

St. Catherine of Siena Catholic School

2019-2020



Pre-School Parent Handbook

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Office hours * Phone No. * Site Location

ADMINISTRATION OFFICE:

Mrs. Xochitl Ramirez, Preschool Director
Mrs. Griselda Rios, Preschool Teacher
Mrs. Roberta Quihuis, Preschool Teacher
Mrs. Anita Ulich, Preschool Teacher

6413 South Central Avenue
Phoenix, Arizona 85042
(602) 276-2241

WITH GOD ALL THINGS ARE POSSIBLE

Our hours of operation are

- ❖ **Monday- Thursday: 7:30a.m. – 3:00p.m.**
- ❖ **Friday: 7:30a.m. – 12:00 p.m. (early release for staff development)**
- ❖ **After School-Care not provided for Preschool**
- ❖ **Refer to school calendar for school days off and school information.
website**
- ❖ **Check children’s folders for preschool information. (Communication)**

MISSION STATEMENT

St. Catherine of Siena Catholic School exists to educate students and families to integrate knowledge and a traditional Catholic faith, in all matters, in order to know, love, and serve God.

PHILOSOPHY STATEMENT

The two greatest commandments oblige us to love God and love our neighbors. Therefore, the Church encourages the education of the faithful so that they can live out these commandments to their greatest potential. “For a true education aims at the formation of the human person in the pursuit of his ultimate end and of the good of the societies of which, as man, he is a member, and in whose obligations, as an adult, he will share” (Gravissimum Educationis , para. 5).

St. Catherine of Siena Catholic Preschool

SCHOOL-WIDE LEARNING EXPECTATIONS

Dynamic Communicators (2 Timothy 2:2)

2 And the things which thou hast heard of me by many witnesses, the same commend to faithful men who shall be fit to teach others also.

- Shares the Gospel with others.
- Speaks with respect towards others at all times.
- Speaks eloquently and clearly.
- Writes clearly and concisely with proper grammar.
- Uses technology morally to share ideas and information

Active Catholics (Deuteronomy 6:4-9)

Hear, O Israel, the Lord our God is one Lord. 5 Thou shalt love the Lord thy God with thy whole heart, and with thy whole soul, and with thy whole strength. 6 And these words which I command thee this day, shall be in thy heart: 7 And thou shalt tell them to thy children, and thou shalt meditate upon them sitting in thy house, and walking on thy journey, sleeping and rising. 8 And thou shalt bind them as a sign on thy hand, and they shall be and shall move between thy eyes. 9 And thou shalt write them in the entry, and on the doors of thy house.

- Knowledge of the basic tenets of the Faith as stated in the Apostle's Creed.
- Lives a moral life guided by the Ten Commandments, the Six Precepts of the Church, and the Acts of Mercy.
- Prays daily, individually and with others.
- Frequents the Sacraments of Holy Eucharist and Reconciliation.
- Reads Sacred Scripture to understand the Faith and for prayer.

Virtuous Leaders (2 Peter 1: 5 - 8)

5 And you, employing all care, minister in your faith, virtue: And in virtue, knowledge: 6 and in knowledge, abstinence: and in abstinence, patience: and in patience, godliness: 7 and in godliness, love of brotherhood: and in love of brotherhood, charity. 8 For if these things be with you and abound, they will make you to be neither empty nor unfruitful in the knowledge of our Lord Jesus Christ.

- Practices prudence by thinking before acting.
- Practices temperance by showing self-control.
- Practices fortitude by standing up for truth and justice.
- Practices justice by showing respect to others.
- Practices charity by helping others without reward.

Engaged Learners (*Proverbs 24: 3-6*)

3 By wisdom the house shall be built, and by prudence it shall be strengthened. 4 By instruction the storerooms shall be filled with all precious and most beautiful wealth. 5 A wise man is strong: and a knowing man, stout and valiant. 6 Because war is managed by due ordering: and there shall be safety where there are many counsels.

- Builds a strong foundation by mastery of basic skills in core subjects.
- Seeks wisdom by participating in class activities and discussions.
- Offers to help others to understand how to solve problems.
- Completes work thoroughly and on time.

Purpose of Early Childhood Education in a Catholic School

The schools of the Diocese of Phoenix believe quality faith-based early childhood education is of great benefit to young children and their families. Child-centered programs for young and older preschool children provide opportunities for discovery, exploration, observation, and experimentation in the manner in which young children learn best . . . through the vehicle of play. Play is the work of the young child and is supported through standards based curriculum. Curriculum strives to address the needs of the total child and provides age/developmentally appropriate activities and interactions that foster human growth and development on a continuum.

With focus on the child growing in community, faith and Catholic identity are a part of daily activities that demonstrate best practices in programs for young children. We serve a vital role in our work in partnership with families to support parents as the child's first and most valuable teachers. Together we work to build communities strong in Gospel values, faith, and life-long love of learning.

Fees for Services

Fees and Required Payments as Of School Year 2018-2019. Upon registration, First Things First Scholarship are available. Apply online once you have completed registration.

\$ 100 Registration Fee

\$ 5,850 Parishioner

\$ 6,350 Active Catholic (Parishioner Number & Parish need to be on file)

\$7,050 In-Active Catholic or Non-Catholic

Admission Requirements

Parents must complete the enrollment application and demonstrate evidence of proper documentation for each student when appropriate. An appointment will be scheduled for an evaluation of the child. A meeting between the parents and teacher will be conducted to determine the best placement for the student.

Preschool: A child must be 3 years old by September 1st and **toilet trained**. Pull-ups are not allowed, as we are not licensed for diapers. In the event of habitual accidents, the parent may be asked to remove the child from the program.

Pre-kindergarten: A child must be 4 years old by September 1st and **toilet trained**. In the event of habitual accidents, the parent may be asked to remove the child from the program.

The child must be enrolled by a parent or legal guardian, and must show documentation for the latter.

Enrollment Requirements

MUST BE COMPLETED THE WEEK PRIOR TO ENTRANCE OF SCHOOL YEAR

- Completed registration forms, with emergency contact form
- Photo Release form.
- Copy of Birth Certificate.
- Up-to-date immunization records. Records must be verified by the Preschool Director before a child will be permitted to attend.
- Baptismal Certificate
- Parent/Teacher Connection/ Transitional Home to School form.
- Prior to the child beginning of school, parents must attend an Orientation.
- Non-refundable registration fee.

Enrollment and Release Procedure

Students will only be released to authorized person(s) listed on release portion of initial application. (Blue/Purple- Emergency Card) Children will NOT be released to anyone under (18). Any exceptions to this policy will be reviewed on a case-by- case basis by the Principal, Director or Lead Teacher. It is the responsibility of the parents/guardians to inform the teacher in writing if an adult other than the authorized persons listed on the child's Emergency card will be picking up the child. You must plan ahead, and only use those on the contact list in The Emergency card. Report as soon as possible any changes to the following:

- Emergency Card listing (ref. Authorization to pick up child)

- Change of address
- Phone number
- Custody documents must be on file at the facility and readily accessible when appropriate.
- Any student who does not have a complete application will not be eligible to attend the St. Catherine of Siena Preschool Program.
- Any student who does not follow the procedures and policies of the St. Catherine of Siena Preschool/ School will not be eligible to continue services

(Hours of Operation in the Program) M-TH 7:30a.m.-3:00p.m. Friday 12:00pm

This is a critical learning time for your child, so it is important that you arrive on time at the beginning of the day, as well as at dismissal. Upon arrival, it is best if parents avoid lingering too long with their child, as this increases separation issues between parent and child. Please sign in, hug and kiss your child, say “I love you,” and leave. This helps your child become accustomed to a school setting and reassures them that you will be returning for them. If a child cries, it will only last briefly, and they will soon be absorbed in a world of fun and learning.

Transportation

St. Catherine of Siena program does not provide transportation. Parents must sign their children in and out.

EARLY-LATE ARRIVAL AND DISMISSAL POLICY

Children cannot be signed into the classroom until class time begins. The teachers need the time prior to class to prepare for the day. We appreciate your cooperation. Students need a pass from the School Office, for being tardy or if picked up early, before students can enter or leave the preschool class.

Habitual or frequent tardiness, late pickups, and early pickups will jeopardize your child’s placement in the program. PLEASE BE ON TIME! Keep in Mind the **Hours of Operation in the Program**: 7:30am.-3:00p.m.

- Please Note: After a fifteen minute” GRACE PERIOD” if your child has not been picked up, one of the Emergency contacts will be notified to pick up your child.
- After 15 MINUTES of Tardiness, doors will be closed and a pass will be needed. Tardiness takes away from the children’s schedule and learning. Please keep in mind the interruption you are causing. **When your child is late you are required to bring him/her a lunch for that day. Consistent tardiness will be addressed by the Principal and or Lead Teacher.**
- **PLEASE BE ON TIME! (A CHILD LEFT LONGER THAN ONE HOUR WITH NO PARENT CONTACT WILL BE CONSIDERED “ABANDONED” AND THE POLICE DEPARTMENT AND ARIZONA DEPARTMENT OF CHILD SAFETY SERVICES WILL BE NOTIFIED. This is a State of AZ Requirement.**

ATTENDANCE/ ABSENTEEISM POLICY

We request that you notify the classroom/office whenever your child will be absent due to illness or other reasons. In the event that your child has 5 days of unexcused absences, within a month, he/she could be dropped from the program. If your child has a doctor's appointment, please inform your child's teacher the day before that your child will be absent or late. This will require you to bring your child a lunch for that day. Call in by 7:00 a.m. or 12:45 p.m. on the day of the absence to report an "excused" absence.

Note: If your child is absent for more than three days in a row because of illness, a note from the Doctor will be required to return to class. Please alert your doctor so he/she can give you a note on the day of your child's doctor visit.

Health and Absences

It is mandatory that each child be immunized according to the Arizona Health Laws. Each child will receive a Blue Health Card and this must be filled out and returned BEFORE the child may be admitted to school.

Arrival Health Check

If your child shows signs of illness, please do not send your child to school. Your child must be able to fully participate in all of the day's activities. Children should not return to school until they have a normal temperature and are not Vomiting/ Diarrhea for at least 24 hours. The preschool follows the guidelines from the state in regards to "admission to school" following a communicable disease.

We request that you keep your child home if he/she shows symptoms of fever, sore throat, ear ache, rash, diarrhea, vomiting or any discharge from the ears, eyes and nose. Please report any contagious diseases to the Preschool Director/teacher, staff and parents can be alerted to watch for symptoms.

We will notify you immediately if your child gets sick at school. It is important that parents keep their emergency contact cards updated.

Symptoms & Illnesses

Your child should be kept at home if he /she shows any signs of symptoms such as:

- | | | |
|---|-----------------|---|
| ❖ | Fever /vomiting | Consistent Runny Nose (yellowish or greenish) |
| ❖ | Red Throat | Cough |
| ❖ | Infected Eyes | Diarrhea |
| ❖ | Upset Stomach | Infected Sores |

Please report any contagious diseases to the school nurse and/or the Preschool Director or Lead Teacher, so staff and parents can be alerted to watch for symptoms.

DRESS CODE

All students in preschool must wear the school uniform. All skirts and/or jumper uniforms are purchased through Dennis Uniform-ONLY. Shirts, sweaters, and PE uniforms can be purchased at the school in the Lion Share office. (Please do not make your own uniforms, if this is identified your child will be considered out of uniform). If a child has three (3) written infractions, the Principal, Director and/or the teachers will address this situation. If the child is not wearing a school uniform, the parent will be asked to go home and get dressed in the required uniform.

Boy's uniform: Shorts or slacks: Black or Khaki uniform shorts or slacks. Shorts or slacks may not be more than one waist size larger than normal. No Cargo pants. (They can be purchased at any store such as: Wal-Mart, Target, etc.)

Girl's uniform: Jumper or Black or Khaki uniform shorts or slacks.

Uniforms for boys and girls

1. Shirts: Red, black, or white shirt with the school logo. (Purchase in Lions Share only)
2. Sweatshirt: ONLY school logo sweatshirts are allowed on campus. (Purchase in Lions Share only)
3. Socks: White, red, or black socks ONLY! Tights (plain color) are allowed during cold weather. Socks must cover the leggings and tights. No sweatpants allowed.
4. Tennis Shoes: School shoes are to be white, red, black, or grey athletic shoes. Shoes that light up or display characters of (Cartoons, Superhero, Little ponies etc.) are not allowed. The shoes may be low-cut and with Velcro. No Zipper or Laces. If the shoes have laces with Velcro, the laces must be Red, Black, Or White ONLY and laces tucked in the shoes! No sandals, boots or dress shoes are allowed.
5. Tennis Shoes colors can be red, black, or white only!
6. On Mass Days: All students must wear a white, collared uniform shirt. Girls must wear their jumpers and boys are to wear pants.
7. Uniform sweatpants may be worn for P.E. Only.
8. Undershirts /long or short sleeves (red, white, or black only).
9. Girls: must wear shorts under jumpers.

PE Uniforms

All grades will wear PE uniforms on assigned P.E. days. The P.E. uniform consists of shorts and a T-shirt. In cold weather, a school sweatshirt and sweatpants may be worn. All are to be purchased through the school uniform store, Lion Share, and must be purchased in the child's appropriate size.

Grooming

1. Uniform must be neat and clean at all times. Shirts are to be TUCKED IN on campus at all times. (Including P.E. uniform)
2. No Fingernail polish and lip-gloss are to be worn or brought to school.
3. Hair must be neat and well-groomed at all times.
4. Boys & girls must not cover their eyes with their hair.
5. Girls- headbands & accessories must be **plain white, black, red or the school plaid only**.
6. JEWELRY: (No rings, bracelets, rubber bands or hair ties allowed.)
7. Girls with pierced ears may wear one pair of tiny stud-type earrings. **No hoop earrings.**
8. Boys are not permitted to wear earrings.
9. Necklaces or chains can only be worn with a **religious medal and scapular** must be worn inside clothing.

Breakfast, Lunch, Treats (Food Allergies)

The Diocese of Phoenix is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Additionally, we are a Quality First/First Things First site. First Things First & Licensing (Empower Program) guidelines adhere to the same Wellness Policy of the Diocese.

Breakfast and Lunch will be served each day. Breakfast & Lunch are provided by Tepeyac Inc. Services our licensed provider. Menu will be posted in the child's classroom. All meals must be eaten during class time.

NO meals may be sent home. If your child is allergic to certain foods, please be sure to notify his or her teachers with a doctor’s note. Food will not be used to reward or discipline children.

Students that bring lunch must bring a healthy lunch. Guidelines state for lunch boxes to have a sandwich or protein (chicken, fish, beef etc.) **Must Have A Serving Of Fruit And Vegetables**, and other food items- yogurt, non-sugar pudding, cheese sticks, pretzels, etc., Drink -water or 1% or 2% milk only. **Juice is provided with breakfast.** (NO FAST FOOD, OR CHIPS, COOKIES OR CANDY)

Fruit Juice

St. Catherine of Siena Preschool is committed to supporting your child in establishing lifelong healthy eating and drinking habits. Drinking too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. In keeping with this philosophy our facility will:

- Limit 100% fruit juice with no added sugar to not more than two times per week for all children one year and older.
- Only 4-6 ounces shall be served at one time.
- Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- Water shall be used as the first choice for thirst and will be offered throughout the day.
- Information on the fruit juice (in English & Spanish) will be available to the families at least once per year

Family Style Meal

St. Catherine of Siena Preschool is committed to supporting your child in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy, our facility will: (Temporarily put on hold)

- Serve meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We as caregivers will not force a child to eat.
- Model healthy eating behaviors and positive body images is modeled by staff in the presence of the children. Staff members recognize the important role adults play as role models for children as they learn to love healthy lives.
- Healthy eating handouts (in English & Spanish) will be made available for the families once per year.

Birthdays

Birthdays are celebrated! Students are able to have a free dress day for their birthday. Each child is asked to purchase a book for the classroom. Parents are encouraged to come in and read to the class, with your child snuggled up next to you, and share a treat with the children.

Celebration Policy

Only Christmas, Valentine's Day, & end of the year will be celebrated with store bought snacks only. Any other times bringing Food from Home Policy is followed.

SunScreen Policy (R95-501 B7)

St. Catherine of Siena Preschool is committed to protect the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun-safe.

St. Catherine of Siena Preschool agrees to follow the precautions below for all outdoor activities. Staff will follow the age specific recommendations as described in the Sun Safety Standard, when planning outdoor activities:

With the parent's permission, staff may use external products such as sunblock on their children, when parents forget to apply it on their child. Parents must provide such products to be used. The product will be labeled with the child's name and will be stored in the classroom out of the reach of children.

- Staff is encouraged to protect the children's and their own skin with: Sunscreen, lip balm, hats, light clothing and shade.
- Limiting exposure during peak UV times from 10 a.m. to 4 p.m.

- Regularly checking the UV index to monitor the intensity of the sun's rays and plan for outdoor activities accordingly.
- Information on Sun Safety (in English & Spanish) will be made available for the families at least once per year.

Physical Activities

St. Catherine of Siena Preschool encourages all children to participate in a variety of physical activity opportunities that are appropriate for their age. If the children are inactive for long periods of time, they can be at risk for problems associated with being overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- All children will be provided at least 30 minutes of physical activity everyday including both teacher-led and free play activities in accordance with the Empower guidelines.
- Staff will encourage moderate and vigorous levels of physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to less than 30 minutes at a time.
- Screen time (computer, etc) is limited to ten minutes a week per child.
- Information on Screen time (in English & Spanish) will be made available for the families at least once per year.

Daily Routine

Greeting*Circle time* Large Muscle - Music & Movements *Religion * Outside time* Small group *Center time *Story time * Breakfast/Lunch time * Lessons *Nap time

Conferences

Parent/teacher conferences are scheduled in the summer, prior to start date. In addition, there will be 2 conferences throughout the school year, one in the fall and one in the spring. The purpose of conferences is for the teacher and parents to share information with the parents about their child's progress and experiences in the Preschool program, as well as the student's goals. Additionally, conferences are opportunities to discuss the transition to kindergarten. A conference can be arranged throughout the school year at the parent's or teacher's request and may be held with a third party in attendance if needed.

Communication

Parents are expected to check their child's folder for notes and newsletters, menus, fliers, nutrition, physical activities from the teacher or school, etc. Parents will receive the school's weekly Take Home Tuesday Newsletters and monthly calendar. Lesson plans are posted in the classroom. The website can be viewed for other information.

Field Trips

Field trips are planned in conjunction with the curriculum. Information regarding field trips will be sent home by the teacher. **NO STUDENT MAY ATTEND A FIELD TRIP WITHOUT A WRITTEN CONSENT FORM SIGNED BY THE PARENT OR LEGAL GUARDIAN OR CAR SEATS.** Telephone calls do not meet the legal requirements for permission.

Parent chaperones are greatly appreciated. Parents must take the **Safe Environment** class, and update their status every year online. Siblings are not allowed to attend field trips.

Discipline

Our goal is to provide early education to children in an environment that permits them to freely explore their classroom and the classroom centers. Teachers encourage children to listen and make good choices. This allows teachers the ability to teach without distraction. St Catherine of Siena Catholic School and Preschool use *"Discipline With Purpose."*

Behaviors that are considered unacceptable, **do** occur with children at this age. Our staff facilitates a child's good behavior by helping the child understand what is expected of him/her. Children are taught how to use appropriate language when dealing with other students. Children are often redirected towards more appropriate actions and words. In certain cases, a child may have to be removed from the situation until issues can be resolved.

If negative behaviors escalate or cause harm, parents will be notified. In some cases, unfortunately, the child may have to withdraw from the preschool program.

Preschool rules are as follows

- Do What Is Right
 - Do Your Best
- Treat Others the Way You Would
 - Like To Be Treated

Behavior Management System and Consequences

Any child who does not follow preschool rules will have the following consequences.

GREEN (Followed the Rules)

Turn Card to a **YELLOW** (Verbal Warning)

Turn Card to an **ORANGE** (Note Sent to Parent)

Turn Card to **RED** (Phone Call to Parent and may be removed from the classroom)

Student continues with behavior, conference with parent(s), teacher(s), and/or principal and preschool director.

Safety and Lockdowns

First and foremost is the safety of our children and staff. Plans and procedures have been created in great detail to ensure that each child is safe and secure, and that they will remain with the staff of the preschool until it is safe to release them to their parents. Emergency personnel will be present to assist all of our needs.

In case of an emergency at St. Catherine of Siena Catholic Preschool, the following procedures will take place.

Lockdown

A lockdown would occur if a person enters our campus with the intent of causing harm to individuals. This could occur if our facility was considered a target, or if someone is leaving the scene of a crime in the vicinity.

Procedures are in place to secure the children inside their classrooms and lock down the rooms and buildings. Doors will be locked, windows will be covered and the children will remain in their classrooms for the duration of the lockdown.

Parents are asked to stay away from the facility if a lockdown should occur. Parents will not be allowed to remove their child from the classroom, because the doors will remain closed and locked to protect students and staff from intruders. Parents are also at risk if they are walking through the hall, and should therefore stay away. Having parents rush to the preschool also prevents all emergency personnel from doing their jobs to keep us safe.

When emergency personnel give the staff permission to re-open, parents may pick up their children as they do normally.

Volunteering

We love having volunteers in our school. We welcome any parent or family member who would like to volunteer in the classroom or on a field trip. All volunteers are required to take "Called to Protect" by the Diocese of Phoenix. The Foundation class is offered at St Catherine of Siena Catholic Church & School, as well as at our neighboring Parishes. Every year, parents must take the renewal class online.

- Parents/Guardians have access to the facility premises where the enrolled child is receiving child care services.
- Parents are encouraged to volunteer often. But must take "Call to Protect" training before volunteering. Please give the teacher 24 hours' notice so they can plan things for you to do to support the program.

- Parents are encouraged to drop by the facility at any time to check in on their child's welfare.
- Confidentiality must be maintained at all times. Anyone that is privy to information or situations pertaining to a preschool child or family is expected to maintain the utmost level of confidentiality and professionalism at all times. Unethical behavior on the part of a parent may result in the removal of their child from the program.
- Every volunteer will receive a copy of the Diocese of Phoenix Code of Conduct prior to volunteering.

Family Obligation Requirements and Organizations

Parent/Family Service Hours

A parents all are required to give 20 hours per year of service to the school.

- Each family is required to work a minimum of 4 hours at the Fiesta.
- Each family is required to work a minimum of 2 hours at each of their children's School Fundraisers:

Fundraising

Lion SHARE Scrip- Main Fundraiser

To help with expenses and limit the amount of school fundraisers, St. Catherine of Siena Catholic School emphasizes the Lion SHARE program. Each family must purchase a percentage equivalent to \$100.00 in SCRIP throughout the school year. Once you have met your obligation you will then split all other profit with SCRIP program and will receive a deduction on your tuition in May or pay your child's registration fee only. Families can opt out and pay \$150.00 cash. There are also additional charges per quarter if the monthly obligation has not been met.

Cookie Dough Fundraiser (Twice a Year)

Every child has to bring in an obligation of \$50. If you choose not to participate, you will be billed for \$50.

Fiesta (Temporarily Cancelled)

Every family is required to bring in \$10 for the raffle in addition to donating items for the Fiesta and volunteering.

For more information Email- lionshare@stcatherinephoenix.org

BILLING: Billing will go home quarterly along with a report so you can see your progress.

Oral Health

St. Catherine of Siena Preschool is committed to protecting the health and safety of our students and staff in regards to tooth decay which is an infectious disease and a serious problem among young children in

Arizona. Our facility recognizes that we play important roles in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- Provide oral health education once a month.
- Guide our Staff on steps they can take to prevent tooth decay according to age appropriate guidelines in the Empower guidebook.
- Information on Tooth decay prevention (in English & Spanish) will be made available for the families at least once per year.

ASH Line

St. Catherine of Siena Preschool is committed to supporting the efforts of the Arizona Smokers' Helpline (ASH Line) to help staff and parent's quit tobacco. In keeping with this philosophy and to protect the health of the children, their families and our staff, our facility will promote ASH Line information on the dangers of second and third-hand smoke by placing the information in a visible spot, at least once a year, so parents and staff can see the information. We will also refer parents, when possible, to ASH Line.

St. Catherine of Siena Preschool is committed to providing a smoke –free environment for children and staff due to the acknowledged hazards arising from exposure to second-hand smoke. In keeping with this philosophy, our facility will notify all employees, families and visitors of the smoke-free policy. Appropriate signage will be posted

Staff Training

There is commitment to furthering staff knowledge on the Catechisms, Arizona Early Learning Standards, Arizona Workforce Registry and Empower program, and Empower topic areas including: physical activities, nutrition, oral health and tobacco. In keeping with this philosophy, our facility will make sure that staff receive or attend three hours of training annually, on age appropriate topics pertaining to physical activity, nutrition, oral health and tobacco education. All training shall be documented and records will readily available.

LICENSING

**This facility is regulated by: ARIZONA DEPARTMENT OF HEALTH SERVICES
Day Care Licensure/Division of Licensing Services
150 North 18th Avenue, 4th Floor suite 400
Phoenix Arizona 85007
(602) 364-2539**

St. Catherine of Siena is a licensed Preschool provider for children aged 3 years old to 5 years old. ***Must be Potty Trained.**

Annual Notice of Inspection

Arizona Department of Health Services inspection reports are located and available in Preschool classroom and also in the St. Catherine of Siena school office at 6413 South Central Avenue Phoenix, Arizona 85042 and are available upon request.

Insurance Information

St. Catherine of Siena Preschool Program is under the umbrella of the Catholic Mutual Policy of the Diocese of Phoenix. Documentation of the liability insurance coverage is available for review on the facility premises.

Pesticides Notification

Parents will be notified at least 48 hours before a **PESTICIDE** is applied on our premises. We will notify parents through email and or newsletters. Pesticide chemical information is available upon request. Pesticide application procedures are available at the preschool office and the business office.

Accident Emergency Procedure

- All St. Catherine of Siena Preschool staff are CPR & First Aid Certified.
- Teacher will stay with the injured child and contact the parent/ Guardian.
- An incident report will be completed if a serious accident occurs.
- Parent/ Guardian will be notified by a phone call or in writing of any injury or illness.

Medication Procedures

Medication that cannot be dispensed before / after class; must have written, **MEDICATION CONSENT** by the parent/guardian in the school office /all medicine must be in original bottles/ Instructors will record all medicine given.

FIRE DRILLS

Fire drills are conducted once a month to help the students learn emergency procedures.

Mental Health Services

Mental health services are provided by SMART SUPPORT to the students and family support for parents in the Preschool program. The overall goal of the mental health services is to promote social competence and self-sufficiency through education, guidance, and support. Smart Support facilitates classroom activities, group exercises and conduct regular classroom observations on all the children. Smart Support ensures that the social and emotional needs of children and families are being met. In addition, Smart Support may provide assessment, individual and family consultations and referral services when requested by parents or staff.

Child Care Food Program

St. Catherine of Siena School & Preschool participates in the Child and Adult Care Food Program. All meals are available to enrolled children at no charge without regard to sex, race color, age, handicap or national origin. Child and Adult Care Food Program (CACFP). St. Catherine of Siena Preschool is committed to the health of all of our children. The CACFP support child care facilities by making child care more affordable for many low-income families while promoting good eating habits. Eligibility for the CACFP is determined by federal standards based on family income with establishes geographic boundaries. During your initial enrollment, please fill out a Free & Reduced Lunch application. Lunch prices and requests for assistance can be obtained from the St. Catherine of Siena Main school office. All lunches are paid directly to St. Catherine of Siena Main office, not to the preschool.

Visitors

Parents may observe their child at any time by scheduling it with the teacher and must have taken Called to Protect classes. All parents must sign in at the Director's office or in the classrooms as Visitors and wear a Visitors' sticker. Visitors are asked to never interrupt the teacher during class time. **All VISITORS** must sign in at our St. Catherine of Siena Preschool.

ARIZONA DEPARTMENT OF CHILD SAFETY REPORTING

Staff are required by Arizona Law to report any suspected cases of child abuse neglect to the Arizona Department of Child Safety Services Agency. Children are observed daily through health checks. Be assured that while bumps, bruises and scrapes and/or mood swings will occur; be assured that our trained staff will not be distressed, but they may ask from time to time for clarification on how an injury may have occurred, or why a child's actions changed. Please do not feel threatened by this procedure it is our way of assuring you that your child's needs are being met by caring and supportive adults. All inquiries will be made in a sensitive confidential manner. These inquiries usually give parents and staff the opportunity to work as a *team* on how they can better support a safe and healthy environment for the child.

PARENT'S PARTICIPATION AND RESPONSIBILITIES

1. Parents are responsible & understand that daily attendance is required. If the child is ill or cannot attend, parents will call the Preschool that morning. Parents are responsible in cases of excessive absences, which may jeopardize the student's position and scholarships.
2. Parents are responsible for bringing their child to school at the scheduled starting time every day and pick him/ her up promptly at dismissal time. Three Tardies equal one day of absence.
3. Parents are responsible to notify St. Catherine Preschool any changes to the application, employment, address, phone, emergency contacts, and current email, and updated documents needed.
4. If someone other than the parent(s) or guardian(s) is not picking up the student, the parents needs to communicate with designated pick up person(s) that they must have a picture ID to pick up the child and be on the pick up list. If the designated person(s) come in without these two qualifications, the child will not be released.
5. Parents are responsible to ensure that their child is up to date on all required immunizations to begin and remain in the St. Catherine Preschool program. This includes receiving a TB skin test if they haven't received one since their 4th birthday.
6. Parents are responsible for students being in full uniform, including proper colors for accessories, sweaters, undershirts, socks, VELCRO ONLY shoes (**NO LACES**). P.E. uniforms, etc.
7. An extra set of clothes will be provided. (red, white, and black school colored clothes. NO legging/NO tank tops)
8. Parents are responsible to pick up their child if they **soiled their underpants** .
9. Everyday your child will take home a red/black folder containing information about their Reading log/Calendar, Behavior, Take- Home Tuesday , billing, and fliers for the week. **Parents are responsible to return folder daily.** This is the primary source of communication between parents and teachers.
10. Parents are responsible to sign up for RenWeb to receive all school information and check emails for any preschool upcoming events.
11. Parents are to have (2-3) Conferences with the teachers during the year.
12. Parents are responsible to follow the St. Catherine Preschool "Celebration" policy and "Bringing Food from Home" Policy.
13. If Parents provide a lunchbox for their child. Parents are responsible to assure that the lunch be a healthy lunch. **Guidelines state** for lunch boxes to have a sandwich or protein(chicken, fish, beef etc.) must have a serving of **fruit and vegetables**, and other food items- yogurt, non-sugar pudding , cheese sticks, pretzels, etc., Drink MUST be-Water or 1% or 2% Milk ONLY. (**NO- FAST FOOD, CHIPS, COOKIES OR CANDY**).
14. Parents are responsible to seek out information & procedures regarding The Lion's S.H.A.R.E. (SCRIPTS) and Fiesta. For more information Email- lionshare@stcatherinephoenix.org. Parents are responsible for Confidentiality that must be maintained at all times. Anyone that is privy to information or situations pertaining to a preschool child or family is expected to maintain the utmost level of confidentiality and professionalism at all times. Unethical behavior on the part of a parent may result in the removal of their child from the program.
15. Parents are required to volunteer at any school function to maintain a minimum of 20 hours per calendar year.
16. Every volunteer will receive a copy of the Diocese of Phoenix Code of Conduct prior to volunteering.

Every Thursday, a parent will be assigned to take home and wash ALL student's sheets and blankets.

Statement of Understanding Revised 7/2020

The preschool handbook may not include all directives. The administration reserves the right to impose restrictions and consequences it may deem necessary to ensure the safety and best practices for the welfare of our children in both preschool and pre-kindergarten. The directives are to insure a positive, healthy environment where educational and spiritual growth occur with freedom and order as well as mercy and forgiveness.

All details subject to change due to Corona-Virus for the 2020-2021 school year.

Parents are to read and verify in writing that they will adhere to the policies and regulations of our school community. **PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER, AND KEEP THE HANDBOOK.**

Student Name: _____

Parent Signature: _____

Date: _____