



ST. MICHAEL'S
EARLY CHILDHOOD PROGRAM

Family Handbook

2026-2027

6345 Wydown Blvd.

St. Louis, MO

63105

<https://www.stmichaelschool.org/>

Program Information

Mission

The St. Michael's Preschool at St. Michael and George nurtures wonder and joy through developmentally appropriate hands-on learning experiences for infants through 5-year-olds.

Vision

To cultivate a learning environment where students are engaged in the Reggio Approach inspired learning, where educators support the whole child and use the highest standards of research based practices in early childhood education.

Enrollment in the St. Michael's Preschool is open to children of any race, color, creed, and national or ethnic origin. The School seeks a diverse student body in support of the Mission, goals, and objectives of the school and will maintain an admissions policy reflective of these goals and objectives as determined by the Director and Rector.

Our Philosophy

The heart of St. Michael's Early Childhood Program is a belief that young children learn best through hands-on, sensory-rich experiences that nurture curiosity, connection, and confidence. We are an inquiry-based learning environment where children develop a strong sense of belonging in a community built on trust, respect, and care.

Our joyful learners learn by doing. Each day, teachers in our classrooms guide children to explore and express their understanding of the world through meaningful encounters with materials, language, and one another. Learning unfolds through the senses: touching, listening, building, observing, tasting, and moving- creating a foundation for lifelong discovery and **joy** in learning.

We nurture the whole child, balancing intellectual challenge, creative expression, and social-emotional growth. Our classrooms are designed to feel nurturing and safe, supporting each child's transition into a school routine filled with wonder and play.

Character Development and Responsive Disciplinary Approach

Grounded in the values of the Episcopal Church, the St. Michael's Early Childhood Program embraces families of all faiths and is built upon core values which center around care, community, curiosity, respect, responsibility, and spirituality. Families and teachers collaborate to teach respect for others and to

instill a belief in the dignity of each individual. Through compassion and understanding, parents and teachers help each child to reveal their unique gifts.

At our Program, we understand that all behavior is a form of communication. When children have big feelings or act out, it's their way of telling us something they don't yet have the words for. Our teachers respond with empathy and intention which helps children identify their emotions, express their needs, and make positive choices. We focus on what children can do, guiding them toward success and building their confidence along the way. With consistent routines, calm guidance, positive reinforcements and caring relationships, children learn how to manage their feelings, solve problems, and connect meaningfully with others.

When a student **consistently** displays undesired behaviors such as pushing, hitting or biting we will communicate with the family and come up with a behavioral plan that best supports the student's needs and ensures a safe school environment.

If a behavioral concern has been addressed by both the program and the child's parents/guardians, an action plan has been implemented, and the behavior continues to create an unsafe environment, the program reserves the right to terminate enrollment at any time.

Parent and Teacher Partnership and Communication

Our guiding understanding is that parents are the first and most important teachers of their children. When children go to school, teachers join with parents to share the responsibilities of education. Supporting, respecting and communicating with teachers, staff and administration is a priority while attending the St. Michael's Early Childhood Program.

Families are our partners in every child's journey. Parents receive daily updates that include notes, photos, and glimpses of student work, fostering strong connections between home and school. Together, we celebrate milestones and progress, ensuring every child feels seen, supported, and deeply known.

- **Open Door Policy:** Families are welcome to visit or observe the classroom at any time. All visitors are asked to park on Wydown and must sign in at the front desk.
- **Communication Channels:** Regular updates are shared via Tadpoles daily, weekly News and Notes and teacher emails.
- St. Michael's thrives because of the generosity, involvement, and spirit of our community. We invite all families to support the school in ways that are meaningful to them—through time, talent, or treasure. Whether you volunteer in

the classroom or offer your professional expertise every act of support strengthens our shared mission. Together, we build a vibrant, inclusive, and resilient school community where all children can grow and thrive. If you are interested in volunteering (classroom parties, community events or learning journeys), please contact the Director or sign-up at our beginning of the school year events.

Church and School Relationship

The St. Michael's Early Childhood Program is an essential element in the mission of The Church of St. Michael and St. George. The school is a division of the not-for-profit corporation, "The Church of St. Michael and St. George," doing business as "The St. Michael's Early Childhood Program." The communities are interconnected – classrooms are used for religious education on the weekends and School families are invited to and welcome at Church events and services.

Operations & Daily Schedules

- Hours of Operation: We are open from 7:45 to 3:15.
- **Extended Day Program 3:00 p.m. – 6:00 p.m.**
 - Parents must sign out their children, indicating the time of departure on the Aftercare staff binder.
 - No child will be released to anyone other than the parent without prior authorization. A photo ID will be asked to confirm appropriate release.
 - The 6:00 p.m. pick-up deadline is imperative. The fine for late pick-up is \$10.00 per minute late and must be paid before the student is allowed to resume participation in the Extended Day Program. Parents who are consistently late will not be able to use the Extended Day Program.
 - **Extended Care Billing** - Extended care will be billed monthly through Blackbaud. Charges will be added on the 15th of each month and payment will come out on the 5th with tuition payments.
- School Calendar: [CLICK HERE TO VIEW](#)
- Daily Schedule: Daily schedules include independent play, circle time, story time, stations, fine and gross motor activities, atelier, Spanish, gym class and music.
- Occupational Therapy and Speech Therapy: All students are screened when developmentally appropriate by both our on staff speech pathologist and occupational therapist. These therapists are on staff to best support the needs of all students.

Enrollment & Tuition Agreement

- Enrollment Requirements: Families must submit completed registration forms, up-to-date immunization records, a current physical and signed emergency contacts before the first day.
- Enrollments are accepted for the full school year only, except with special arrangement at the discretion of the Director: Tuition for each child is based on the number of days they attend each week and the number of months they attend. We offer three contract options: 9-month (academic year), 10-month (academic year and 1 summer month), and 11-month (academic year + June and July).
- **Tuition/Fees**
 - **Delinquent Tuition Fee Payments** - All payments of tuition for the current school year must be kept current at all times for the student to remain enrolled in good standing. Payments that are in arrears thirty days or more are considered to be delinquent.
 - **Continuing Enrollment** - Any student for whom there is a delinquent balance due per the Enrollment Agreement for tuition fee payments will be subject to a financial suspension and excluded from attending the school until the balance due is current.
 - All parents who wish to enroll for the upcoming school year must be current in their tuition payments and any incidental fees that accrue during the school year.
 - All Infant and Toddler students are required to pay a \$500 Supply Fee. Preschool families are required to pay a \$250 Supply Fee.
 - Late Fees:
 - Late Payment: A charge of \$40 applies if tuition is not paid by the due date.
 - Late Pick-up: A fee of \$10 per minute will be charged for children remaining after closing time.
 - Absences: Tuition remains unchanged regardless of child absence, illnesses, or family vacations.
- **Students are required to register for specific days. Students may not make up days due to absences, holidays, or school cancellations. Classrooms are staffed appropriately per the number of students attending each day.**
 - **Drop-in days may be available at an additional charge. Please check with the program's Director for per-day costs.**
- Withdrawal and Termination: Families must give a 30-day written notice prior to withdrawing their child.
 - **The program reserves the right to terminate care for unpaid balances or persistent behavioral issues.**

- If the child is voluntarily withdrawn from school after this Agreement is executed, the parent(s)/guardian(s) agree to pay tuition as follows, in addition to any application fee:
 - A. For withdrawal before May 1, 2026: 20% of the total annual tuition.
 - B. For withdrawal before June 1, 2026: 50% of the total annual tuition.
 - C. For withdrawal on or after July 1, 2026: 100% of the total annual tuition.
- If tuition paid exceeds the amount owed at the time of withdrawal, The St. Michael's Early Childhood Program shall issue a refund within forty-five (45) days of receiving written notice of withdrawal.
- If the withdrawal results from the family relocating more than fifty (50) miles from The St. Michael's Early Childhood Program tuition will be refunded on a prorated basis according to the time remaining in the school year, except that the School will retain 10% of the annual tuition. The application fee remains non-refundable under all circumstances.
- Non-Discrimination Policy: Our program does not discriminate based on race, color, national origin, gender, religion, or ability.

Attendance, Drop-off, and Pick-up

- Drop-Off Procedure: Children should be walked to their classroom each morning no earlier than 7:45 AM.
- Authorized Pick-up: Children will only be released to individuals listed on the authorized pick-up form. Valid photo ID is required for anyone unfamiliar to staff.
- Custody Situations: Certified legal documents must be provided to enforce specific parental access restrictions.

Emergency Preparedness

The administration and faculty have developed thorough procedures in coordination with recommended safety standards and professionals and state law. Practice drills and instructions are reviewed and practiced throughout the year.

Health, Safety, and Nutrition

- Illness Exclusion Policy: Children must stay home or will be sent home if they exhibit a fever over 99°F, vomiting, diarrhea, or an unexplained rash. Children must be symptom-free for 24 hours without medication before returning.

- Medication Administration: Staff will only administer medication with a signed physician's note and the prescription in its original container.
 - Over the Counter Medications: These must be labeled with the child's name and dosage in a sealed bag and handed to the child's teacher for safe storage. Staff will only administer medications that are sent in and approved by parents/guardians. The administration of the medication will be documented via Tadpoles.
- Allergy Management: All food allergies must be documented. We are a nut free environment.
- Mandated Reporting: By law, all program employees are mandated reporters and must report any suspected child abuse or neglect to authorities.

Attire Policy

Children must be sent in shoes that are closed toed so they can safely participate in gross motor activities.

Students should have a change of clothes at school that are changed out with the seasons.

Potty Training Policy

Students enrolled in our preschool program must be fully potty trained prior to attending school. This policy is in place in order to foster and promote toileting independence and to maintain staff ratios.

A child is considered fully potty trained when they can:

- Independently recognize and communicate the need to use the restroom before it becomes urgent.
- Verbally tell a teacher when they need to use the bathroom.
- Successfully hold their bladder and bowel movements long enough to reach the restroom.
- Use the toilet rather than relying on diapers or pull-ups during the school day.
- Manage clothing independently, including pulling pants and underwear up and down with minimal assistance.
- Wash and dry hands independently after toileting.
- Remain accident-free on a consistent basis and not experience toileting accidents for more than three consecutive school days.

Occasional accidents are expected as children adjust to new environments and routines. However, repeated accidents may indicate that a child is not yet fully potty trained. If a child has accidents for more than three consecutive school days, the school may require a conference with the family to develop a plan for readiness. In some cases, temporary withdrawal from the program may be recommended until the child is consistently successful with toileting.

Children may wear a pull-up or other protective garment during scheduled nap or rest time if needed. These need to be provided by families. However, pull-ups are not permitted during instructional hours or other parts of the school day.

Our staff is committed to supporting children as they develop independence and confidence. Families are encouraged to ensure that children have mastered toileting skills at home before enrollment and to provide and replenish an extra change of clothing at school in the event of an occasional accident.