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A MESSAGE FROM THE DIRECTOR

I extend a warm welcome to all our families. I am looking forward to sharing a rewarding first school experience with your children.

As parents, you are the primary educators, whose work we supplement in the preschool classroom. Our joint efforts of home, school, and church can only lead to success in the full development of your child.

This handbook outlines the Preschool policies and procedures to aid in communication between home and school, thus making it easier for us to combine our efforts. Please feel free to speak with me if you have any comments, questions, or concerns. We value your opinion. We want the best for our children, our parents, and our school.

Enclosed is an acknowledgement of Receipt of Parent Handbook/Policies Compliance that **MUST** be **SIGNED** and **RETURNED** on your child's first day of school. Thank you for your attention to this matter.

God's blessings on our new school year!

Christine Lofstedt
Preschool Director

Contact Information:

School Address:
St. Catherine of Siena School
335 N Sycamore Ave. Rialto, 92376

School Phone: 909-875-7821
Preschool Extension: 340
Fax: 909-875-7948

Email: clofstedt@sbdiocese.org
Or cougars_1956@yahoo.com
Web Site: www.stcatherinerialto.com

School Office Hours:
Monday-Friday 7:30am-4:00pm
Minimum Days 7:30am-3:00pm

SCHOOL ADMINISTRATION

Pastor	Briccio Tamoro
Principal	Beverly Winn
School Secretary	Veronica Flores
School Bookkeeper	Sally Lambert

PRESCHOOL STAFF *

Director	Christine Lofstedt
Teacher	Monica Vasquez
Volunteer	Amy Orosco

*Our staff must meet the qualification requirements as stipulated by the Diocesan Job Descriptions and Title 22.

MISSION STATEMENT

The St. Catherine of Siena Preschool mission is to provide a faith based high quality early childhood program. Together with parents, we promote the spiritual, social, emotional, cognitive, and physical development of young children. This education will prepare them for their successful future in our school, parish, and community.

STATEMENT OF PHILOSOPHY

St. Catherine of Siena Preschool, as an educational ministry of St. Catherine of Siena Parish, recognizes parents as primary educators. Therefore our teachers act as facilitators of our developmentally appropriate curriculum to motivate these young children to take responsibility for their learning and behavior. To prepare them for this responsibility, we challenge our students to develop a desire for learning, a sincere love for God and an understanding of His Golden Rule.

SCHOOL WIDE LEARNING EXPECTATIONS

St. Catherine of Siena School has established Schoolwide Learning Expectations, which state the knowledge, skills, spiritual principles, understandings and values students should possess upon graduation from our school. We expect students to become: Active Christians, Life Long Learners, Leaders and Responsible Citizens. The benchmarks for Preschool will be discussed at parent orientation and during parent-teacher conferences.

AFFILIATION

St. Catherine of Siena Preschool represents an educational ministry of St. Catherine of Siena Parish. The school is affiliated with the Roman Catholic Diocese of San Bernardino and adheres to policies set forth by the Office of Catholic School.

St. Catherine of Siena Preschool is accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association.

St. Catherine of Siena Preschool is licensed by the California Department of Social Services and adheres to their regulations as outlined in Title 22. The license number is 3640805573.

BASIS OF ACCEPTANCE

The Catholic Schools in the Diocese of San Bernardino, mindful of their mission to be witnesses to the love of Christ for all admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective schools. St. Catherine of Siena Preschool does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of our educational policies, admission policies, financial assistance, and athletic and other school administered programs.

SPECIAL NEEDS

Our preschool supports the rights of all children to participate in our early childhood program contingent on the ability of the program to meet the needs of the child, the parents and the staff. We reserve the right to admit children with special needs for a trial period. The proper paperwork must be completed by parents detailing the child's special need and the accommodations requested by the parent. If the accommodations that are available to us do not meet the needs of the student, we reserve the right to re-consider the child's enrollment in the program.

ADMISSION POLICIES

Children must be 3 years of age by September 1 to enter Preschool and 4 years of age by September 1 to enter Pre-kindergarten for the current school year. Children **MUST** be **COMPLETELY** potty trained.

This school abides by the Buckley Amendment with the respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to school information regarding their child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Parents/Guardians of students **MUST** attend the Parent Orientation Meeting. If registration is received after the Orientation Meeting, parents/guardians must meet with the Director/Teacher to review the Parent Handbook.

Re-registration for returning students and siblings begins in early spring. It is essential to participate to ensure priority admission for the following year. Returning students, siblings of the elementary school students, and parishioners of St. Catherine of Siena Church receive priority registration. Open registration takes place in late spring. Admission is continuous until capacity is reached.

REGISTRATION/ENROLLMENT

Visiting the preschool, completing the registration packet and submitting the NON-REFUNDABLE registration fee initiate the registration process. Registration fee is due annually. FACTS Tuition Management, a third party tuition collection service, is utilized by the school. A fee of \$50.00 per family per year is required to be submitted with the Financial Responsibility form. Late registration fees will be applicable after June 1st.

Registration fees include but are not limited to: Diocesan per capita tax, student accident insurance, membership in Immediate Response Information System, Caritas Counseling, IRIS, school yearbook, classroom fee, readiness testing, accreditation and licensing fees, safe environment and mandated reporter workshops and emergency supplies.

Upon payment of the registration fee, a complete packet of enrollment forms will be distributed to parents/guardians.

Enrollment is contingent on the return of ALL completed enrollment forms at least two weeks prior to the child's first day of attendance. No child will be admitted unless proof of proper immunization as required by state law is presented. Law also requires a preschool Physician's Report. The report must be based on a prior visit within 12 months of first attendance date or a future visit within 30 days of first attendance date.

If paperwork is not received in a timely manner, the Preschool reserves the right to offer your roster spot to a child on our waiting list.

TUITION & PARENT INVOLVEMENT PLAN

It is of utmost importance that parents/guardians support the preschool, especially in regard to prompt payment of tuition and parent involvement fundraising and other donations. Preschool parents must volunteer for 10 Parent Involvement Participation Hours (PIP Hours), per year. It is the parent's responsibility to monitor their tuition statement each month. Mandatory tuition supplement and donation responsibilities for fundraising efforts will appear on tuition statements in the month each is due. (refer to tuition rate sheet). We participate in one Opportunity Raffle Drawing, the Mother's Day Boutique, and a carnival Father's Day raffle basket.

CLASSROOM FEES

The Classroom Fee includes but is not limited to: snacks, paper products, plastic utensils and cups, paper dishes, cleaning supplies, facial tissues, sheets, cots, arts & crafts materials, copy paper, Religion book. This fee is billed and payable with the August tuition statement of the school year.

FINANCIAL ASSISTANCE

A family experiencing financial difficulty should speak with the principal or director and may be eligible to apply for financial assistance through the School, Diocese or State.

PRESCHOOL SESSIONS

Our preschool program is primarily an educational foundation for our school, but we offer before and after school hours.

We operate Monday – Friday, 7:00AM-5:00PM except on published school off days. (See Preschool Calendar). We offer several attendance choices- refer to tuition rate sheet. Please refer to the Schedule of Activities posted on the Parent Board in the Preschool room for a timeline of daily events. The program offers a morning snack. Full time children participate in lunch (parent/guardian supplied) and rest time. An afternoon snack for children remaining past 3:30PM must also be supplied by the parent/guardian.

Transportation to and from the school facility is the responsibility of the parent/guardian. Parking in the church lot is permitted at drop off and pick up times.

Preschool Calendars will be distributed at registration and during Parent Orientation. All school holidays will be published and reminders sent home, so parents can make other child care arrangements for their students.

Throughout the school year, the preschool staff is required to attend local and diocesan meetings to fulfill professional growth requirements each year. These minimum days or school off days are also published in the calendar and reminders will be sent home.

ATTENDANCE/ABSENT POLICY/TARDIES

We recommend the 4 or 5 half/full day program for the Pre Kindergarten children and the 3 half/full day for the Preschool children.

In order for children to benefit positively from their preschool experience, a child's attendance must be consistent. We request all children arrive by 8:00AM for Morning Assembly. If you arrive after assembly has started, we ask that you wait with your child in the classroom until the preschool returns (late arrival at assembly is a distraction for others.)

On Friday mornings, we attend Mass as a school and Mass begins promptly at 8:30AM. If your child does not arrive in time to enter the church with the class –please remain with him/her in the family room at the rear of the church. (Father has asked that children who are late do not enter the main church once Mass has started.)

If children are not in line for assembly (Mon-Thurs) and do not enter Mass with the class (Fri) they will be considered tardy. After a child is late three times in a row, a late fee of

\$5.00 will be assessed. After the initial fee, after every third tardy, a late fee of \$5.00 will be assessed. The total late fees each month will be billed on the following month's tuition statement.

It is the responsibility of the parent/guardian to notify the school when your child is absent due to sickness. If your child will be late or needs to leave early any day for an appointment-please inform the teacher in advance. We request that you schedule these after school hours-if possible. We would appreciate advance notice of long absences for family vacation but ask that you try to schedule these on school off holidays or at the end of the academic year. If your child is absent for 3 or more consecutive days, we request a doctor's note on their return to school.

VERIFICATION OF ATTENDANCE/PICK UP POLICY

Sign-In and Sign-Out **MUST** occur on a daily basis. **IT IS A LICENSING REQUIREMENT.** Arrival time must be indicated on the sheet followed by a parent/guardian or authorized person (must be 18 or older) signature. Departure time must also be recorded on the sheet as the child leaves school followed by an adult signature.

Children will only be released to authorized persons on the Identification and Emergency Form. Any person unfamiliar to staff will be asked for identification (valid CA driver's license).

Additionally, written and/or personal verbal notification must be given to the preschool staff **EACH** time an authorized person other than the parent/guardian picks up the child from school. Telephone authorization and notification **CAN ONLY BE ACCEPTED** if a second party can verify the information and a written note **MUST** be submitted the next day. That person must be 18 years or older and must have a valid CA ID. If parent notice is not given when another authorized person arrives to pick up the child, the parent will be called for verification.

FINANCIAL POLICIES

Tuition is payable to St. Catherine of Siena School and is due either the first or fifteenth day of each month depending on your payment choice selected at registration. Tuition may be paid on a twelve, eleven or ten month plan depending on the monthly amount you chose at registration. The school reserves the right to contract a third party company for tuition collection. Tuition payments will be handled by FACTS Tuition Management.

Tuition is charged per your program choice. There are no discounts for absences. The preschool has taken school off days into account when setting the tuition rates.

The children of parents/guardians who have not completed their financial obligations for the prior year will not be accepted back for the next school year.

All financial obligations to the preschool must be completed for the Pre-k children to participate in the Promotion Ceremony.

At the end of the school year, any monies owed the Preschool will be sent to Transworld Collection Agency.

PENALTIES

All late fees and returned check fees will be added to tuition statements as per the policies outlined by FACTS Tuition Management. Please refer to their information packet or web site for all details.

If a child is picked up late (after 11:30 AM for part time attendance) or (after 5:00 PM for full time attendance) a \$1.00 a minute charge will be added to your account and must be paid in full upon receipt of the next month's tuition statement. You will be asked to sign a Late Pick-Up Notice to verify time of pick up and total amount of late fee to be charged.

If you are continually late in the morning (more than 3 times in 1 month) you will be asked to pay the full time tuition fees for the remainder of the current school year.

If you are continually late in the evening (more than 3 times in 1 month) you will be asked to seek other means of childcare or your child will need to be picked up no later than 3:15 P.M., for the rest of the school year.

CHANGES TO ATTENDANCE/WITHDRAWALS

A two-week advance written notice must be given to the director for any request to change the attendance schedule. A new contract must be completed by the parents and will be approved and signed by the director according to the availability in the classroom.

A two-week advance written notice must also be given to the director if you are withdrawing your child from the program before your contract ending date. If two weeks notice is not given, then you will be required to pay two weeks tuition from the date the notice is given.

Please request appropriate forms from the director for these changes in attendance.

Upon withdrawal from the program, all monies owed to the preschool are due and payable. If an account remains inactive for one month after withdrawal, it will be sent to Transworld Collection Agency. All personal property left in the preschool after a withdrawal or dismissal must be picked up within two weeks or the property will be donated or discarded.

DISMISSALS

We reserve the right to cancel the enrollment of a child for any of the following reasons.

- unless special arrangements have been made with the director and bookkeeper, dismissal may occur if an account is delinquent at the end of the month. (a re-enrollment registration fee of \$50.00 will apply if the child returns to school)
- inconsistent attendance or absence for a consecutive week with no notification (a re-enrollment registration fee of \$50.00 will apply if the child returns to school).
- if a child has special needs that we cannot adequately meet with our current procedures and staff
- any aggressive behavior pattern that is a safety issue to that child and others
- any physical or verbal abuse of staff or child by parent or child
- a parent's persistent failure to observe policies and procedures as outlined in this handbook

HEALTH POLICIES

ALLERGY ALERT

It is imperative that ALL allergies be brought to the attention of the preschool staff. The preschool staff cannot be held responsible for a reaction if we do not know the allergy exists.

All food allergies must be accompanied by a doctor's note to be kept in the child's file. If a medical note is on file, the child will be offered an available substitution for the menu item. In case of severe allergies, parents may supply an alternate snack within our nutrition guidelines.

HEALTH CHECK

Every parent needs to have alternate child care for their child when they become ill. This includes having someone readily available if the child is deemed not well enough to remain at school upon arrival (during morning Health Check) and / or when a child becomes sick during school hours.

We follow Department of Health Guidelines to determine if a child is not well enough to be at school. For the well-being and protection of all the children, the parent will be advised to remove the child from school when the following symptoms are observed:

- fever
- excessive coughing
- discharge from nose or ear that is not clear
- vomiting or diarrhea
- unusual rash
- communicable disease
- child who complains (more than once) of any pain

- general malaise

If we call your contact person (listed on the Illness and Medication Needs Form) the child MUST be picked up within one hour of the notification. The adult removing the child from school care will complete an Illness Reminder Form. In order to return to school, the child must remain home for a “24 hr get well period” or have a doctor’s note stating that they are not contagious and can be present at school.

Being well enough to attend school means that the child is well enough to participate with the other children in ALL the activities including outdoor play. If for some reason a child is unable to play outdoors, it is advised that the child remain at home.

MEDICATION REQUESTS

A child may return to school after a “24 hr get well period” or with a doctor’s note that he/she is not contagious. If they must continue their medication, a Request To Administer Medication Form must be completed by the parent along with the PRESCRIPTION medication in the original container with pharmacy label listing the child’s name, physician’s name, date and directions for use clearly visible. Please give form and medicine directly to the director. All prescriptions must be current, no previous dated or expired medication will be administered.

PLEASE DO NOT PUT ANY MEDICATIONS IN CHILDREN’S LUNCH BOXES.

MAINTENANCE MEDICATIONS

If your child requires any maintenance medications, they will be administered during the school hours if a supply is kept at school and is accompanied by a doctor and parent authorization. A supply of maintenance medication should be included in the emergency supply bag. At the end of each school year, the maintenance medication will be returned to parent for proper disposal.

SUNSCREEN/TOPICAL TREATMENTS

When children are engaging in outdoor activities, especially during the warmer months and between the times of 10am and 4pm, it is advisable that sunscreen be applied to exposed areas of face, arms and legs. Your child should attend preschool with sunscreen already applied at home. If you would like the preschool staff to reapply sunscreen to your child, you must supply the desired product and a Sunscreen Utilization Permission Form must accompany it. Forms will be available from the director. Forms for other topical treatments are available as needed.

PANDEMIC FLU ALERT/PERTUSSIS EPIDEMIC/ other HEALTH ALERTS

We will be maintaining a log of children sent home with fevers, coughs and any combination of symptoms to safeguard our school from an epidemic. We will be

following Board of Health guidelines and the Office of Catholic School will be notified if an epidemic requires school closure.

ACCIDENT/INCIDENT REPORTS

Injury reports are prepared for any accident occurring during the course of a child's school day. Any head or face injury will be reported to the parent by a telephone call. If the parent cannot be contacted, a person on the emergency form will be informed about the nature of the injury.

When an accident report has been completed for a child, the report needs to be signed by the parent as they review it with the teacher at pick up time. It will be kept in the child's file at school.

The Diocese of San Bernardino requires student insurance for all students. A fee for insurance is included in the initial registration fee. If a student is injured and medical attention is received, please request an insurance form from the school office within five days. **THE SCHOOL INSURANCE IS A SECONDARY CARRIER.**

All accidents requiring medical care are reported to Community Care Licensing and the state reserves the right to send a representative to interview, staff, parents, and child concerning the accident.

If there are any unusual incidents involving the child, a report will be completed and the nature of the incident will be discussed with the parent at pick up time. Again, the form must be signed by a parent and will be kept in a child's file. If several incidents of the same nature occur, a conference to discuss management of the incidents will be requested by the director.

Any unusual incidents must also be reported to Community Care Licensing. The agency reserves the right to investigate these incidents.

SAFETY PROCEDURES

IRIS

St. Catherine of Siena Preschool is now a member of the Immediate Response Information System. This system sends alerts for emergencies, announcements for school events and general information greetings. Upon enrollment, you will be required to supply your preferred contact information (phone or email).

CHILD ABUSE

California State Child Abuse Law states... any preschool employee who suspects that a child's physical, mental, or sexual health or welfare may be adversely affected by abuse

may self report or report to the director, who in turn will contact Child Protection Services or the local law enforcement agency. The Diocese of San Bernardino mandates each parent volunteer must submit Fingerprint Forms and Protecting God's Children Training Certificate to the school office therefore requiring them to obey the state law.

FIRST AID/CPR

Preschool staff is trained in Pediatric First Aid and CPR as outlined by the American Red Cross. If there are any questions regarding the severity of an injury, 911 will be summoned. In the event of a serious injury, parents will be notified immediately. If you are not available, the child's physician will be contacted.

If the injury warrants treatment- but no urgency of a 911 call and you cannot be reached, the persons listed on the Identification and Emergency Form will be notified to act on your behalf.

EMERGENCY PROCEDURES

Monthly practices are scheduled to prepare in the event of fire or earthquake. Children are instructed in the safety procedures for the emergency drills. The school follows a Diocesan Emergency Preparedness Plan and this plan is posted in the classroom.

In the event of a major disaster, preschool staff members are committed to the care and safety of the children. Family members must attend to their own safety first. When the initial emergency has passed, come to the school to pick up your child. If it becomes necessary to leave the school grounds, a sign will be posted informing you of the whereabouts of your children. If you are unable to get to the school, we will try using your listed emergency numbers. Care will be provided until families can be reunited. We will only release children to persons on the Identification and Emergency Form. Children must be signed out when being released from school care by an authorized adult.

Staff is trained in all emergency procedures including intruder lock down.

When a prolonged loss of water, electricity etc is experienced, the school will close. Parents or contact persons will be notified by IRIS.

Please complete the preparation of the Emergency Preparedness Supply Bag according to directions given at Parent Orientation and return during the first week of school as instructed. If the bag is not supplied, a \$20.00 fee will be charged to your account and a bag will be provided by the school for your child.

SMOG ALERTS/ WIND ADVISORY/ EXTREME HEAT or COLD

Please be advised that we will modify outside activity in the event of any of these extremes in weather.

FOR THE SAFETY OF YOUR CHILDREN IN ALL/ANY OF THESE SITUATIONS, IT IS THE PARENT'S RESPONSIBILITY TO MAINTAIN CURRENT AND ACCURATE IDENTIFICATION AND EMERGENCY INFORMATION ON FILE THROUGHOUT THE SCHOOL YEAR.

CLOSED CAMPUS

Parents entering the parking lot should park in designated spots. Parents are advised to hold their child's hand while crossing the lot and entering the school grounds and closing the gate behind them. All preschool children are to walk (not to be carried) when entering the school grounds. All children should be accompanied by parent/guardian until their teacher has assumed custody.

Classroom doors will be locked after assembly. If you arrive late, please ring the doorbell for admittance to the classroom. Classroom doors will be open during half day dismissal time (11:30 AM) and school dismissal (2:45-3:15 PM) to allow for ease of pick up.

If you arrive after those times, please ring doorbell for admittance to the classroom. Gates to the school, playground and all classroom doors should be opened and closed by an adult only!

Children not enrolled in our school must remain with their parents at all times. School equipment is intended for the use of the children in the program only. Unregistered children cannot accompany volunteers at any time.

Toileting in the preschool bathroom is intended for our children only and must take place under the supervision of a preschool staff member or their parent/guardian.

BICYCLE HELMETS

We are not required to provide helmets for tricycle riding at school. It is unsanitary for children to share helmets. If you would like your child to wear a helmet while riding a tricycle at school, please complete the available form and send it along with a helmet labeled with your child's name to be kept in the classroom for the school year.

PEST MANAGEMENT

St. Catherine of Siena School has a pest management practice that reduces the children's exposure to pesticides. Pesticides used are those that pose the least possible hazard and are effective in a way that minimizes risks to people, property and the environment. Pesticide spraying occurs once a month on the weekend when children are not present. A note will be posted in the classroom each Friday (before spraying) and each Monday (after spraying) on the second Saturday of each month. If you are interested and want to

register with the director, you will be notified personally about pesticide applications at school.

FOOD AND NUTRITION

BREAKFAST

Breakfast should be eaten at home before your child arrives at school. If a situation presents itself that your child must have breakfast upon arrival, the parent/guardian is asked to sit with their child until they complete their meal.

SNACKS

A balanced nutritional snack is provided each morning for the children. A snack menu will be posted on the Parent Bulletin Board. Each snack will provide a serving from at least two food groups. A variety of snacks will be planned and often children will be involved in snack preparation. Children are encouraged to taste all foods but not forced to eat anything. The children will participate in setting the table, serving and cleaning up after snack.

Allergy lists are consulted and children will be offered an alternate snack. In the case of a severe allergy, parents will be asked to supply their child's snack.

Afternoon Snacks, for children remaining after 3:30 PM, will be supplied by the parent/guardian according to our nutritional guidelines.

On Fridays after School Mass, the Preschool participates in class bake sales. The cost of a donut or other morning treat is \$.75. (The cost of snacks at the morning bake sale might increase due to cost of living. If this occurs, parents will be notified) If you would like your child to participate, please deposit the year's amount as requested by the teachers in your child's bake sale account. If there are any leftover funds in the account at the end of the year, it will be returned to you. If you choose not to participate, your child will be served the scheduled morning snack. If the child's behavior has been a problem at Mass, the staff may choose to serve the child the scheduled snack instead of allowing them to participate in the bake sale snack.

LUNCH

Parents are responsible for packing their child's lunch:

- We ask that all foods be prepared, in child size portions, cut up/sliced/peeled/ and in non-breakable containers for easy and safe eating.
(We CAN NOT heat up or refrigerate anything)
- Label all lunch boxes, bags and thermoses with your child's name. (use ice packs when needed)
- Pack any utensils, straws, napkins etc that might be needed

Lunch Guidelines -A well-balanced lunch contains:

- Protein source, such as meat, poultry, fish, eggs, cooked dried beans, cheese or peanut butter
- 2 vegetables, 2 fruits or 1 vegetable and 1 fruit
- Grain, cereal, bread product, cracker, or pasta
- dairy product
- A Beverage must be included and should be milk or 100% fruit juice.

Please do not pack “treats or sweets” Children will be encouraged to eat their protein, vegetables and fruit first before their treats. Treats which seem excessive may be limited by the teacher.

Special diets of any kind can only be served upon written instruction of the child’s physician and upon request of parent.

Preschool may participate in Lunch Plates on Bake Sale days. The menu and cost is announced at morning assemblies, advertised in the Cougar Chronicles and in the Thursday IRIS. Please submit order and payment to the teacher by Thursdays each week.

It is the parent’s responsibility to insure that their child’s lunch is at school before our lunch time (11:30am). If a child does not have a lunch when the table is set, a school lunch order will be placed for a fee of \$5.00. The lunch fee will be added to your account. The school lunch will be served at 12 PM. Once the lunch has been ordered, the fee must be paid regardless of whether the child’s own lunch arrives late or the child does not like the available menu item.

DUE TO HEALTH & SAFETY CONCERNS, PLEASE REINFORCE THE CONCEPT THAT YOUR CHILD CANNOT SHARE THEIR LUNCH WITH THEIR FRIENDS AT SCHOOL.

BIRTHDAY CELEBRATIONS

Children are invited to celebrate their birthdays at school. On your child’s special day, you may supply morning snack or lunch for the class. Morning snack will be served as per our schedule. Birthday lunch must be served by 11:00 AM to insure participation by half day children. It must conform to our nutritional guidelines. Please let us know a week in advance if you are preparing snack/lunch for your child’s birthday.

REMINDER: If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to put the invitations in the children’s mailboxes at school. Please be considerate of our children’s feelings and comply with the above request.

CLASS CELEBRATIONS

The Preschool will celebrate holidays throughout the year. These include but may not be limited to: Halloween Parade, Thanksgiving Feast, Christmas Party, Valentine exchange, Dr. Seuss Birthday, Easter Egg Hunt and Promotion Luncheon.

Families are welcome to donate special treats for the children on these days within our nutritional guidelines.

REST/NAP TIME

The preschool provides for a rest/ naptime each day following lunch. The period lasts approximately 2 hours as outlined in Title 22.

Children have a cot, labeled with their name. The school supplies a cot sheet and launders it each week or when it becomes soiled. You are responsible for supplying a light blanket for covering. You may supply a pillow (optional) within our guidelines. Both are taken home each week, laundered and returned to school.

Teachers encourage sleeping by closing the overhead lights and playing soft music. Most children fall asleep for the entire naptime.

SCHOOL UNIFORM/CLOTHING

We require the children to wear the preschool uniform. It is expected that they will wear the following items (mix and match tops and bottoms) screened with the school logo.

- T-shirt – ash grey
- Shorts - navy
- Sweat Shirt- navy
- Sweatpants-navy

The uniform is available for purchase through Dennis School Uniforms. Booklets are available with all ordering information. Please remember to order sufficient quantity. If your child comes to school in noncompliance with this policy, you will need to take them home to change.

In cold weather, turtlenecks or other long sleeve NAVY or GRAY shirts may be worn under the tee shirt for extra warmth. In the classroom, only school sweatshirts may be worn for warmth. Non-school uniform outerwear may be worn at recess only. Non-school uniform outerwear will be removed in the classroom and during Mass.

Lost clothing is a problem most of us cannot afford. Help yourself and us by clearly marking all your child's uniform and extra clothing items with their name.

Clothing items not claimed by the last day of school will be donated to our used uniform drive or church clothes closet.

For safety reasons, children must wear socks (white, navy or grey ONLY) and rubber sole shoes. (All shoes must have Velcro, buckles, or laces that tie: no slip-ons) Please no light up, or sparkles on shoes- they distract the children)

No open toe or backless shoes are allowed. Party dress shoes/cowboy boots or others that do not have non-skid soles are safety hazards on the playground. On rainy days, if boots are worn to school, child must have change of shoes available for the school day. If your child arrives at school wearing inappropriate foot attire and no change of shoe is available, you will be asked to return with proper shoes or your child will not be allowed to participate in outdoor activities.

The uniform allows the children to show school spirit, and creates a feeling of community. The children are comfortable and the ability to play and get dirty without concern for clothing should be every child's privilege.

Every child needs a complete change of clothing at school. Extra clothing does not need to be uniform items. These items will be kept in the child's cubby and will be used following a toileting or other accident.

In the event that clothing becomes soiled, please take it home the same day to wash it and remember to send an alternate change of clothing to school with your child the next day. If your child does not have a change of clothing, you will be called to pick him/her up.

NOTE: If children have a toileting accident and cannot change themselves, you will be called to pick them up. Please practice this self-help skill at home as licensing regulations prohibit us from helping a child to dress/undress.

Please follow directions given at Parent Orientation and return Extra Clothing to school on the first day of child's attendance. Please remember to keep items current with seasonal changes and you child's growth

FREE DRESS DAYS

Free Dress Days are occasions where the children are asked to wear a particular color, item or something special to celebrate an occasion or school activity. Notices will be sent home prior to Free Dress Days.

Safety and comfort must be considered and maintained on free dress days. The administration reserves the right to revoke the free dress privilege if the clothing is not appropriate for a preschool environment.

HAIR, COSMETICS & JEWELRY

Hair should be neat, clean and moderately styled. Boy's hair must be off the neck and shoulders. Hair should not be covering the eyes. Exaggerated styles are not acceptable. Hair ornaments must be large enough so if they are removed or fall out, the child is able to replace them on their own. Hair ornaments must be navy, white, grey or the school plaid.

Nails should be trimmed short and free from polish. Lip balm not lip gloss is acceptable. Children should not wear any make up or fake tattoos to school. If a child has make up on their face, they will be asked to wash it off. If they have nail polish on their nails, they must remove before the next school day. If they arrive on Fridays with nail polish, they will be sent home.

Due to safety concerns, girls should not wear dangling or loose earrings; Girls may wear small post earrings only. Only one earring may be worn in each ear. Boys may not wear earrings to school. Children should not wear anything around their wrists, necks or fingers. If special religious chains or bracelets are to be worn, they must be tucked under the sweatshirt sleeve or hang inside the Tee-or sweatshirt.

The school cannot be held responsible if earrings or other jewelry items are lost or broken.

PROGRAM

CURRICULUM

Our Curriculum Program was developed by Houghton Mifflin. It is a Themed Curriculum. There are ten themes composed of all the units of study.

The Literacy component exposes young children to many forms of literature, including poetry. This component also focuses on print awareness, phonological awareness, letter knowledge, reading comprehension, oral language, vocabulary development, and writing and written expression.

The Math component focuses on number sense, geometry, spatial sense, classification, and patterns.

There are Social Studies, Science, Health & Safety topics that are discussed within each theme. The preschool also participates in the School Science Fair. They select one class topic of interest and follow the scientific process and record their project on a display board. The Science Fair date will be announced. The preschool also prepares a project for the Social Studies Fair. Our theme each year is about the United States of America. Our display board prepared for the fair is a representation of something we have studied in preparation for the Cultural Day performance. Social Studies Fair and Cultural Day will be announced and information about dress requirements for our performance will be distributed to families.

The Fine Arts component encompasses art, music, dance and drama. Media and Technology are also explored within each theme.

The curriculum includes dramatic, block, sand, water, and other sensory play. There are many opportunities for development of the children's fine motor skills. There is a social/emotional aspect within each theme.

Our Physical Education curriculum focuses on the development of all the gross motor skills of young children.

Our religion curriculum was developed by Our Sunday Visitor. Allelu! is a new Christ centered, child focused curriculum that nurtures young children's natural desire to seek a relationship with God. This program reinforces a sense of community and love with a family foundation component. This curriculum is framed on the six tasks of catechesis and the seven major content areas of the Bishop's guidelines for early childhood materials, thus preparing children for the next level of formation.

An important part of our curriculum is our theme of ADVENT. Preschool takes part in the annual Advent Program presented by the school. It is an evening event and attendance is mandatory for all children. You will be informed of the date, time, and dress code.

School liturgies are an important part of developing a Catholic Christian school spirit. Preschool will participate in school liturgies every Friday, and on various Holy Days. Students are expected to be in full uniform and conduct themselves appropriately during the liturgies. Preschool will also participate in the monthly School Family Mass. Check school calendar for Mass date and times.

HOME ACTIVITIES

Home activities may be assigned as a weekly packet. Home activities help the families to reinforce the concepts that the child is learning about in school. Parents, as the primary educators, have a responsibility to work on home activities with their child. This sharing time begins to develop good study habits for later school success.

PROGRESS REPORTS/CONFERENCES

The Preschool Teachers will be utilizing the Diocese of San Bernardino, Office of Catholic Schools Preschool/Pre Kindergarten Developmental Assessment and sharing them with our parents during conferences in December. A second conference will be held at the discretion of teachers and parents in March.

In May, results of the Kindergarten Readiness Test and Maturity Screening Test given to our Pre-Kindergarten children will be discussed with parents.

During conferences, the student's portfolio will be shared with parents. At the end of the school year, all portfolio items will be given to parents.

MEETING/COMMUNICATING WITH TEACHERS

If you have a concern about your child at any time other than scheduled conference times, please speak with or email the director to schedule an individual appointment for you to confer with the teacher. Please do not discuss any concerns regarding your child or other children in the presence of other parents or children. All children are to be treated with the utmost respect and not spoken over like they are not present. Teachers will keep all confidential information entrusted to them by children and parents as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Please do not approach a teacher for discussions about your child while they are supervising children. If this situation cannot be avoided, allow the teacher to secure another staff member to remain with the children so they will be free to speak with you.

All telephone messages will be taken by the school office and relayed to the preschool. Instruction time will not be disrupted by a telephone call directly into the classroom. Please notify the office if this message is an emergency and needs an immediate response.

Parents should make every effort to conference with teachers prior to meeting with the director and / or principal.

DISCIPLINE and GUIDANCE

These are both positive terms and imply working with the child to develop a moral guidance that will establish internal controls of their own behavior. Our goal is to encourage the children to become independent and responsible. This involves learning to make choices and accepting the consequences of such choices. Preschool staff collaborates with the children to create our classroom rules. The children know the rule and the consequence for breaking the rule.

We will make every effort to work with the parents of children having difficulties in preschool. However, children displaying chronic disruptive or aggressive behavior (several incident reports representing similar behaviors over the course of time) which has been determined to be upsetting to the physical and emotional well being of that child or another child may require the following actions:

Initial Consultation

The director will require the parents to meet for a conference. The problem will be identified. Goals will be established and the parent will be involved in creating approaches toward solving the problem.

Second Consultation

If the plan is working, goals will continue to be charted until parents and staff feel the problem has been solved.

If this plan fails to help the child, the parents and director will discuss a new approach to the problem and discuss possible consequences in case progress is not met before the third consultation.

Third Consultation

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be suspended from preschool indefinitely. After a trial period, reentry to the program may be attempted.

Parents may be called at any time their child exhibits uncontrollable behavior that cannot be modified by the preschool staff and asked to take the child home immediately for that day.

The Preschool Director may immediately suspend a child at anytime they exhibit a behavior that is harmful to himself or herself or another child.

The Preschool Director has the right to dismiss a child at anytime for excessive malicious behavior.

CARITAS COUNSELING

If parents or teachers have a concern about a particular child and would like another opinion and advice on handling that concern, a counselor will be available upon completion of a consent form to observe and evaluate the situation. A meeting between parent and counselor is also available.

PARENT INFORMATION

PARENT BULLETIN BOARD

A bulletin board is available for you to view and read. Classroom lesson plans, snack menus, schedule of activities and other information will be posted. Please take the time to scan the board regularly and keep informed.

CUBBIES/MAILBOXES

One cubby is provided for each child and is labeled with their name. Their extra clothing will be stored in their cubby.

Children will have a folder labeled with their name. Please check for artwork, notes, invitations, cards etc on a daily basis. Items remaining in folders will be discarded at the end of each week.

PARENT MAILBOXES

These folders will be labeled with the family name and will contain important correspondences between home and school (weekly Family Envelope, notes from the teacher, home activity packets, school sponsored event flyers, etc.) Please stay informed by checking your mailboxes each day.

FAMILY COMMUNICATION / WEDNESDAY ENVELOPE

The Family Communication Envelope will be sent home each Wednesday. Please read through all the information sent home in the envelopes each week. Sign the envelope by the corresponding date and return to school on Thursday. The first time the Wednesday Envelope is not returned to school, a new envelope will be provided and the family will be billed a \$5.00 replacement fee. If the envelope is not returned on subsequent occasion, it will be the parent's responsibility to request a packet of information in the office each week.

COUGAR CHRONICLES/ COUGAR CUBS NEWSLETTER

These newspapers will be in the Family Communication Envelope. They will give detailed information about all school and preschool happenings. The information will also be available for review on the school web site. If you have any questions about any printed information, please speak with the director.

TREASURES AND POSSESSIONS

We have a wide variety of materials as well as many opportunities to work on sharing at school. We recommend that you encourage your child to leave personal belongings at home. If brought to school for the day, these personal items will be left in the child's cubby. The preschool cannot be held responsible for any lost or broken items.

If an item is requested from home as part of a curriculum activity, please label it clearly with your child's name.

Due to space requirements, preschool children are not allowed to bring backpacks to school.

Personal belongings left at the school after a child has been withdrawn will be held for two weeks to be picked up by parent/guardian. In the event the items are not collected, the preschool reserves the right to donate or discard them as appropriate.

FORGOTTEN ITEMS

Parents arriving on campus to deliver forgotten items, must check in at the school office and leave those items on the designated table outside the office door. Do not bring forgotten items directly to the classroom as this disturbs instruction time.

SCHOOL PROPERTY

The students will be taught to respect the school belongings. If any child knowingly damages or destroys school property, the parent will be charged the cost of repair and or replacement. The amount to cover damage is determined by the preschool director.

PROMOTION CEREMONY

At the end of each school year, the Pre-Kindergarten class will hold a promotion ceremony to celebrate the children going to Kindergarten for the next school year. Financial obligations to the school must be complete in order for the child to participate in the promotion program. Families will be given advance notice to date, time, and dress requirements for the promotion program.

FIELD TRIPS

St. Catherine of Siena Preschool does not transport children off the property for educational outings. All special events that are planned to enhance curriculum themes will take place on the campus.

USE OF STUDENT INFORMATION /PICTURES

The Diocesan Survey Information completed in the registration packet is only used at the beginning of the school year to complete our school portion of the annual Diocesan Report.

If you did not consent to the Authorization for Use of Photograph/Image, your child will be excluded from all photographs taken during the course of the school day. If consent was granted, we reserve the right to use the pictures for school related purposes.

VOLUNTEER REQUIREMENTS

All parents/guardians who would like to volunteer on campus **MUST** have a Screening One Clearance completed through the Diocese of San Bernardino that is site specific to our school. Forms are available in the school office. Additionally, each parent must attend or complete online Protecting God's Children Workshop prior to working on campus (available on Diocesan website www.sbdiocese.org). This workshop must be updated every five years. The fingerprint clearance and printed certificate from the workshop are kept on file in the school office.

All volunteers must sign in at the school office and receive a visitor pass to indicate they are permitted on campus.

Volunteer opportunities for preschool parents on campus include our Bake Sale, Mother's Day Boutique, Carnival Booth, and Promotion Ceremony. While on campus in a volunteer capacity, parents may not have any children not enrolled in our school accompany them.

If parents would like to volunteer in the Preschool classroom (more than 16 hrs a week) they must also have a Live Scan Fingerprint Clearance with the State (forms available from the director in the preschool classroom) and a negative TB test.

Fingerprint clearances and negative TB test form signed by a physician are completed at a parent's expense and kept in a volunteer folder in the preschool classroom.

ST. CATHERINE OF SIENA SCHOOL PARENT TEACHER GROUP PTG

PTG a school support, not policy making body. It is a service organization that assists in the educational development of the students primarily through fund raising. The activities of the group must be consistent with and supportive of the policies and goals of the parish community and the school administration. Board members are nominated from the school. They attend a monthly board meeting to plan the agenda for general meetings.

All parents are asked to attend the monthly general PTG meetings as announced. The general activities and events in the school are discussed and reviewed at these meetings in order to build a closer relationship between the school, the home and the parish. Guest speakers present workshops on various parenting and school related topics.

ST. CATHERINE OF SIENA ADVISORY SCHOOL BOARD

The purpose of the School Board is to support and market the school. The role of the board is advisory, for recommendation, school development, and program review. The recommendations by this board must be consistent with and supportive of the policies of the Bishop and Diocesan Board. Once policies take form and are properly approved and promulgated, the active role of the board changes to one of indirect monitoring through reports. Implementation of the policies is the exclusive concern of the school administration and pastor.

LIMITS OF JURISDICTION:

Neither the Board as a whole or any individual member shall formally entertain nor consider communications or complaints until they have been first referred to the administration. Only in those cases where satisfactory adjustments cannot be made by the Principal and/or Pa, shall communication or complaints be referred to the Board.

Individual members have status as board members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments. School board members are nominated from parish and school communities. Ex-officio members include the Principal and Pastor.

The Finance Committee is a component of the School Board and they assist the administration of the school in administering the goods of the school and to keep the financial management in harmony with the mission of the school. They provide legal and financial advice and evaluate the budget needs of the school. They are appointed from outside the school community and are individuals with skills and expertise in financial matters, business administration, and civil law.

CONFIDENTIALITY

All teachers, staff members, parent volunteers, PTG Board and School Board Members, and Finance Committee members when acting as a school representative is expected to keep any and all information strictly confidential. Breach of this policy is a serious matter.

EXPECTATIONS FOR PARENTS

For admission to and continued enrollment in the Preschool, the following are parent responsibilities:

- to have a positive attitude toward the school, its philosophy, policies and procedures
- to support the mission and philosophy of the school
- to share your gifts and talents
- to attend parent teacher conferences
- to attend parent meetings throughout the year
- to attend and support school sponsored special events
- to support fund raisers with time and resources
- to communicate fully in order to best serve your child
- to ensure your child comes to school ready to learn by providing nutritious meals, and reasonable bedtimes
- to help your child maintain consistent attendance (except when ill) by scheduling family vacations for school off days
- to discourage tardiness by establishing a get ready for school routine
- to encourage responsibility by complying with teacher requests for class activities
- to contribute to the classroom by providing the requested supplies

GRIEVANCE PROCEDURE

Before allowing differences to become formalized into grievances, every effort shall be made to resolve disputes through free and open discussion between the involved parties. If this attempt fails, disputants can request to meet with a third party (a conciliator) who endeavors to guide them to a resolution of the problem. Formal grievance procedures can be found in the Diocesan Policy Handbook, section 2220, located in the school office.

RIGHT TO AMEND

Be advised that the Administration reserves the right to amend any policy or procedure stated herein for just cause after timely notification to parents.