

**Our Lady of Good Counsel  
Pre Kindergarten Program**

**PARENT –STUDENT HANDBOOK**

**Pre Kindergarten Campus**

1309 Penniman Ave

Plymouth, MI 48170

**OLGC Main Campus Office: 734-453-3053**

**Absence: 734-453-3620**

**Fax: 734-357-5331**

**Web Page: [IAMOLGC.com](http://IAMOLGC.com)**

## **MISSION**

We exist to offer a life-changing encounter with Jesus and equip leaders to transform the culture.

## **VISION**

To lead every member of our school community into a life changing encounter with Christ.

## **PHILOSOPHY**

Convinced of the Church's teaching that Jesus Christ along fully reveals what it means to be human, our philosophy at Our Lady of Good Counsel Parish School (OLGC) is to:

- Instruct and nurture our students in their faith journey by promoting a Christian atmosphere of love, respect, personal responsibility, and social concern.
- Provide a sound Catholic and academic foundation that encourages faith-based intellectual inquiry for future success in all areas of life.
- Challenge each student to use his or her God-given talents to benefit the culture.
- Provide an environment where children are valued for their God-given uniqueness.

## **PRESCHOOL PROGRAM PHILOSOPHY**

The preschool years are an important time to the development of a child's feelings of security and self-esteem. We feel that these needs can best be nourished through the understanding teacher and staff, contributing to a play-based program. A well-designed daily routine provides security for the children in a relaxed, friendly atmosphere that fosters caring and respectful social relationships. The children are encouraged to develop creativity, self-discipline and thinking skills through a rich variety of activities such as art, music, dramatic play, story time, block building and field trips. Our hope is that children will grow physically, intellectually, and emotionally.

## **OLGC PRE-K OFFERS**

- Faith integration into our classroom through daily prayer, weekly mass, chapel visits, Catechesis of the Good Shepherd, opportunities for adoration, praise and worship, exposure to Kerygma 4 Kids, and more.
- A play-based curriculum where children learn through hands on experiences including dramatic play "house" area, block area, art area, sensory table, playdough table, writing center, literacy and math tables, reading corners, interactive SMART boards, and more.
- Learning that is child led and teacher directed to help foster independence, responsibility, love for learning, and discovery.
- Handwriting Without Tears, a handwriting and literacy/math program created by Occupational Therapists to help beginner readers and writers understand and manipulate letters and

numbers. Students receive their own Handwriting without Tears workbook to practice writing and formation of letters/numbers that aligns with our literacy and math whole group teaching.

## **PROGRAM ACTIVITIES**

### **ART:**

An art activity is available daily for the children. Art projects prompt children to express their thoughts and emotions in a non-verbal manner, to problem solve, try new things, and develop eye/hand coordination. In addition to a daily art activity, our easels are always available to the children.

### **BLOCK BUILDING:**

Blocks have a natural appeal as well as an educational value for children. By building with blocks, children use their imagination, develop hand-eye coordination, motor skills, shape recognition, and balance. Building helps children begin to learn the relationship of size and parts.

### **BOOKS AND LANGUAGE:**

Literature is an integral part of the preschool experience, and being read to is an essential step in developing a child's desire and ability to read and write. The teacher and parents read regularly to the whole class, small groups and to individual children. There is a quiet area where the children have easy access to a variety of books, which they may check out and read at home. Together we will create many class books that the children will share with their families. Through the use of our flannel board, puppets, and magnet board, the children will be encouraged to create their own narrative.

### **DRAMATIC PLAY:**

Children grow through self-expression, and dramatic play allows them to act out their thoughts and express their feelings. Children will come up with their own ideas for creative dramatic play activities, and through these experiences explore their curiosities and make sense of the world around them. Our play kitchen, baby dolls and dress-up clothes encourage dramatic play.

### **GROSS MOTOR ACTIVITIES:**

Through gross motor activities, children develop large muscles, become more comfortable with their own bodies, and develop a concept of space. They have an opportunity for this type of play indoors and outside.

### **MUSIC:**

Music is an important part of our day. Not only do we have fun dancing and singing, but the children are developing many parts of their bodies. While dancing, children are learning to develop and control both listening skills and physical movements. Listening to music helps children develop pathways in their brains to improve math, language, and thinking skills. We use scarves, rhythm sticks, musical instruments, and various types of music to assist the children in this area.

## **SENSORY TABLE:**

Playing with various sensory materials (rice, beans, water, corn, pom poms) helps children develop their minds and bodies in a relaxing and enjoyable way. They learn concepts such as measurement, space, quantity, and relative size.

## **TABLE ACTIVITIES:**

We have many activities and games that develop fine motor, reading and math skills. These include puzzles, shape sorters, pattern blocks, 10 frames, peg boards, and other manipulative toys.

## **PROGRAM SCHEDULES**

### **PRE-K 3 YEAR OLDS**

- OPTION 1: Half days (M,W,F or T,TH): 8:00am – 11:30am
- OPTION 2: Full days (M,W,F or T,TH): 8:00am – 2:45pm

*\*Full day options will only be offered if their classes are filled to minimum capacity*

### **PRE-K 4 YEAR OLDS**

- OPTION 1: Five half days (M-F): 8:00am - 11:30am
- OPTION 2: Five full days (M-F): 8:00am - 2:45pm
- OPTION 3: Three full days (MWF): 8:00am – 2:45pm

## **PRESCHOOL DAILY SCHEDULE**

### **Half Day:**

8:00-8:15	Arrival/Read Books/ Table Work
8:15-8:45	Morning Meeting
8:45-9:45	Centers/Small Group/Specials
9:45-10:00	Clean Up/Circle Time/ Whole Group Activities
10:00-10:15	Snack
10:15-10:30	Clean Up/Pack Up/Line Up
10:30-11:15	Outside Play/Gross Motor
11:15-11:30	Dismissal

## **PRESCHOOL DAILY SCHEDULE**

### **Full Day:**

8:00-8:15	Arrival/Read Books/ Table Work
8:15-8:45	Morning Meeting
8:45-9:45	Centers/Small Group/Specials
9:45-10:00	Clean Up/Circle Time/ Whole Group Activities
10:00-10:15	Snack
10:15-10:30	Clean Up/Pack Up/Line Up
10:30-11:15	Outside Play/Gross Motor
11:45-12:00	Clean Up/Line Up
12:00-12:30	Lunch
12:30-12:45	Story Time
12:45-1:15	Rest Time
1:15-1:45	Centers/Choice Time
1:45-2:00	Snack
2:00-2:15	Clean Up/Pack Up/Line Up
2:15-2:45	Outside Play/Dismissal

## **ADMISSIONS POLICY**

Our Lady of Good Counsel (OLGC) Parish School is committed to quality education within a Catholic environment. First and foremost, is our commitment to our mission to offer a life-changing encounter with Jesus, which is incorporated into every day. Consistent with this commitment, OLGC has established an admissions policy, which fosters family involvement in the parish. OLGC Parish School does not discriminate against students in admission or participation in any school program or activity on the basis of race, ethnic origin, sex, or handicap which is unrelated to the student's ability to utilize and benefit from the educational opportunities, programs and facilities offered by the school. Siblings of currently enrolled students are given first priority. Children of parish members receive first consideration for admission. Children of other Catholic parishes are considered next. Non-Catholic children may be admitted when there is space available, but only if their parents agree to their children's participation in the integrated religious education program offered by the school. All students are expected to participate in all instructional programs offered by the school. Parents are expected to support and cooperate with all educational and administrative policies of the school. Parents who do not abide by

school policies or instructional programs and/or who are disruptive in their actions in such a manner that they cannot get on mission, may be asked to withdraw their children from the school after prayerful discernment. Every new student will be admitted to our program on a probationary basis for one semester. If there is consistent poor behavior, a poor attitude or inattention to academics during this probationary time, the student may be asked to leave.

### **ADMISSION REQUIREMENTS**

#### **PK 3**

- Child must be 3 years old before Sept 1st
- Parents may sign a waiver if 3rd birthday is Sept. 2nd – mid Oct.
  - Students must be potty-trained

#### **PK 4**

- Child must be 4 years old before Sept. 1st
- Parents may sign a waiver if 4th birthday is Sept. 2nd – mid Oct.
  - Students must be potty-trained

We reserve the right to deny admission to any child whose needs we do not have the resources and ability to meet, or whose parents are motivated by concerns not consistent with the goals of the school or policies of the Archdiocese of Detroit. If this is determined, parents may be requested to place the child in a school elsewhere. We strive to welcome all children of God, and make strides each year, but want to make sure we can meet the needs of each child before they join OLGC. All students shall comply with the State of Michigan required Immunization and health laws prior to admission. The safety and health of all of our students is of utmost importance. Since it is the prime objective of OLGC to keep families together, children on the waiting list will be given top priority if it should occur that a sibling be accepted in a given year.

Parish Subsidy Information: It is important to emphasize that tuition alone does not cover the cost of educating your child/children for a school year. Our Lady of Good Counsel Parish contributes a substantial subsidy to each student to help offset the cost of his/her education. Accordingly, families are expected to demonstrate active participation in the parish and provide financial support.

## **TUITION INFORMATION**

SCHOOL TUITION RATES CAN BE FOUND ON THE SCHOOL WEB PAGE: [iamolgc.com](http://iamolgc.com)

### **PRE-K 3 TUITION OPTIONS**

**Monday/Wednesday/Friday (FULL DAY)**

**Monday/Wednesday/Friday (HALF DAY)**

**Tuesday/Thursday (FULL DAY)**

**Tuesday/Thursday (HALF DAY)**

### **PRE-K 4 TUITION OPTIONS**

**Monday-Friday (FULL DAY)**

**Monday-Friday (HALF DAY)**

**Monday-Wednesday-Friday (FULL DAY)**

There will be a non-refundable student fee for each student in grade Pre-K 3 and Pre-K 4.

Our Lady of Good Counsel Parish School has adopted a tuition program provided by FACTS. Parents have payments deducted automatically from their bank account. Parents may choose the payment due date that fits their budget - the 1st, 5th, 15th, or 25th of the month. Tuition may be paid in any of the following ways:

### **TUITION AGREEMENT / REFUND POLICY**

Thank you for choosing Our Lady of Good Counsel Parish School for your child(ren) where we exist to offer a life-changing encounter with Jesus and equip leaders to transform the culture. All OLGC families received a personal tuition statement for the current school year as noted in the FACTS financial management system. Please read the following tuition agreement for the current academic year. The undersigned parent(s)/legal guardian(s) desires that his/her children attend Our Lady of Good Counsel Parish School for the upcoming school year. Accordingly, he/she commits to pay the required tuition and fees for the entire school year, as indicated, at the specified times contained in this contract and in accordance with all other conditions contained herein.

**Deposit:** For returning families and new students, a non-refundable deposit of \$250 per student will be due at registration. This should be paid through the Facts financial system. The deposit will be applied to the tuition balance. Payment Schedule: Payment of Tuition and Student Fees shall be made in accordance with your selected payment schedule within the FACTS system. You agree to pay Tuition and Fees for the academic year in accordance with your family's tuition contract. All payments will be made online on the FACTS Tuition Management System, unless an exception has been made. Please note that the AOD has asked all schools to have families utilize the Facts financial system. In addition to the Tuition and Fees stated in your tuition notice, you will pay for any extra charges incurred by your child(ren) for additional care or extracurricular activities, as applicable.

**Additional Considerations:** No child will be readmitted to school until this contract has been signed by the parents/legal guardians by the given date. Tuition and Fees are due and payable in full upon enrollment based on the agreed upon schedule. Payment terms may be extended at the sole discretion of the school and shall not relieve the responsible party(ies) from full payment for the academic year. Tuition and Student fees are non-refundable and must be paid regardless of the actual period of a student's enrollment or attendance.

Any unpaid balance of Tuition and Fees shall be payable immediately upon termination of a student's enrollment, regardless of the reason for termination. If Tuition and Fees are not timely paid, the following may occur:

- Students may be suspended from classes and activities including field trips, sports, and graduation.
- The School may contact a collection agency or attorney to collect unpaid Tuition and Fees and will withhold reports of grades and transcripts until all sums owed are paid in full.
- Additionally, the School may refuse re-enrollment and graduation. Every family is required to have a FACTS tuition management account. Holidays, In-Service Days, Inclement Weather, Government Order: Your tuition guarantees a reservation for your child(ren) for the academic year as designated on the school calendar. No credit/refund will be owed if the School must close because of government order, inclement weather, or other emergency.

Likewise, tuition will not be discounted for holidays or in-service days.

No refund, credit, or discount shall be issued if the School moves to remote instruction due to a local health emergency, inclement weather, building problem, or similar unforeseen event unless otherwise stated.

- To qualify for in-parish tuition, a family must be registered at OLGC. They must participate in weekly attendance at mass (barring the obvious) and participate in parish activities and fundraising. The measurement for weekly attendance will be the use of offertory envelopes.
- Tenure in the parish, as determined by parent date of registration in the parish, shall determine admission priority.
- To be eligible for the school year in September, the application must be received before the preceding February 10th.
- Applicants accepted for admission will be notified by April, at which time a formal registration fee is required.
- Current families register in FACTS and pay a nonrefundable deposit.
- New family applications are typically due no later than mid-February of the current school year.
- New families register in FACTS and pay a nonrefundable deposit upon receipt of acceptance.

## WITHDRAWAL

Withdrawal does not release you from the terms of this Agreement, unless, in the determination of the Principal, extenuating circumstances justify your release from this Agreement. Absent approval by the Principal, no tuition deduction or credit will be made for withdrawals and tuition through the last day of the school year will remain due and payable.

**Suspension/Dismissal:** The School reserves the right to suspend or dismiss a child in its sole discretion for unsatisfactory or inappropriate behavior, if the School does not have adequate expertise or resources for the child's educational, medical or other needs (subject to any applicable regulatory requirements), for violations of School policies, or if for any reason that the School determines to be in the best interests of the School, its students, and the OLGC Parish community. In the School's sole discretion, suspension or dismissal may be with or without notice.

**Illness:** The School strives to maintain a healthy, safe environment for its students and faculty. In that light, you may not bring a child who is ill as specified in the School's policies. No discounts will be given for absences due to illness.

**Responsibility:** You agree that you will be responsible for any loss, damage or destruction by your child of any property of the School and/or OLGC Parish and for any damages for which the School or Parish becomes liable or chargeable because of your child's actions.

**Student Records:** The School will not be obligated to release to you or to any other school any student records until all of your financial obligations to the School are paid in full, except as may otherwise be provided by law.

**Tuition Due Date/Late Charges:** Tuition is due and payable as outlined above and is considered delinquent as of the 5th business day past the due date if left unpaid. A late charge in the amount of \$10 will be assessed for any delinquent payment, and an additional \$10 for each ten days after payment due date. Families who are in arrears are subject to dismissal from the School. The School is entitled to all costs of collection, including reasonable attorney's fees and legal interest in the event of the parent/guardian's default of this Agreement.

**Distance Learning:** In the event OLGC Parish School provides distance learning, no discounts will be given, unless otherwise stated, and you are responsible for tuition payment per your tuition statement.

**Parent/Guardian Acknowledgement** • I understand that by enrolling my child(ren), I am reserving his/her seat for the year and I am obligated to pay the full year's tuition. I understand that a place will be reserved for my child(ren) only if this form and all payments due are made (DEPOSIT). Should I withdraw my child(ren), I am obligated to pay tuition through the end of the school year. Families who fail to pay tuition according to any agreement they have made with the School, or who have been unwilling to make alternative arrangements, will be notified that their student(s) will not be allowed to attend the School until payment is current.

• I understand that the School reserves the right to deny enrollment or expel a student whom it determines is unsuitable for enrollment and I agree that in the event that my child should cease to be a student at the School before the end of the academic year, whether said termination shall be by

dismissal or by voluntary withdrawal, tuition payments will be charged through the last day of the academic year. Tuition payments and fees are not refundable.

- I agree that should the School bar my child from attending school for a definite or indefinite period of time, such action shall not be construed as termination of this Contract or as notice of termination of this Contract, and shall not result in reduction, postponement, or abatement of any past, present, or future amounts due to the School.

By signing off on the handbook (done digitally in enrollment packet), I acknowledge and declare that I have read, understood, and agree to comply with the required terms and conditions of this Tuition Agreement for my family. Furthermore, by signing below I acknowledge that I have received, reviewed, and have agreed to the policies and procedures contained in the School's Handbook. My signature on this document acknowledges full responsibility for the payment of all tuition and fees for the student(s) listed above.

### **ATTENDANCE / ILLNESS POLICY**

We can't wait to see you every day! We believe that good attendance at school is essential to successful current performance, and to future educational and occupational endeavors. Students who exhibit good attendance generally achieve at a higher rate, enjoy school more, and are more employable later in life. Parents are expected to help the school by encouraging their child(ren) to be at school on time unless an absence is medically necessary.

**For the protection of your child and other students, your child, staff and volunteers will not be admitted if s/he displays any of the following symptoms:**

- temperature of 100.4 and above
- intestinal distress
- undiagnosed rash
- eye or ear discharge
- any type of non-treated communicable disease Please remember to follow the current health screening procedures each morning before sending your child(ren) to school.

**SHOULD A CHILD, STAFF AND VOLUNTEER BE ABSENT FROM SCHOOL FOR A FEVER-RELATED ILLNESS, S/HE IS NOT TO RETURN TO SCHOOL FOR 24 HOURS AFTER THE FEVER HAS RETURNED TO NORMAL.**

If a child is sick with a stomach virus and has been vomiting, the child may not return to school until 24 hours after the symptoms end. A child is never sent home before a parent or guardian is contacted. Emergency Information is kept on file in the office and/or digitally in our Student Information System. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home.

Communicable diseases should be reported to the school office as these, in turn, are reported to the Wayne County Health Department. Students are excluded for the following the illnesses (but not necessarily limited to) but may be readmitted after the time required:

**Illness Time Required**

**Chicken Pox** Exclude until all lesions have dried and crusted, usually about 6 days after the onset of rash.

**Pink Eye** Exclude until under medical care and drainage from eyes has cleared.

**Fifth Disease** Exclusion not recommended if Fifth Disease occurs in a healthy host.

**Impetigo** Exclude until 24 hours after treatment has been initiated.

**Mononucleosis** No exclusion. Frequent hand washing and avoid drinking from a common container to minimize contact with saliva.

**Mumps** Exclude until 9 days after neck area swelling has disappeared.

**Ringworm** Exclude from gymnasiums, swimming pools, and other activities likely to lead to exposure or others while under treatment.

**German Measles** Exclude until 7<sup>th</sup> day after onset

**Scarlet Fever** Exclude until under treatment for 24 hours

**Strep Throat** Exclude until under treatment for 24 hours

**OLGC School Lice Policy:**

**Head Lice/Nits** No exclusion if the child is healthy. Discourage from close head contact with others. Exclusion for active infestations only (per MDCH and MDE recommendations).

Active infestations can be defined as the presence of live lice or nits found within one quarter inch of the scalp. Nits that are found beyond one quarter inch of the scalp have more than likely hatched or are no longer viable. Any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day. The School will notify a parent/guardian directly and immediate treatment at home is advised. The student will be readmitted to school after treatment and examination or confirmation of treatment. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. Any student with nits (farther than one quarter inch from scalp) should be allowed in school. Parents should remove nits daily and treat if live lice are observed. If you as a parent would like to be present during inspection for lice on your child, please send a written note to the school office by the 2nd Friday of September of each new school year.

Since class explanations, discussion, peer interaction and instructional continuity are so important; parents are asked not to take their children out of class for extra vacation days. Every effort should be made to utilize current, published days off. Schoolwork will not be given out early in advance to students who are taken out for additional vacation days. Please do not send these requests to the teachers.

**ABSENCE REPORTING**

Consistent student attendance is extremely important to school success. Therefore, students are expected to attend school daily and arrive on time. Students who miss more than two hours during the school day may be counted absent for half of the school day. When a child is going to be absent from

school, parents are asked to call the school absence line answering machine (734-453-3620) and report this absence by 8:00 a.m. If this is not reported, the home of the absent child may be called to verify the reason for the absence. **PLEASE PLAN VACATIONS TO AVOID STUDENTS MISSING SCHOOL**

### **COMMUNICATION**

OLGC strives to keep you informed. Please check with your child(ren) each day to see if any information has been sent from school. The primary means of communication is the School "Crusader Connection" newsletter (via Flocknote), which is an extremely important form of communication and is emailed to all our school families weekly. This is where the most current and up to date information can be found. Other Forms of Communication Facts SIS is another form of communication and should be checked regularly. Each classroom teacher utilizes their "Announcements" section to provide various updates. Updates to the Facts SIS system will be communicated to the whole school through the newsletter. Periodic email, phone and text blasts will be sent to families who sign up through Facts with vital information on events and happenings within the school community. Our school website ([www.iamolgc.com](http://www.iamolgc.com)) holds valuable school information and updates. OLGC Parish School also has an official Facebook Page (called "OLGC Parish School") where fun updates and quick reminders can be found.

### **PARENT NOTIFICATION POLICY**

If an accident, injury, incident or illness occurs, parents will be notified with a phone call if it requires immediate notification. If the incident is minor, the parent will be notified verbally at the end of the school day. An accident, injury, incident report will be filled out and signed by the teacher and parent.

### **LICENSING NOTEBOOK**

All preschool classrooms, are licensed by the State of Michigan and are required to maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and any related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on or after May 27, 2010 until the license is closed. The notebook is available for families to review during regular business hours.

Licensing inspection reports and special investigation reports from at least the last two years are available on the Department of Licensing and Regulatory Affairs website at [www.michigan.gov/lara](http://www.michigan.gov/lara)

### **CONCUSSION POLICY LETTER**

Each student must have a signed Concussion Awareness Educational Material Acknowledgement form on file. This form is signed in the digital parent packet at the beginning of the year completed through Facts,

### **OPTIONAL STUDENT ACCIDENT INSURANCE**

Supplemental student accident insurance is available through the Michigan Catholic Conference. Go to [www.sas-mn.com](http://www.sas-mn.com) for more information.

## **PRESCHOOL DISCIPLINE POLICY**

Teachers may be required to set boundaries and to redirect behavior of the children on occasion. Discipline means “to teach”, not to punish. A positive approach must always be used. We at OLGC strive to be a program where children develop a strong, positive self-image while experiencing the many challenges and opportunities of preschool. Discipline is provided with positive reinforcement. We try to channel energy into positive directions and encourage verbal communication. Children may be redirected to another area if harm to property or other persons is involved. This removal, if necessary, is done with sensitivity and encouragement. Excluding a child from outdoor play or gross motor activities is prohibited. Excluding a child from any learning experience is prohibited. Placing substances in a child’s mouth is prohibited. This includes, but not limited to soap, hot sauce, and vinegar.

## **COUNSELING**

The primary goal of OLGC’s counseling program is to support our school mission of offering life-changing encounters with Jesus and equipping leaders to transform our culture. This is done by the promotion and enhancement of student learning by helping students with academic, personal, and social/emotional development. The counselor provides the following services: classroom guidance activities, individual and small group counseling, consultation with staff and parents, coordination of resources to facilitate successful student development, case management of individual student’s progress and prayer for the entire school community. The counselor oversees the Archdiocesan Virtus Empowering God’s Children program.

## **CRISIS PLAN**

The safety of our students is our utmost concern. Our Lady of Good Counsel has a comprehensive crisis plan. In the event of an evacuation, students will be taken to an offsite location and parents will be notified. In the event of a lock-down, parents will not be allowed in the school. In the event of inclement weather, such as a tornado, a “take cover mode” will be instituted. No students will be released until the danger has passed. Parents cannot take students out of the school. Students will remain in the building for their safety. Our Crisis Plan is continually updated and reviewed.

## **MEDICATION**

Should it be necessary for a child to receive medicine during the school day, please contact the office for instructions. When medication is administered, the following provisions shall apply:

- Release for Dispensing of Medication Form signed by the parent/guardian and doctor must be on file in the office before any medication can be dispensed, non-prescription and/or prescription. (Verbal permission will not be accepted.) This includes cough drops.
- prescription medication shall have the pharmacy label indicating the physician’s name, child’s name, and strength of the medication.

- medication shall be given to the child listed on the label only and will be given in accordance to the label instructions.
- the medication must be in its original container.
- the dosage for non-prescription medicine shall not exceed the label instructions for the particular age of the child.
- No child will be allowed to take medicine without supervision.
- A new Release for Dispensing of Medication Form, signed by a doctor, must be filled out each school year. This form can be found in Appendix J or in the digital packet sent at the beginning of the year.

### **MEDICAL EMERGENCIES**

Parents are called for all medical emergencies and are encouraged to take the child to a doctor or hospital for immediate help. If necessary, emergency personnel (9-1-1) are called before parents are notified. Children who are ill, such as high fever, nausea, etc., will be required to be picked up by a parent or family member as soon as possible.

### **PARENT INVOLVEMENT**

**D.O.V.E.S PROGRAM** (Volunteer Requirements)— Dedicated Official Volunteers Emanating Spirit (DOVES) program encourages parental participation within the school environment. OLGC Parish School events require volunteers to be successful. Volunteers are also imperative to keep our students supervised and safe at lunch and recess. Parent volunteers must meet the guidelines in the Safe Environment Policy, including the Protecting God’s Children Workshop. Each family is required to donate hours (PLEASE CHECK THE SCHOOL WEBPAGE FOR EXACT NUMBER OF HOURS) of volunteer time, which directly benefits the children at the school. A list of volunteer opportunities can be found on our school website under the tab “About”, then choosing “Parent Involvement.” As hours are completed, each family must record their hours in Facts. If a family is unable to complete the required volunteer hours, they have the option to buy out their hours. Parents that fail to submit their hours by June 1 st of the current school year, will automatically be charged a fee through the FACTS system. All school volunteers with direct contact with students are required to complete the Safe Environment Protocol. Information can be found on our school website under the “About” tab by choosing “Safe Environments.”

**Parent Volunteer Committee (PVC)** The Parent Volunteer Committee (PVC) is an organization consisting of all parents of OLGC Parish School students. The purpose of this organization is to direct and coordinate parental support to OLGC Parish School through activities, social functions, and fundraisers.

**Parent Leadership Team (PLT)** The Parent Leadership Team oversees the PVC. The Parent Leadership Team consists of a president, vice president, secretary, treasurer, fundraising chairman, hospitality chairman, Parent Lighthouse Team leader, and principal. The mission of the Parent Leadership Team is to support and enhance the experience for our students both academically and spiritually through fundraising and volunteer opportunities uniting families and staff to serve our parish school while transforming the culture. The Parent Leadership Team members oversee subcommittees and alignment

to our school mission, promote the school as joyful missionary disciples, offer input on school policy areas and administrative decisions, and remain focused on the school's vision and continuous improvement. A list of current members can be found on the school website under "Parent Involvement."

**Parent Lighthouse Team** The Parent Lighthouse Team (PLT) consists of school parents, the Principal and teacher representatives. The purpose of the PLT is to promote leadership roles inside the school community, so that it stays strong and vibrant year after year. They are the champions of the process with the goal of enhancing the home-school link and connecting it with our school mission. If interested in volunteering, fill out the Volunteer Form that can be found on the Community/Parents tab on our school website.

**Strategic Planning Team** In 2017, Archbishop Vigneron challenged all Catholic schools to engage in a serious self-assessment and develop a plan to maximize our potential and unleash the Gospel in our school. Our Lady of Good Counsel Parish School joyfully accepted this challenge, worked collaboratively and diligently, and developed a strategic plan that we are proud to share with the AOD and all of our stakeholders. This plan may be viewed on our school website. The team is composed of pastor, administration, counselor, teaching staff, OLGC parents, Alumnus, and varying members outside our parish community. The Strategic Planning Team will continue to meet throughout the year to review progress on the Strategic Plan and make changes as needed.

**School Improvement Team** The School Improvement Team consists of administration, counselor, teaching staff and at least one parent volunteer. The parent volunteer is asked to serve along with school staff members to help create data-based goals for continuing improvement for our school. For example, this may include curriculum changes, staff professional development, standardized testing needs etc. Parent members are a vital addition to our team and help provide a full picture perspective when focusing on making improvements upon our school. This team meets at least seven times per year. Parents may also express interest in joining specific action teams to support our school by filling out an interest form at the start of the school year, available in the front office. Learn more about all of our school's amazing team on the school website under "About" > "Parent Involvement."

### **PESTICIDE & ASBESTOS ANNUAL ADVISORY**

Pest Management State of Michigan law requires that schools and day care centers that may apply pesticides on school property must provide an annual advisory to parents or guardians of students attending the facility. Please be advised that OLGC Parish School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized. The school community will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-

microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school. The second method will be through email with our school newsletter. Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

### **PHOTO POLICY for OLGC PARISH SCHOOL**

Please know that Our Lady of Good Counsel Parish School values the privacy of our community, and does not share information casually. We believe in the balance of respectful promotion and privacy in our current age of technology, so that we may best fulfill our mission and to unleash the Gospel. With that end, periodically, OLGC will use photos and/or videos and/or creations of students for promotional purposes including, but not limited to, video clips, school social media and print. The student's full name will not be published unless permission is obtained from the parent/guardian, with the exception of the school yearbook. The Family Educational Rights and Privacy Act (FERPA) encourages that OLGC Parish School, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to exclude your student, contrary to school's procedures. The primary purpose of directory information is to allow OLGC to include this type of information in certain school and parish publications (such as Yearbook, newsletters, student directory, promotional materials, etc.). Our Lady of Good Counsel Parish School has designated the following information as "directory information": student's name; inclusion of the student group photos; student photograph without full student name listed; honors, and awards received; grade level; and participation in officially recognized activities and sports, and any artistic creations which may contain the likeness of the student (essays, drawings, paintings etc.) Private OLGC school family directory designated information includes: parent/guardian name(s), student name(s), address(es), phone number(s), email address(es), and student(s) grade level(s). Please note that the following events are not included in the parent written exclusion clause as they are public venues or events: mass, assemblies, graduation or events such as these. If you do not wish for your student's photo/video to be used in the included items mentioned, please submit a written notice to the office in an envelope marked "Student Photo Permission" no later than August 28th of the current school year.

### **RELIGIOUS FORMATION**

The Religious Formation Team ministers in collaboration with Our Lady of Good Counsel School to support our parish vision of offering every person a life-changing encounter with Jesus. This is especially lived-out in our sacramental retreats and services in which all parish parents and children join, learn, and experience formation together in one community. We are founded in the Encounter, Grow, Witness model of formation which is aligned with the Archdiocese of Detroit and Unleash the Gospel. If you have any questions, we are happy to speak with you! Call 734-453-0326

## SAFE ENVIRONMENTS POLICY

General Policy: All adults who are paid or volunteer personnel (clergy, religious and lay) shall:

1. Have a criminal history background check\* and have been provided the Pastoral or Volunteer Code of Conduct before starting work in any capacity, and
2. Participate in a Protecting God's Children workshop for a staff or volunteer assignment, if the potential exists for contact with children or youth. This may include, but is not limited to the following:

- Parish Staff (all)
- Choir Director
- Altar Server Coordinator
- Scout Leaders – Boys, Girls, Campfire
- Religious Education (catechists, assistants, hall monitors)
- Vacation Bible School Volunteers
- Youth Group Director and volunteers
- School Staff – faculty, administrative, custodial, substitute teachers
- School volunteers – Room Parents, Office Volunteers
- Field Trip Chaperones and Drivers
- Retreat Chaperones and Drivers
- Camp Counselors, Chaperones and Drivers
- Part-time or Supply Clergy
- Athletic Directors, Coaches and Assistants
- Knights of Columbus
- Parish Festival Chairpersons
- St. Vincent de Paul Society
- Soup kitchen or domestic shelter staffs and volunteers in location where children are present

3. Numbers 1 and 2 above apply to incumbent staff and volunteers. OLG Policy is this must be done before anyone is able to volunteer.

4. Volunteers under 18 should be paired with an adult or another teen and regularly supervised by an adult. Employees or volunteers, aged 16-18, will attend the Protecting God's Children Workshop, but will not have a criminal history background check. These young volunteers are to have parental permission to attend the workshop.

5. All parents/guardians are urged to attend a Protecting God's Children Workshop.

6. Contractors or personnel provided by public school districts cannot be required to attend PGC workshops. However, it is required that background checks be done by the contractor of the employees working in facilities when children or youth are present.

**Purpose:** The Archdiocese of Detroit is committed to providing safe environments and fostering continuous improvement in every organization that sponsors activities and/or provides services to children and youth. The Archdiocese intends to create communities of informed adults who model appropriate behavior, are vigilant to the warning signs of abuse and take action to prevent abuse and improve safety. Likewise, the Archdiocese is determined to ensure that facilities, grounds and procedures promote optimal safety.

**Requirement:** Each organization shall maintain a database of all staff and volunteers with the dates of

each person's criminal background check, receipt of the Code of conduct and Safe Environment Policies and participation in a Protecting God's Children Workshop. Each organization shall require a copy of the PGC certificate from each participant. An organization shall accept proof of attendance at a PGC workshop completed outside the Archdiocese or an equivalent training approved by the Office of Safe Environments. Confirmed attendance at a Protecting God's Children Workshop is a condition for employment or volunteering. Non-compliance with this policy will result in the loss of employment or volunteer position until requirements are met. \*Reminder: Archdiocesan Policy states that incumbent Church personnel and volunteers must be screened every seven years, on their anniversary date. For purposes of safety, a child will be released only to his/her parents/guardians unless the school has been notified in writing by the parents that they have granted permission for someone else to pick up their child. The parent, or authorized person, must come to the School Office to sign out the child and may be asked to provide identification before the student will be dismissed from the classroom. Parents may not pick up their children at the classroom doors or in the hallways. They should meet their children outside at the end of the school day. Children can be picked up at the School Office in the event of an emergency.

### **YEARBOOK**

The Yearbook is a yearly publication and available to purchase and be given out to students in June. Composed by 8th grade students, under the supervision of a teacher, it is designed to capture as many interesting school events of the year as possible and serve as a pleasant memento for all. Parents are encouraged to place patron ads to help defray the cost of publication. Because students are involved in every step of its creation other than printing, the Yearbook provides students with an excellent learning experience. Students must develop a theme, plan the layout, create artistic designs, take pictures, and prepare all material for printing. The continued success of the Yearbook can be attributed to the hard work of the students and the generosity of families and friends who support it through patron and business advertisements. Yearbooks are available for purchase each year.

### **SPIRIT DAYS**

On designated Spirit Days, all students may wear a t-shirt or sweatshirt with the school logo along with clean slacks, jeans, cords, athletic style pants, etc. (No holes or frayed edges.) Spirit shirts will be sold at the Meet the Teacher event and then in the school office to wear on these days.

### **BIRTHDAY/SEASONAL CELEBRATIONS**

OLGC is happy to celebrate your student. Please check with your child's teacher in advance to determine the best way to celebrate your child's birthday at school. Each teacher will have classroom guidelines and may or may not allow parents/guardians to bring anything to share with the class. Please remember, that OLGC is an allergy aware school and we want all of our students to feel safe and included. If bringing items is an option, families are encouraged to find alternatives to providing food for the class. It would

also be considered a kind gesture to reach out to the family of the student(s) with allergies to give them advanced notice of a treat coming. Currently, if a classroom is allowing treats, we ask that they be individually wrapped and packaged for ease of distribution and cleanliness. If a birthday student receives a special delivery (flowers, etc.), it will be kept in the front office until the end of the school day in order to minimize classroom disruptions. Invitations to birthdays (or other parties) and thank you notes may not be sent to school for distribution unless all children in the class are being invited to the party. In addition, please talk to your children about refraining from discussion of parties at school unless all children have been invited. This is a good lesson in Christian kindness.

## **OLGC Core Value Statements**

### **I. Proudly Catholic**

*Catholic education is above all a question of communicating Christ,  
of helping to form Christ in the lives of others.*

**St. John Paul II**

We believe...

- In upholding and embracing the teaching of the Catholic Church to unleash the Gospel, form disciples and witness to the greater community with love.
- In growing in holiness together by living the virtues and practicing a rich, sacramental life.
- In nurturing a culture of personal and communal prayer as the foundation to grow in relationship with God.

### **II. Academically Excellent**

*Catholic schools especially have a priority: that of bringing forth what is learned in school  
Into a Christian vision of the world, of life, of culture and of history.*

## **Congregation for Catholic Education**

We believe...

- In the continual formation of the heart, mind, and soul as essential to reach one's God-given purpose.
- In fostering a secure and challenging environment, where students integrate faith with reason in critical thinking, intellectual curiosity, and a lifelong love of learning.
- In ensuring children achieve their highest academic potential and develop their gifts and leadership skills through the lens of our Catholic faith.

### III. Accessible for All

*“An inclusive education finds a place for all and does not select in an elitist way the beneficiaries of its efforts.”*

**Pope Francis**

We believe...

- In making a Catholic education affordable for all families and accessible to children with various needs.
- In the importance of hospitality and welcoming families from diverse backgrounds and cultures to become one family in faith.
- In partnering with our Family of Parishes and greater community to raise all of our children in the fullness and beauty of our Catholic faith.

### IV. Sustainable for the Future

*Catholic school students learn that since community is at the heart of who we are, there are no strangers, only brothers and sisters in the Lord.*

**Alliance for Catholic Education**

We believe...

- In the importance of maintaining and building connections with alumni and the greater community through service, partnership and/or financial support.
- In advancement planning as responsible stewards of the resources God has entrusted to us, including human, financial and facilities, to ensure a Catholic education is available for generations to come.

### **OLGC Parish School will be:**

- Known as a place where teachers, staff, and parents work together to put into practice the teachings of the Church to assist students in realizing their full academic and spiritual potential.
- A school with a curriculum that challenges its students to seek knowledge and truth beyond the classroom.
- A place where school parents, as the primary educators of their children, model their faith through prayer, attending Sunday Mass as a family, and participating in the Sacraments.
- A place where students continually strive to live their lives as saints by valuing character and integrity.
- A place where teachers live their Catholic faith to inspire students to grow in their faith and share their faith with others.
- A place where every student feels respected and safe.
- A school where students are provided with opportunities to achieve success outside of the classroom in areas such as student council, athletics, music, technology, and the arts.

- A Parish community where families and alumni are visible participants in academic, volunteer, and fundraising activities.
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**No attempt is made in the handbook to cover every possible policy, regulation, situation, or its resulting consequence. It is understood that the administration is empowered to handle situations not specifically mentioned in the publication. This handbook may be updated at any time throughout the year. Notification will be sent to families if changes are made.**