

Preschool Parent Orientation Notes

Requirements for Participation:

1. Your child must be 3 years old by September 30th
2. Your child must be toilet trained
3. A parent/guardian must participate by serving as a classroom aide several times during the year (usually 4-6 times a year). *Only parents serving as catechists during the class time will be exempt.*

Curriculum:

Catechists use the Our Sunday Visitor's "Allelu" program. Each week your child will come home with a handy placemat for your family to continue the conversations and learning at home over dinner.

Flocknote:

Flocknote is an email and text messaging tool created for churches, ministries, teams and other community organizations. You can find us at <https://app.flocknote.com/saintmikes/dashboard>. We have uploaded your primary email. You can add another email to the list (work/home, mom/dad, grandparent). Look at the Flocknote Help box for ways to change your contact information, change notifications and ensure you receive your emails. Go to: <http://www.saint-mikes.org/preparent>

Drop-Off/Pick-Up Procedures:

Parents must accompany their child to their classroom **no earlier than 5 minutes before Mass begins** – Please respect this rule and give the teachers time to prepare for class.

Please bring your child to the bathroom BEFORE dropping them to class.

We are required to have TWO adults in the classroom at all times. Therefore, if the parent helper does not show up for their assigned duty, class will have to be canceled! To avoid canceling the class, we ask that you please, stay in the classroom when you drop your child off in class. Please wait until the parent volunteer shows up or someone willing to step in as a volunteer stays.

Please pick up their children immediately following Mass – Please wait to get donuts until AFTER you pick up your child.

Attendance:

Regular attendance in the class is beneficial for both your child and the other children in the class. A child who attends only occasionally will not gain much from the program as it is developmental in nature.

Please make sure that your child is READY for a classroom faith formation program – Don't make this the test to see whether he/she is ready for preschool! Most of our volunteers are not professional teachers and are not prepared to deal with a child who is not ready to be in a preschool situation. Your child should be able to sit still for short periods, handle simple tasks, follow directions, and be ready to separate from Mom and Dad.

Parent Aide:

Every family is required to serve in each of their children's classrooms as a parent aide on a rotating basis. We will email you the link to an online schedule through Sign Up Genius (www.signupgenius.com). Through Sign Up Genius you will receive a reminder and have the ability to swap dates when you have a conflict or a sick child. When you receive the link, please be sure to put those dates in your calendar. ***The ONLY exception is the family of catechists teaching during that class time.***

As previously mentioned, ***if you do not show for your volunteer week, the class will have to be canceled*** unless another parent offers to step in for you.

If you have a conflict it is YOUR responsibility to contact the other families in the class and find a replacement. Request a "swap" via Sign Up Genius and notify the teachers of any last minute changes, so they know who to expect in the classroom. You will be given the parents' names, home phone numbers and email addresses for all of the children in your child's. Be sure to keep it handy in case you wake up to a sick child!

Parent aides are an "extra set of helping hands" for the catechists. Each catechist may have different expectations. *Please ask them what they expect before class begins.* Essentially, you can help by being available for a child who is having a difficult time, escort children to restroom, assisting with craft and activities. The catechist will be responsible for leading the lesson but you can help.

Please don't sit idle, participate! Remember, this is also a way for your child to see that you value faith formation and feel what they are doing at church is important.

Weather Closings:

Check your email or the website www.saint-mikes.org for closing information. Some catechists and families travel a distance to be here and may not be able to get here so checking your email is the best method as an individual catechist may need to cancel even if the program remains open. You should always use your discretion when bad weather occurs. If you are not comfortable driving, do not come but please do notify your child's catechist so they know how many children to expect.

Special Situations:

If you have a child who requires classroom adaptations or special needs please contact me ASAP so that we can discuss.

If you have any questions or comments, please contact Patti Kamper, Elementary Coordinator at 527-1037 ext. 17 or pkamper@saint-mikes.org.