



PRESCHOOL PROGRAM PARENT HANDBOOK

Information, Guidelines, Policies and Procedures
2008/2009

OUR REASON FOR BEING

St. Michael's Early Childhood Center provides a caring environment in which children can grow socially, emotionally, mentally, creatively and spiritually. In this environment children discover the inherent goodness in all that they are and how God is part of their everyday lives. It is an atmosphere in which children can learn to live effectively with themselves and others and also begin to acquire a sense of identity as God's children, while experiencing many chances for success. In a world that grows more competitive each day, the staff of the ECC assists the children to experience happiness and success in a noncompetitive environment. By making material available in an interesting, exciting manner, children *can be children*; free to play, explore and imagine in the course of a child oriented day.

From the Director

Dear Parents:

As parents, you are the primary teachers of your children. As preschool educators, we also play a very important role in your children's lives. It is our goal to help prepare your children for formal education by providing them with a loving, caring, safe environment in which to learn. We also accept the responsibility to inform you periodically concerning the concepts and skills that your children are learning through play.

All children are unique and special. The staff at the ECC strives to bring out the uniqueness in each of the children. We recognize that children whose basic emotional, social, spiritual and physical needs are met and nurtured through the preschool years will be ready and eager to learn the academics in elementary school. Consequently, we make age-appropriate materials available in such a way that inquiry is a way of life. The curriculum for each age level is based on thematic units developed so that every child can experience success, and children's self-initiated investigations are encouraged and supported.

The purpose of this handbook is to detail the philosophy, programs, and general administrative policies of St. Michael's Early Childhood Center. Please read it carefully, and call if you have any questions.

Thank you for entrusting your children's very special years to us. I am looking forward to a wonderful year.

Sincerely,

Marianna Toscano

Spiritual Development

The ECC is a Catholic Center where spiritual enrichment is recognized as an essential part of learning. It is, therefore, an integral part of our program.

Throughout our everyday activities, the staff of the ECC strives to help each child to know that God is Love, and that He is the maker of all that is great and beautiful in this world.

Children who attend our Three, Four, and Five-Year-Old programs meet in the sanctuary one morning a month for a short program of prayer and song,* learn the Sign of the Cross, begin each morning with prayer and honor Mary with a May Crowning ceremony. In addition, children in our four and five-year-old programs attend Catechesis of the Good Shepherd once a week, and volunteer parents present Bible stories to the children several times each year. *We call these meetings: CHURCH MORNINGS.

Besides fostering the spiritual growth and development of the children who attend, participation in our programs provides parents and families many opportunities to build and strengthen ties to each other and the parish community of St. Michael.

Program information

During the 2008/2009 school year, ECC preschool programs will serve 36 children in the Two-Year-Old program, 48 children in the Three-year-old program, 62 children in the Four-year-old programs and 16 in the Developmental Kindergarten program. There are fourteen or sixteen children in a Three, Four, or Five-Year-Old class taught by a teacher and an assistant. Two-Year-Old classes have twelve children in each class with a Teacher and an Assistant.

Our teachers are either certified or working toward a Early Childhood Credential. Staff members receive first aid and CPR training and are expected to take continuing education classes each year. All of our programs offer a developmentally appropriate curriculum and each level builds on the previous one. Whether exploring the many facets of dinosaurs, traveling to Mexico, England, or the moon; play-acting famous fairy tales; collecting bugs, or experimenting with erupting volcanoes, our goal is to expose the children to a wide variety of wonderful units and provide an atmosphere of learning through play. Units are designed to develop readiness skills and they all provide developmentally appropriate activities directed toward that end.

In addition to regular classroom activities and outdoor play, the children go to the Music Room for music and movement with our Music Teacher and the children in the Four-year-old programs and the Developmental Kindergarten attend Catechesis of the Good Shepherd, a liturgically based faith development program, once a week.

TWO YEAR OLD – Two Day (M/W or T/TH) or One Day (F)

This program is a cooperative program in which parents work, on a rotating basis, with classroom teachers to provide a play experience for toddlers. Participation in the program provides an opportunity for children to play and socialize in a loving, caring and safe environment.

THREE YEAR OLD – Two Day (T/TH)

The emphasis of this program is on socialization. The teachers strive to help the children build self-confidence and self-esteem while they learn through play. We encourage and promote interest in socializing, imaginative play, group activities and solitary play. All of these activities are enriched with stories and music.

FOUR YEAR OLD – Three Day (M/W/F) or Five Day (M-F)

In both four-year-old programs we encourage children to look for peer relationships, to play cooperatively with others, to share, contribute and interact with others in a group and to explore and to create! These programs consist of a vast array of units and themes, which concentrate on continuing to develop social skills, while introducing Kindergarten readiness activities in a fun, exciting, and developmentally appropriate way.

DEVELOPMENTAL KINDERGARTEN – Five Day (M-F)

This program organizes developmentally appropriate activities into many units and themes designed to accomplish readiness for Kindergarten as well as further strengthen the children’s self-confidence and self-esteem. The luxury of five days affords the teacher the opportunity to more fully explore each unit with the children. Teachers encourage readiness to learn and question; utilization of the children’s developing sense of responsibility; and their interest in pretend play, construction and simple games. This program offers a “kinder, gentler” approach for children who need an extra year to grow before entering a full day Kindergarten.

Entrance Requirements

ENTRANCE AGE*

2 day/1 day, 2-year-old	-	2 by 8/31/2008
2 day (T/TH), 3-year-old	-	3 by 8/31/2008
3 day (M/W/F), 4-year-old	-	4 by 8/31/2008
5 day (M-F), 4-year-old	-	4 by 8/31/2008
5 day (M-F), 5-year-old	-	5 by 10/16/2008*

A copy of your child’s birth certificate is required for our file.

*The director reserves the right to extend this cut-off date.

NO EXCEPTIONS: All children **MUST** be toilet trained when school begins. Pull-ups and diapers are not permitted.

GOOD FAITH: Children are accepted in good faith.

Occasionally, however, it is necessary to remove a child from the program. The Director reserves the right to dismiss a child, if after a conference with the parents, she determines that it is in the best interest of the child and the Center.

Registration Information

PRIORITY for enrolling children in ECC programs is given to children whose parents are members St. Michael's parish, provided they register during the priority enrollment period. Once our parishioner's needs are filled, we open enrollment to Catholics from other parishes and then the General Public. St. Michael Early Childhood Center admits students of any race, color, and national or ethnic origin.

REGISTRATION INFORMATION will be sent home with currently enrolled children in January and published in the church bulletin in January and February.

REGISTRATION DATES: Beginning in February, registration is open as follows:

1. Children returning to preschool and their siblings. Children returning to the four-year-old program are guaranteed enrollment. Enrollment in the Developmental Kindergarten program is limited to 16 children.
2. Children whose parents are registered members of St. Michael Parish.
3. Parishioners of other Catholic Churches and the general public. Members of other Catholic Churches receive priority.

When the number of applications exceeds the number of spaces available in a program, enrollment in that program is by lottery with children whose parents are stewards of St. Michael Parish receiving priority.

Tuition and Fees

St. Michael's Parish provides rooms and utilities. Tuition, fees and donations fund salaries, classroom activities, supplies and capital projects.

- | Absences cannot be deducted from tuition.
- | We are not able to provide prepayment or multiple child discounts.
- | If a child is withdrawn without thirty (30) days written notice, parents are obligated for an additional tuition payment. No Exceptions.

SPONSORSHIPS: Several sponsorships are available for children who would be unable to attend the program for financial reasons. To discuss this or to obtain an application, please contact the director at (919)468-6110 or mtoscano@stmichaelcary.org.

REGISTRATION FEE: Unless your child is placed directly on a waiting list, payment **MUST** accompany the application.

Parishioner - \$110 first child, \$90 each additional child
Non-parishioner - \$120 each child

Registration fee is non-refundable.

TUITION and FEES: Tuition is a yearly fee, payable as follows:

- Tuition payment in full by June 5, 2008, **OR**
- One-half (1/2) by June 5 and one-half (1/2) by December 5, **OR**
- Ten (10) monthly payments June 2008 – April 2008. No payment will be collected in July.

REFUNDS: Unless tuition is paid in full, ***TUITION PAYMENTS ARE NOT REFUNDABLE FOR ANY REASON.*** However, if a family is moving out of the area and the year has not begun, one-half of the June payment and the August payment will be refunded if they were received on time and the space can be filled from our waiting list. Notice of withdrawal must be in writing.

2008/2009 Tuition

- Developmental Kindergarten/5 Day Four:
Full tuition: \$3200/yr. - Stewardship Family: \$2680/yr.
- 3 Day Four-Year-Old Program:
Full tuition: \$2190/yr. - Stewardship Family: \$1830/yr.
- 2 Day Three-Year-Old Program:
Full tuition: \$1905/yr. - Stewardship Family: \$1595/yr.
- 2 Day Two-Year-Old Program:
Full tuition: \$1786/yr. - Stewardship Family: \$1490/yr.
- 1 Day Two-Year-Old Program:
Full tuition: \$890/yr. – Stewardship Family: \$750

LATE PAYMENT FEE - A late fee of \$15.00 per month applies to payments made to the ECC that are not received by the due date.

LATE PICK-UP FEE – Parents will need to pick their children up in the office after 10 minutes. Except in the case of emergency, a fee of \$10.00 for each ten minutes (10) past dismissal is charged when children are picked up after 12:40 in the ECC office.

RETURN FEE – Your account will be assessed a fee equal to the charge the ECC pays for any returned payments.

WITHDRAWAL – If a child is withdrawn without 30 days written notice, parents are responsible for paying an additional tuition payment.

Requests for Teachers

A great deal of thought and planning go into forming classes and it is difficult to honor parent requests while considering the best interests of all of the children. Teacher recommendations for the placement of children for social and/or developmental reasons have top priority. Consideration is also given to parent requests to separate children and to reasons for not placing a child with a specific teacher. Finally, it is our policy to consult parents of same age siblings regarding their wishes to have the children placed together or separated.

This may be difficult for some of you. Sometimes our own comfort levels drive us to request what is familiar to us for our children. That is understandable. However, experiencing different personalities is often advantageous for children, and more times than not, may free a trait that might not otherwise have been tapped.

School Hours

School begins at 9:30 each morning and ends at 12:30 each afternoon. Children need to know that someone will bring them to school on time and be waiting when school is over. Therefore, please be prompt both in bringing your child to school and in picking him/her up. Center activities begin promptly each day and are disrupted by late arrivals.

Calendar / Weather Closings

The Center is **closed** when Wake County is closed due to adverse weather conditions.*

When Wake County **delays** the opening of school, the ECC office opens at 10:30 and children in the preschool programs bring lunch and attend from 11-1. We understand that this later dismissal time may interfere with younger children's nap schedules. Please use your judgment in sending your younger preschooler on these days. Wake County announces school closings and delays on local radio and television stations and on its website: www.wcpss.net.

*The director reserves the right to open/close the Center even if Wake County does not. In those cases, parents will be informed via Alert Now.

Make-up Days

Make-up days due to inclement weather or other extenuating circumstances will be scheduled in the following manner:

- 5 day program – after 5 days missed
- 3 day program – after 3 days missed
- 2 day program - after 2 days missed
- 1 day program –after 1 day missed

Health and Safety

HEALTH & IMMUNIZATION RECORD: An **UP TO DATE** medical form, including immunization records and a physical exam within twelve months of the beginning of school must be on file in the ECC office before you drop your child off on his/her first day.

PEANUT/PEANUT PRODUCTS TREE NUT/TREE NUT PRODUCTS: In an effort to maintain a safe environment for children with life-threatening allergies, snacks may not contain peanuts or peanut products. Please read the labels on the food you send.

CHRONIC CONDITIONS and **ALLERGIES** *must* be brought to the attention of the director and teachers.

If your child's food allergies are severe enough to warrant the use of an eppi - pen if exposed to allergens, **you must** provide your own snack daily for your child. On special birthdays and holidays in the classroom, please remember to send a special treat for your child also.

MEDICATION: Please talk with your child's teacher and the director if your child will need medication during school hours. Staff will administer medication only if a child's parent or guardian provides written consent and the medication is available in an appropriately labeled and stored container with written instructions from the child's physician on proper administration of the medication.

ABSENCES: Please inform your child's teachers if your child will be absent. You may do this by calling the office. Voice mail operates 24 hours a day.

COMMUNICABLE DISEASE: Any incidence of a communicable disease **MUST** be reported to the ECC office.

ILLNESS: For the well being of all the children and the staff, your child should not be sent to school if any of the following conditions exist:

1. **FEVER and/or VOMITING.** In case of fever or vomiting, your child must be kept home for 24 hours **AFTER** his/her temperature is normal and/or vomiting has ceased.
2. **FREQUENT and PRODUCTIVE COUGHING and SNEEZING.**
3. **RUNNY NOSE accompanied by GREEN DRAINAGE or RUNNY NOSES that require constant wiping.**

NOTE: Sick children will be sent home. If your child arrives sick he/she will not be permitted to stay. Also, if your child becomes sick during the morning, you will be called and required to pick him/her up immediately.

REST: It is important that small children go to bed early. School is not fun for children who are tired when they get there. The day is a burden instead of a pleasure when that happens. **Please be sure that your child gets enough rest and eats a well-balanced breakfast.**

OUTDOOR PLAY is a regular part of our day and your child must be well enough to go outdoors with the other children at all times. ***Please dress your child appropriately for the weather and be sure to put sunscreen on him/her before he/she comes to school.***

CLOTHING: Children should wear closed-toe shoes with rubber soles. Sandals and leather-soled shoes pose a safety hazard when children play on equipment. In addition, *all strings must be removed from jackets and shirts (hoods and hems). They pose an immediate danger to children when they play on equipment.* All clothing should be suitable for outdoor play and easy to manage.

LABELS: All items your child brings to school should be marked with his/her *FIRST and LAST* names.

FIRE DRILLS / SEVERE WEATHER DRILLS / EMERGENCY EVACUATION DRILLS: Fire drills are conducted monthly. Severe weather and emergency evacuation drills are conducted periodically.

EMERGENCIES: If you need to reach the ECC staff in an emergency, call the ECC office (468-6110) or the parish office (468-6100).

IN THE BUILDING: RUNNING is not permitted in the classrooms or hallways.

AROUND THE GROUNDS: For the safety of the children and the health of the trees and flowers, *children are not permitted to climb the trees, railings or fences, or run through the flowers.* It is fun to visit before and after school, and the children may play sidewalk games, or, if none of the St. Michael School classes are outside, they may play on the playground.

Handwashing

Studies have shown that proper handwashing is one of the most effective ways to prevent the spread of germs. So, in an effort to provide as germ free a learning environment as possible, the children are required to wash their hands when they arrive at school.

We ask parents to take their children to wash their hands before leaving them in the morning. There are bathrooms and sinks both in the ECC hallway and in the classrooms.

Infant/Toddler Safety in Preschool Classrooms

ECC Three, Four, and Five-Year-Old preschool classrooms are not toddler friendly. They are equipped and developmentally appropriate for three to six year olds, so some of the toys and equipment may be hazardous in the hands of little ones. Consequently, in order to ensure the safety of all the children, please keep your infants and toddlers with you at all times when they come with you to drop-off or pick-up.

Field Trips

Diocesan policy regarding field trips, NC law and other safety considerations, prohibit us from taking field trips. However, efforts are made to bring the community to the children and parents are encouraged to plan after-school outings that enhance what the children are learning in the classroom.

Safe Environment: Ensuring the Safety of Children

Safety and well being are vital to the growth and development of children. Helping to ensure the safety and well being of the children in our care is part of our job as teachers, part of our duty as citizens and part of our partnership with parents. Children should be given every chance to live and grow, free from abuse and neglect.

In accordance with North Carolina Law, ECC staff members will report observations or suspicions of child abuse and neglect to the Department of Social Services. By our institutional guidelines, suspicion that a minor has been abused or neglected will be reported to the ECC Director. She has the duty to ensure that the allegation is reported to the Child Protective Services Division of the Department of Social Services. The ECC Director will also notify the Pastor of Saint Michael and the Superintendent of Catholic Schools that such a report has been made and follow the guidance of the Child Protective Agency regarding notification of parents or legal guardians.

Suspicions of child sexual abuse by a member of the ECC staff, other Church employee or volunteer, will be reported to the Director of the Diocesan Program for Child and Youth Protection, 1-866-535-SAFE. In addition to notifying Diocesan officials, the civil authorities will be notified. A staff member, volunteer or Church employee who is accused of child sexual abuse will be suspended, reassigned, or given leave pending the investigation. When the allegation involves Church personnel or volunteers, the parents or legal guardian of the child or children will be notified of the allegation of abuse. Any staff member/volunteer who admits, is found guilty of, or pleads no contest to charges of child sexual abuse will be dismissed.

Drop-off and Pick-up

For the safety and security of the children and staff, the following procedures have been established.

PARKING: Parents and others who bring children to, or pick children up from, the ECC should park in the lot in front of the Parish Center. It is important to park only in lined spaces, to follow directional signals and to use extra care when driving through the parking lot. **Also, please carry or hold your children by the hand as you walk to and from your car.**

ENTERING and EXITING the BUILDING

- Drop-off/Pick-up: Parents and others who are dropping children off or picking up may use either the main courtyard (front) entrance or the entrance nearest the playground if they arrive between 9:20 and 9:40; or the main courtyard entrance if they arrive after 9:40.*
- Visiting when children are present: Parents and other individuals should enter through the courtyard doors, and, unless dropping off or picking up children, sign in and obtain a VISITOR badge at the office. Any doors may be used to exit the building.
- For security reasons, the Trinity Center door nearest the playground is locked from the outside after 9:40 and until 12:20. It is not locked from the inside and is always available as an EMERGENCY EXIT.

DROP-OFF: Children may be dropped off in the classrooms beginning at 9:25 A.M. Individuals dropping children off are required to sign the attendance sheet outside the classroom. Early arrivals cannot be accommodated. The outside doors will be locked until 9:20 for the safety of the children.

CHILDREN ARE NOT PERMITTED TO COME INTO THE BUILDING ALONE.

PICK-UP: Children are dismissed from the classrooms to parents or other designated adults at 12:30 P.M. (We will have early dismissal the first few days of school.) Parents line up against the walls outside the classrooms and teachers dismiss the children one at a time. **Please remember to sign your child out at the end of the day.** NOTE: Children will not be dismissed to anyone other than a parent or legal guardian without prior written permission and proper identification.

Parent Involvement

VISITING the CLASSROOM: At least one day a week in our Three, Four, and Five-Year-Old program is “Parent Participation Day.” Parents are offered the opportunity to sign up to spend the morning assisting in their child’s classroom. Our Parent Participation Day Guidelines are printed on Page 21. We promise an exciting morning! In our Two-Year-Old program, parents are scheduled on a rotating basis to help in the classroom. Schedules are mailed in August.

VOLUNTEER NETWORK: Many activities depend on parents volunteering their time and talents. We invite you to play an important role in your child’s early education. There will be various times during the year that we ask for help.

ENCOURAGE YOUR CHILD: You will be surprised at the intense thinking that goes into your child's pictures and "projects." Saying such things as, "Tell me about your picture" will help encourage your child's best efforts. Find a special place to keep pictures and other items your child has made and watch her/his improvement as the months pass. Each piece of work is important to your child, so please don't let your child see you toss his/her work in the wastebasket. Your child's artwork is a result of his/her own creativity and development. Throughout the year, *process*, not *product*, is our goal.

Conferences and Evaluations

In all of our preschool programs, teachers communicate verbally and in writing with parents in an ongoing manner during the school year to convey information about the progress of their children. Formal conferences for our Three, Four, and Five-Year Old children will be held in late January.

In addition to formal conferences, parents or teachers may request meetings at any time during the year. Parents who wish to discuss their child should make an appointment with their child's teacher. This may be done in person or by leaving a message for your child's teacher in the office: 919-468-6110. Voice mail operates 24 hours a day.

Please remember that morning drop-off and afternoon pick-up are not appropriate times for conferences.

Separation Anxiety

Some young children go through a stage of difficulty in separating from a parent in a new or unfamiliar environment. Many times as preschool educators we see this occur at the beginning of the school year, but it can occur at other times. Generally speaking, most children pass through this phase quickly and become comfortable with being at school and separate happily from parents. However, the way we address this issue is vitally important to the child, the parents, and the preschool classroom.

Most often, staying in the classroom with a child who is having difficulty prolongs her/his anxiety. So, we generally encourage parents to drop their child off and leave the room.* We work with parents to formulate a strategy for a happy drop-off, and we comfort a child who is having difficulty in ways he/she is used to, and we always assure the child that either Mom or Dad will return soon. We learn these ways from information you provide on the “About My Child” form, from talking with you at orientation, from consulting with you if the situation arises, or at any other time that you have a concern.

* Concerned parents are welcome to watch their child through the observation window in the classroom, to wait for a time in the office or to call during the day to see how their child is doing.

Behavior

Appropriate behavior is encouraged and praised.

A number of our teachers have been trained in the Second Step violence prevention program, and they have effectively incorporated many of the strategies in the classrooms. When undesirable behavior occurs, positive guidance and redirection of a

child's attention is generally sufficient action to end it. In extreme situations, a child may be given time out to think about his/her actions in the classroom, or be removed from the classroom to give her/him a chance to think about and/or talk about their behavior. Physically aggressive behavior, such as biting, kicking, hitting, etc. cannot be tolerated. To protect all of the children and encourage acceptable behavior, staff will intervene immediately if a child becomes physically aggressive.

ECC staff will make every effort while children are at school, and we will always work closely with parents, to help children cope successfully in the world around them. However, parents must understand that consistently aggressive or disruptive behavior is not acceptable and may result in dismissal from the program.

School Bags

We expect the children to bring a bag to school each day. This gives them the opportunity to be responsible for their own show-and-share, hats, gloves, etc., as well as for artwork done at school. In addition, the bags will be used to send newsletters and other information home.

Backpacks and other bags with zippers and fasteners are difficult to manage and usually are not large enough. Therefore, the Center will purchase canvas bags that are open on top for each child. Children will receive their bags when they come to school in September.

Address / Phone Number / E-Mail changes

Please let the office know if your address, phone number, e-mail address or emergency information changes.

Three, Four, and Five-Year-Old Parent Participation Day Guidelines

Thanks for joining us for Parent Participation Day!

We know that you'll have fun and we ask you to please remember:

- **To sign in at the office and obtain a VISITOR badge before you go to the classroom.**
- **To ask your child's teacher what activities you will be helping with and what expectations she has for you.**
- **That you are here to spend the morning with all of the children, not just your child.**
- **Positive conversation ... Use lots of praise and encouragement ...e.g. "Good work", "I like the way you did that", etc.**
- **To wash your hands and wear gloves when helping with snack.**
- **To encourage the children to help you clean up in centers, games, projects or in any other area in which you work with them.**
- **Never discuss any child's progress, behavior or development with her/his parents or with the parents of another child.**
- **To be discreet in sharing details of the morning with others.**

We appreciate your cooperation with these guidelines and we hope you have as much fun in our classroom as we do!!

Due to safety considerations, parents may not bring other children with them when they come to help in the classroom.

Please note that Parent Helper guidelines will be distributed to Two-Year-Old parents at orientation.

Playground Rules for Safety

St. Michael's parish playground is designed and developmentally appropriate for use by children between the ages of two (2) and seven (7). The smaller playground is specifically designed for use by children three and under, the large playground for children 3-7. When the Center is open, the playground is reserved for use by the children who attend ECC preschool programs. Children who attend St. Michael School often use the big playground early in the morning and in the afternoon. The playground is open for use by parishioners at other times. At no time, however, are children permitted on the playground without adult supervision.

Listed below are the rules that we teach the children. We ask your cooperation in following the rules and in reinforcing them.

1. Wait your turn.
2. **DO NOT THROW ROCKS OR SAND.**
3. Please don't push ahead when standing or walking in line.
4. Swings
 - Walk far behind, or far in front of the swings so you won't be hit.
 - Please, do not swing on your belly.
 - Only one person at a time on a swing.
5. Play with trucks only in the special areas we show you.
6. Only one child at a time on: Ladders, Slides, and Pole.
7. Slide down the slides, feet first on your bottom.
8. Parallel Bars are for upper body use only
 1. Do not climb or stand on bars.
 2. Do not spin around on them. They are too close together.
9. **DO NOT CLIMB ON THE SAND AND WATER TABLES.**

They are for sand and water play only.

10. Never leave the playground without a teacher.
11. Listen to **EVERY** teacher on the playground, not just your own classroom teachers.
12. **DO NOT CLIMB ON THE FENCE.**
13. The rocks must stay on the playground. They can't go home and they should not be put in the sand and water tables.
14. Spiral: **GO UP ONLY.** Use the slides, the stairs, or the fireman's pole to go down.

Assessment and Improvement

Here at the ECC we take pride in providing high quality programs for young children. To help assure that such programs continue, the Diocese of Raleigh Early Childhood directors, in conjunction with the Diocesan Director of Instruction, have developed and implemented the use of an assessment tool for evaluating and improving our early childhood programs. It is based on **NAEYC** accreditation standards, American Montessori Standards, NC Childcare requirements, the Diocesan Handbook for Administrators and the Early Childhood Quality Assessment Instrument.

Administrative Authority

The Early Childhood Center was established in 1983. The Center is operated under the rules and regulations set by the pastor of St. Michael the Archangel Church and the director of the ECC.

QUESTIONS, COMMENTS, CONCERNS: Communication is crucial to the success of our program. Anything that is unclear should be addressed immediately.

- Questions or concerns about your child or classroom activities should be discussed first with your child's teacher. If your child's teacher is unable to satisfy your concerns, contact the Director.
- Questions, comments and concerns about the facilities, program, staff or policies should be referred to the Director. If the Director is unable to satisfy your concerns, you should seek a meeting with Msgr. Tim O'Connor, our pastor, 468-6112.

How to reach the ECC

*St. Michael's Early Childhood Center
804 High House Road
Cary, North Carolina 27513*

Office Phone: 468-6110

FAX: 468-6130

Marianna Toscano, Director, mtoscano@stmichaelcary.org

Darlene Mandzak, Administrative Assistant,

dmandzak@stmichaelcary.org

The ECC office is located on the middle floor of Trinity Center

Office Hours: 9A.M. until 1P.M. from August through May

Summer hours are by appointment

