4 year-old classes will be distributed the first Monday of the month to be returned by Wednesday of the same week; 3 year-old morning classes will receive their envelopes on the first Tuesday of the month to be returned by the Thursday of the same week; 3 year-old PM classes will receive their envelopes on the first Monday of the month to be returned by Wednesday of same week. Any paperwork that needs to be returned to the Pre-School office should be enclosed in your family envelope.

Outdoor Policy: The MMR Pre-School program will use the outdoor school play yard as part of their daily schedule. All children will participate in outdoor play unless a doctor's note is provided by the parent.

Release of a Child: A list of who is allowed to pick up your child will be kept in their personal record file. A note must be presented to the Pre-School staff if there is to be any change in the normal routine pick-up. Anyone that is questionable will be asked to present ID to our staff.

A child will not be released to a parent/guardian that does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

Snacks/Lunches: All snacks and drinks are to be provided by the parent. If your child is a Full Day student please provide 2 snacks, 2 drinks (am & pm), and lunch. Half Day students should bring 1 snack and 1 drink for the morning. If you are attending Lunch Bunch after attending a morning only class you will need 2 snacks, 2 drinks (am & pm,) and your lunch. We will be offering a hot lunch every Thursday and Friday for the Full Day and Lunch Bunch students. Thursday will be Chicken Nugget Day (Chick-Fil-A) and Friday will be Pizza Day (Dominick's Pizza). Sign-up sheets will come home in the monthly family envelope for the next month's hot food order. Please complete the form and return with payment in your family envelope. Cash or checks are accepted.

Visitors: Visitors are welcome by appointment. To arrange for a visit contact the school office. Parents coming to school to bring forgotten articles or relay messages should come to the school office. Classes may not be disturbed for these reasons. All visitors must report to the school office and sign in the Visitor's Log when entering the building.

Volunteers: The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the valuable assistance given by our student's families, which helps in building a strong learning community. Criminal Record checks, Child Abuse Clearances, and attendance at a Safe Environment/Protecting God's Children class must be on record with the school office in order to volunteer in the school building or go on field trips.