

ST. JOSEPH CATHOLIC SCHOOL
PRESCHOOL PROGRAM
(3 and 4 year olds)



ST. JOSEPH
CATHOLIC SCHOOL

“EXCELLENCE WITH GOD IN MIND”

PARENT HANDBOOK
2017-2018

State Inspection Reports are available, upon request,
for St. Joseph Catholic School, Preschool Program, in the School office.
215 S Craycroft Rd.
Tucson, AZ 85711
520.747.3060

This facility is regulated by the Arizona Department of Health Services
Office of Child Care Licensure
400 W. Congress, Suite 100
Tucson, AZ. 85701
520. 628.6540

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ST. JOSEPH'S PRESCHOOL PROGRAM

(3 and 4 year olds)

PROGRAM DESCRIPTION

St. Joseph Catholic School Pre-School Program is established to promote an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community. In each child, we strive to cultivate:

- Autonomy
- A sense of belonging
- Respect of others
- Enthusiasm for exploration

MISSION STATEMENT

St. Joseph Catholic School is a Christ centered community dedicated to empowering students to LEARN, SERVE, LEAD, AND SUCCEED.

PHILOSOPHY

St. Joseph Catholic School is an integrated ministry that provides our students with a solid religious and academic foundation. We support parents in their role as primary educators of their children. We strive to fully develop each individual, whose daily needs will be met through right choices, self-discipline, and respect for others. We work to create an environment in which the individual can succeed in reaching his/her potential in order to give back to the community. As facilitators of Catholic education, we provide a safe, nurturing, child-centered faith community.

STUDENT LEARNING EXPECTATIONS

- **A Faithful Catholic who**
 - Has knowledge of the teachings of the Catholic Church
 - Practices the message of Jesus through community service
 - Practices making morally right choices
- **An Informed Community Member is one who**
 - Develops a positive attitude towards new experiences
 - Is aware of current events and world affairs
 - Has knowledge of our multicultural society
- **A Lifelong Learner who**
 - Demonstrates critical thinking, problem solving, and technological skills
 - Communicates effectively
 - Demonstrates a working knowledge of the fine arts and literature
- **A Self-aware Individual who**

- Demonstrates good sportsmanship as a participant and/or as a spectator of extracurricular activities
- Practices good health habits and avoids destructive behaviors
- Demonstrates care and respect for the environment
- **A Cooperative Worker who**
 - Demonstrates skills in interacting with others to accomplish a goal
 - Recognizes divergent points of view
 - Works collaboratively to solve conflicts peacefully

CURRICULUM

St. Joseph Catholic School Preschool teaches and reinforces basic educational skills in a variety of individual and group activities. Our goal is to develop in each child a positive self image and a love of learning in a safe and nurturing, faith based environment.

The teachers use their own experiences, as well as the children’s interests, to adapt the curriculum to be unique to each Preschool class. Classroom observations and assessments become important tools for the teachers to communicate with parents.

Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas.

Our curriculum offers children a balance of basic educational skills as well as many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of the Preschool community.

HOURS OF OPERATION

During the school year, the preschool will only be open on school days. It will not operate on non-school days. The hours of operation for the preschool are:

Monday–Friday 7:40 am to 12:30 pm

EXTENDED SCHOOL DAY PROGRAM:

There is also Extended School Day available for those in need of additional care. The hours of operation for ESD are:

Monday-Friday 6:30 a.m. to 7:30 a.m.
Monday-Friday 12:00 p.m. to 6:00 p.m.

BEFORE SCHOOL PROGRAM:

Parents are required to sign their child(ren). At 7:30 students are released from the program and escorted to their classroom to attend school. Please see Extended School Day Handbook for more information.

- The following rate applies for attending any part of the 6:30 a.m. to 7:30 a.m. hour:
Each child is charged \$4.00 per hour.

AFTER SCHOOL PROGRAM:

Children not picked up at 12:30 pm. will be signed into the Extended School Day Program (please see Extended School Day Handbook for detailed information). From 12:30 to 1:00 pm the children will be seated for lunch and a bathroom break. At 1:00 pm the children are provided a quiet rest or naptime for the children. Some children may need sleep; others may only rest. We will try to accommodate each child's sleep needs. Each child needs to provide a crib sheet, pillow, and blanket for naptime.

- The following rates apply for attending the after school program:
Each child is charged \$4.00 per hour.

Billing is prorated on the half hour and begins at half past the hour. Parents are charged for each half hour their child is in attendance as opposed to the entire hour.

- For example:
3:00 p.m. until 3:30 p.m. is billed as 30 minutes.
3:00 p.m. until 4:00 p.m. is billed as 1 hour.

The principal and/or the director reserves the right to refuse admission or services to a child due to behavioral concerns or for non-payment of fees.

STAFF QUALIFICATIONS

The teachers at St. Joseph Catholic School Preschool meet or exceed the Arizona State Department of Health Services (AZDHS) licensing requirements. The lead teachers have earned a Bachelor's degree in Education, Early Childhood Education or related field. Per the AZDHS licensing requirement the director, teachers, and assistant teachers must complete 19 hours of continued training hours. The staff has experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and the importance to balance basic educational skill building in conjunction with social-emotional development.

CONFIDENTIALITY

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. The St. Joseph Catholic School Preschool considers confidentiality very important and makes every effort to protect each family's privacy. Communications among staff and/or parents regarding behavior, concerns, or children will be kept confidential at all times. St. Joseph Catholic School Preschool recommends that parent conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the St. Joseph Catholic School Preschool community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

COMMUNICATION

Communication between home and school is vital to a successful preschool program.

School-Wide (Nonemergency) Information:

- The St. Joseph Catholic School Preschool communicates with parents in a number of ways:
 - Teacher Website
 - Email
 - Telephone
 - Parent Orientation
 - Back-to-School Night
 - Notices sent home in children's backpacks

Classroom Information:

- Monthly newsletters, calendars, current events, pictures, etc. are updated on teacher websites
- Important information regarding the class parties, donations, etc. are sent via email to parents
- Lesson plans and learning objectives are posted in the classroom
- Please be sure to check the contents of your child's backpack each night, so that you can find important notes, art projects, etc.
- Artwork from each preschool class will be on display on the breezeway bulletin boards on a monthly basis

Please see the "Emergencies" section of the handbook and our Emergency Plan about how communications will occur during a school-wide emergency.

Child-Specific Information:

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
- Parent-teacher conferences are held at least two times per year. The fall conference is an informal meeting for parents and teachers to have an opportunity to discuss their child. For the winter or spring conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.
- If, at any time, you have special concerns, please feel free to contact your child's teacher—use email, send a note, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for the teacher during school hours, please email the teacher directly or call or the office and they will relay the message. The teacher will respond with a 24 hour period.
- If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. St. Joseph Catholic School Preschool will always respect your privacy.
- If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms

while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

ENROLLMENT ADMISSION REQUIREMENTS

ADMISSIONS

St. Joseph Catholic School Preschool admits students of any race, color, religion, and national and ethnic origin. There is no entrance exam. If parents have any educational, social, or developmental concerns about their child entering St. Joseph Catholic School Preschool, parents need to discuss these concerns with the director before the child's first day of class. It is important that a positive and appropriate learning environment be established for each child.

St. Joseph Catholic School Preschool does not discriminate in administration of its' educational and admission policies.

Enrollment:

- Registration for enrollment is ongoing.
- When registration takes place, applications are taken on a first-come, first-served basis.
- Waitlist may become necessary if the child: teacher ratio could be exceeded.
 - Enrollment priority is given to current students, their siblings, and alumni families.
- There is a supply list for each child that is due on the first day. All applicants, regardless of entry date, will be required to bring in items on the supply list.

Withdrawal:

- Written notice must be provided to St. Joseph Catholic School office at least 30 days prior to withdrawal.
- During the summer, you must notify St. Joseph Catholic School office by July 1 in order to be excused from paying August tuition on August 15.
- If a child is withdrawn, there will be no refund after monthly tuition has been paid.
- The registration fee is not refundable.
- If written notification is less than 30 days, the family is responsible for tuition 30 days after the written notification.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. St. Joseph Catholic School Preschool will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, St. Joseph Catholic School Principal and/or Preschool Director reserve the right to dismiss a child from the program.

REQUIRED FORMS FOR ENROLLMENT:

These forms must be on file before a child can attend:

- Copy of Birth Certificate
- Emergency Form
- Immunization Record
- Health Services Registration Form
- Tuition Statement
- Physical Form
- Medication Authorization form (if applicable)
- Potty Training Signature Form
- Classroom Management Signature Form
- Preschool Handbook Signature Form

Below is a brief description for some forms:

1. **Emergency Form:** YOU MUST FILL OUT BOTH SIDES

- Document allergies and medical problems on the back. In the event of an emergency, this information is critical.
 - When you list persons to contact in case of an emergency, please list persons who live within a reasonable distance of the school, who are known to your child, and who would be willing to pick up your child in any emergency. Please bear in mind that, if your child is ill and St. Joseph cannot reach you, we may call those persons listed on your card. This list can be updated at anytime during the year with written authorization to the office.
 - **Unless we have a note or an email from a parent, a child will only be released to person(s) listed on the Emergency Form.** Please advise your child's teacher and the office, in a signed note or email, each time your child is to be picked up by someone not previously authorized. **We will not release your child without this prior written notice.**
- It is the responsibility of the parent to keep the emergency information up to date.
- It is an AZDHS requirement that this Emergency Form be signed and dated by the parent annually.

2. **Emergency Preparedness Form:** St. Joseph Catholic School has formulated emergency procedures to notify parents of any unexpected events, such as our school closing or an evacuation. In the event of an emergency situation, St. Joseph will contact you by text message and/or phone call from a St. Joseph staff member. **Please keep your information up to date throughout the school year.**

- Please make sure to let the office know if your emergency contact number does not receive text messages, so that we can make other arrangements for reaching you in case of a school-wide emergency. A School – wide text message will be our preferred way of reaching out to parents during an emergency. If a school-wide text message is not possible, you will receive a phone call from a St. Joseph staff member.

3. **Tuition Statement:** The Tuition Statement outlines the details of the relationship between your family and St. Joseph. It includes payment guidelines, extended school day information, and other policies.

4. **Medication Authorization Form:** There are circumstances that make it necessary for a child to receive medication while attending school. Trained child care providers can give prescription and

nonprescription medication under certain circumstances with **prior written permission** from the child's parent/guardian and doctor. These circumstances can include prescriptions for an illness, severe allergies requiring an EpiPen®, or over-the-counter medicine for allergies and pain. You can request a Medication Authorization Form from the office or download it from Renweb. This form must be filled out correctly, signed by both the parent and the child's doctor, and returned to the health office. Prescription medicine must be in the container labeled by the pharmacy with the child's name and dosage, and at least one dose of the medicine must have been given at home prior to coming to school. Nonprescription medications must be in the original container labeled with directions for dosage.

- A parent must provide a medicine spoon or cup for administering medicine.

TUITION AND FEES:

Parents are expected to fulfill all financial obligations to the school within the academic year. As a non-profit institution, the school operations are predicated upon parents, or those deemed financially responsible, honoring their commitments. Failure to do so, impacts not only their children, but all of the students attending St. Joseph Catholic School/Preschool.

Registration Fee

This fee is non-refundable and must be paid at the time of registration. The student(s) will not be considered enrolled for the upcoming school year until the registration form is complete and the fee is paid. No returning student(s) to St. Joseph Catholic School will be re-registered if there is any type of remaining balance due on the family statement.

Registration Fee (per family, per year)	\$100.00
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Tuition

Monday through Friday (according to the school calendar)

7:40 a.m. to 12:30 p.m.

\$450.00 per month/per student

\$4,500.00 per year per student

Tuition is divided on a 10-month basis from August 2017 to May 2018. If payments are not received by the 15th of the month, a late fee of \$30.00 will be assessed.

If accounts are 31 days past due, the student will be held from attending class as well as all extracurricular activities such as class parties, school wide activities, etc. The parents/guardians will be required to keep their child(ren) at home until all financial obligations are paid in full.

It is the family's responsibility to notify the principal if special circumstances arise making it difficult to meet any tuition and fee obligations. Special arrangements may be required. Alternative financial arrangements must be made in writing by the family and agreed to by the pastor and principal prior to implementation.

St. Joseph Catholic School reserves the right to terminate enrollment should an account become overdue.

Tax Identification: St. Joseph Catholic School's federal tax ID number is 86-0134457

POSITIVE DISCIPLINE POLICY

St. Joseph Catholic School Preschool is committed to providing a safe and positive learning environment for all children. The preschool's classroom management plan encourages children to develop social skills that reflect many of St. Joseph Catholic School values, including self-control, respect for others, and a positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of becoming a well balanced individual, and it helps children grow as successful, lifelong learners.

St. Joseph Catholic School Preschool is committed to an age-appropriate, educationally balanced and social skill building curriculum that ensures activities that are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, and needs immediate attention, the teacher will address the situation and follow these procedures:

1. The teacher will observe the child(ren)'s behavior.
2. The teacher will bring the children in conflict together. (facing each other)
3. The teacher will encourage the child(ren) to identify the other child's feelings based upon facial and body expressions (i.e. crying, tears rolling down face, sad face, mad face, arms crossed) and say aloud or repeat the feeling.
4. The teacher will encourage the child(ren) to own their actions and apologize, give hug, or other appropriate manner to acknowledge their behavior.
5. If child(ren) are unable to identify feelings and accept responsibility the teacher will role model for them.

If the behavior continues to exist after a significant period of time, the preschool encourages parents and teachers to work together and develop appropriate strategies:

1. The teacher will discuss the behavioral concerns with the director and/or principal
2. The teacher will discuss the child's behavior with the parent, ask if they are seeing the same behavior at home and ask for specific words or actions that are used in the home.
3. The teacher will implement the parents' advice and observe the child's behavior.
4. The teacher will follow up with the parent either by notifying them of improved behavior, scheduling a conference with parent, director and/or principal to discuss options to help the child further develop appropriate social skills.
6. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the director to seek support from outside resources. The plan may include removal of a child from the

classroom and/or calling the parent to take the child home. Repeated behavioral concerns may result in disenrollment at St. Joseph Catholic School Preschool.

TOILET TRAINING POLICY

The number one key to successful toilet training are children who have the ability to perceive events that are going to happen before they happen, we cannot allow children to leave the classroom without communication of where the child is going. St. Joseph Catholic School Preschool is a state certified facility and therefore, it is imperative that teachers have knowledge of where the children are at all times. Also, In case of emergency ALL children must be accounted for.

A TOILET TRAINED CHILD:

A TOILET trained child is a child who can do the following:

- Be able to TELL the teacher they have to go potty BEFORE they have to go. They must be able to say the words such as, "I have to go potty" BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet for both poop and pee
- Be able to get on and off the potty by themselves.
- Be able to wash and dry hands.
- Be able to go directly back to the classroom without directions.
- Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside, at mass, and away from the classroom.

Guidelines for determining when a child is not toilet trained:

- If the child has 3 or more accidents, either poop or pee, within 1 week
- If the child has 5 or more accidents, either poop or pee, within 2 weeks

St. Joseph Catholic School Preschool reserves the right to determine if a child is not fully toilet trained and may ask the child return when they are accident free.

TRANSPORTATION / FIELD TRIPS

The St. Joseph Catholic School Preschool or Extended School Day Program does not provide transportation to and from the school. It is the parents' responsibility to safely transport the children to and from the school. Weekly field trips consist of attending Mass on Friday's from 9:00 am to 10:15 am. In an event that the children leave the St. Joseph Catholic Preschool classrooms or playground, such as a pep-rally in the courtyard, practice for the Christmas pageant in the church, class pictures in Healy Hall, or a nature scavenger hunt in the Spring, parents will be notified prior to the event, the office will be notified prior to the class leaving, and a note will be left on the classroom door notifying parents of the class location.

FOOD POLICY:

We encourage sharing in the St. Joseph Catholic School Preschool except when it comes to food. Due to potential food allergies, the sharing of food is discouraged. Please talk with your child about why it is

important to ensure they eat their parent provided snacks and not offer to share or ask to share someone else's. This is a preventative safety measure to reduce food allergy exposures. Parents of children with allergies are asked to provide a supply of safe treats to be used in lieu of store-bought and bakery-prepared items in the event the class will be having a theme centered treat. A notice will be sent home should the staff plan on such a treat.

Hand washing and tabletop washing are additional risk-reduction measures that are used at St. Joseph Catholic School Preschool.

Parents can help by ensuring adequate hand and face washing at home before arrival at school.

Healthy snack options include:

FRUITS/VEGETABLES

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries , etc.)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins, and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

CHEESE/DAIRY

- Yogurt in individual cups or tubes
- String cheese or other cheeses (1 oz.)
- Drinkable yogurt or smoothies
- Cottage cheese

GRAINS/ SEEDS

- Sunflower butter is a great alternative and makes great PB and J!
- Crackers:
- Triscuits, Wheat Thins, Vegetable Thins (all flavors)
- Ritz crackers/dinosaurs/sticks
- Ritz bits or sandwiches
- Town House, Club, Toasteds crackers
- Cheez-Its, Cheese Nips, Better Cheddars
- Saltines, oyster crackers
- Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
- Kashi Tasty Little Crackers (TLC)
- Breton/Dare brand crackers
- Goldfish crackers
- Graham crackers, graham cracker sticks
- Teddy Grahams or Teddy Graham character brands
- Bug Bites crackers
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Pirate brand snacks (pirates booty, smart puffs, etc.)

- Snikiddy brand snacks (fries and puffs)

CEREALS

- Cheerios, Honey Nut or Frosted
- Chex (Rice, Corn, Wheat)
- Corn Flakes
- Crispix
- Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
- Kix
- Life
- Wheaties
- Other unsweetened cereal without nuts

OTHER SNACK IDEAS:

- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
- Popcorn
- Pretzels (most all brands)
- Nutrigrain cereal bars/yogurt bars
- Special K Bars (NOT Honey Nut)
- Special K Snack Bites
- Fig Newtons (all flavors)
- Rice cakes
- Quaker Quakes (mini rice cakes)/Mini Delights (all flavors safe)
- Potato Soy Crisps
- Muffins –mini or regular –Hostess and Kroger brands

WATER BOTTLES

It is imperative that your child stay hydrated, especially in the heat. It is the responsibility of the parent to ensure that your child has a water bottle daily. Please label the water bottle, as it will travel with us throughout the day to the playground and classroom. The St. Joseph Catholic School Preschool does not have the resources to provide water to the children if forgotten, so please ensure your child has a water bottle.

SNACK

Every day your child will have an opportunity to have their parent-provided snack. Please provide “healthy” items and limit “junk” food in your child’s snack. Please ensure your child has more than enough items to choose from. Snack will be held between 10:00 a.m and 10:30 a.m., depending on the daily activities. The children have 30 minutes to eat and for those who finish early they may quietly look at books, until the remainder of the class is finished eating.

LUNCH

Lunch is provided by the parents. Please ensure that your child has more than enough to eat. Your child’s lunch should be placed in an identifiable bag or lunch box. Please label your child’s bag or lunch box on the outside. Also, please pack spoons, forks, straws, or whatever accessories needed to eat their food. St. Joseph Preschool does not have excess plastic wear or straws. Also, use thermoses to keep food warm and cold packs to keep food cold, if necessary. St. Joseph Preschool will not heat food for lunch and there are no refrigerators are available, so please plan accordingly.

St. Joseph Preschool encourages parents to promote good eating habits by sending in nutritious items for lunch. Please pack a relatively large lunch, with no candy, and no more than one small dessert. The teachers require the children to eat their “healthy food” before eating any dessert or candy and the children may be limited as to how many they can have. For example, if a parent packs 5 cookies for their child. The child will be limited to one cookie at snack and one cookie at lunch.

St. Joseph’s also provides the option to have a catered lunch delivered to your child. The order form is available in the school office and on Renweb. The order will be due one month prior.

BIRTHDAYS AND CLASS PARTIES

Each class will have its own distinct way, determined by the teacher, to honor birthdays. The teacher will notify the parent in advance of the scheduled date to celebrate your child’s birthday. We recommend the mini store bought cupcakes. They are appropriate in portion and if a child does not like it, it is not too much wasted.

Please no favors, goody bags, or paper goods. St. Joseph Catholic School Preschool staff is not permitted to distribute birthday party invitations. Parents can put invitations in cubbies, as long as everyone receives an invitation.

ARRIVAL AND DISMISSAL

Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.

The main entrance to St. Joseph will be locked daily at 7:55 am.

Arrival:

- The teachers will be ready to start class at 7:40am. You must escort your child into the classroom and make sure that the teacher acknowledges that your child has arrived.
- Attendance sign-in: Upon arrival, please write your first initial and last name, record the arrival time and write yes or no if your child is staying for Extended School Day on the classroom attendance sheet (required by AZDHS).
- Early arrival: Please see information under “Before School Program”
- Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child’s school day. When you arrive late, please go directly to your child’s class to sign in on the posted attendance sheet.

Dismissal & Pick-Up:

- Attendance sign-out: Upon arrival, write your first initial and last name and record the pick up time on the classroom attendance sheet (required by AZDHS).
- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- Late pick-up: In an event that you or the responsible party to pick up your child is running late, please call the school office, 520.747.3060, to notify the teacher and the child of the situation.

Often times it can be upsetting or cause anxiety for a child who does not know they are going to be picked up late.

- If you are more than 15 minutes late picking up your child, you will be charged according to the “After School Program” fee structure. Payment will be due at the end of the month.
- Early pick-up: Be sure to follow the regular attendance sheet sign-out procedures—write first initial and last name and record time on the class attendance sheet.

Authorized pick-up:

- Anytime someone other than the typical pick-up person picks up your child please let your teacher know.
- If your child is to be picked up by someone other than a parent or the “persons authorized to pick up child” (listed on your child’s Emergency Form), you must provide written notification via note or email to St. Joseph Catholic School office, in each instance. Also, please verbally notify the teacher in the morning. Please provide the person’s full name and inform this person that St. Joseph Catholic School Preschool will require proof of identification before releasing your child.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the Emergency Form in order for us to be assured that St. Joseph Catholic School office is speaking to the parent.

Parking Lot:

- St. Joseph Catholic School Preschool entrance is through the main gate in the west parking lot off of Craycroft Road.
- You may not park, even for a short period of time, in the spaces designated as handicapped. Handicap parking is by permit only. Violators will be reported to the authorities.
- Drive slowly through the parking lot. There are children and parents who may be walking through the church or school parking lots.
- Drivers of large SUVs should be especially careful, since small children can be very hard to see and they can dart around quickly in a parking lot.
- It is against the law to leave unsupervised children in your car in the parking lot at any time.
- At times, the parking lots will be full due to funeral or special Mass services, please practice safe and courteous driving at all times.

WHAT TO BRING

Please remember to label each item that your child brings to school (water bottle, snack bag, lunch box, backpack, coat, sweater, hat, mittens, etc.).

Dress Attire

- Your child must be dressed in the appropriate preschool uniform, according to the St. Joseph Catholic School uniform guidelines.
 - Students may wear either the logoed cobalt blue t-shirt or the logoed cobalt collared shirt with tan pants, shorts, or skirts and white or black socks. Please no jumpers or plaid skirt for the girls.
 - Students must also wear a logoed white collared Mass shirt on Friday for Mass.
 - In the winter months, girls may wear white or black tights or leggings under their skirts. They may also wear white or black knee high socks.

- Students must wear sturdy, protective shoes (no sandals or Crocs®), which will enable him/her to run, climb, and ride bikes with ease.
- Children go outside most days, so please dress your child appropriately.
- In the winter, heavier outdoor wear, hats and mittens can be worn, if necessary.

Extra Clothes

The St. Joseph Catholic School Preschool teachers like to be prepared at all times. In case of an accident, the teachers recommend that each child have at least one extra seasonal uniform, including shirt, shorts, pants, or skirt, underwear, socks, and shoes in the child's cubby at all times. Please label a gallon size ziplock bag and place the extra clothes in the bag in your child's cubby. If your child has an accident, the teacher will place the soiled clothing in a bag and place it in the child's backpack. Please check your child's backpack daily. In the event that your child does not have extra clothing in their cubby, the teacher will dress your child in "loner" clothes and it is the responsibility of the parent to wash and return the "loner" clothes in an appropriate timely manner.

Backpacks

The teachers at St. Joseph Catholic School Preschool encourage the children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. Each day your child needs to bring a backpack, clearly marked with your child's name, to hold his or her lunch box, art, treasures, etc. Please be sure to check the contents of this bag each night so that you can view art projects, find soiled clothing, or anything pertinent to the class.

ILLNESS

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the EMERGENCY FORM to contact parents or another designated adult, if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:
 - temperature higher than 100°F
 - loss of appetite
 - nausea or vomiting
 - red, pink, or crusted eyes
 - stomach ache
 - earache
 - diarrhea
 - rash/infection of skin
 - pale or flushed face
 - headache
 - thick or greenish mucus from nose
 - cough
 - loss of energy/decrease in activity/falling asleep
 - sore throat

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.

- **Fever free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school.
- We strictly observe this health department regulation for children (and staff) to protect the health of everyone at St. Joseph Preschool.
- Parent must notify the office immediately if a child:
 - Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that St. Joseph Preschool can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that St. Joseph Precholl will not release the name of the child or family involved. We simply post "There has been a case of ___ reported"
 - Has any allergies or if you have any concerns about any aspect of your child's health.
 - Is taking medication, as medicine may affect your child's behavior.
- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.
-

Head lice sometimes occur in school because it is contagious and easily passed from child to child. You may want to look online for more information and to find examples of what lice look like in order to check your child's head correctly (www.cdc.gov/lice/head/treatment).

- Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials (dress-ups, pillows, stuffed animals, etc.) within a classroom with lice.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

Continuity of Operations Plan for Influenza (COOP)

St. Joseph Catholic School Preschool's Continuity of Operations Plan for Influenza (COOP) is implemented by St. Joseph staff and parents in the event that influenza develops into a pandemic in Pima County. All parents/guardians of children enrolled at St. Joseph have responsibilities to assist in the plan's successful implementation.

St. Joseph's internal preventive and responsive procedures, as well as parents' responsibilities, are outlined in St. Joseph's Emergency Preparedness Plan (which can be found in each classroom or ask the office for a personal copy).

REPORTABLE ILLNESSES

If your child is diagnosed with any of the following illnesses, please notify the School Office. We are required to report to the State Health Department.

- Chicken Pox
- Food Poisoning
- Lice
- Salmonellas
- Scabies
- Measles
- Meningitis
- Mumps
- Rubella
- Strep Infections
- Conjunctivitis (Pink Eye)
- Whooping Cough
- Giardiasis (type of diarrhea)
- Reye's Syndrome
- Homophiles Influenza (type B-HIB)

PARENT INVOLVEMENT

Parents are encouraged to be involved in their child's educational experience. The St. Joseph Catholic School Preschool understands that sometimes concerns arise and parents need to address their concerns with the director and/or teacher(s). It is imperative that all parties communicate in an effective and respectful manner in discussing concerns. The teachers are available for short conversations in the morning before 7:55 a.m. or after dismissal at 12:30 p.m. If longer conversation is needed, please email the director and/or teacher directly and a meeting will be scheduled.

The St. Joesph Catholic School Preschool staff is encouraged to use the same methods of communication. If important matters need to be relayed to other staff members, it is documented for permanent records.

Volunteer Opportunities

St. Joseph Prechool encourages parents to become involved in the preschool. Teachers regularly include parents in special celebrations and welcome parents who want to spend time, share special talents, etc. with the class.

Here are some ways you can help:

- Classroom representative/room parent
- Fund raising
- School beautification
- Outreach/marketing
- Sewing
- Library support/Book repair

- Cleaning/Disinfecting

LIABILITY COVERAGE

During the school year, each child is enrolled in a limited medical policy that is paid for by the school. The preschool is insured through the St. Joseph Roman Catholic Church of Tucson for liability.

EMERGENCY/CRISIS PROCEDURES

All Preschool members are certified in First Aid and CPR. In the event of illness or accident, first aid will be administered and parents (or emergency contact person) will be contacted.

The Diocese of Tucson has a handbook, instructing center staff on how to deal with the following situations:

1. Weapons on campus
2. Bomb threat
3. Evacuation of buildings
4. Fire, flood, explosion, chemical accident, or man-made disaster
5. Civil disturbance–fighting, gang activity, hostage, or major disturbance on campus
6. Medical emergencies, epidemics and contagious disease
7. Death or suicide of student or staff
8. Lost, missing or unaccounted for student

This handbook is intended to give directions to staff members. Its purpose is to create the safest environment for your child in all circumstances. The handbook is available for your review at the front office during business hours.

In the event of a building safety issue, such as a fire, the teachers will take the children and exit following the escape route or alternate route as indicated on the building map. Maps are posted in all classrooms and office. Drills are held monthly.

In the case of an emergency lockdown, all doors to the building will be locked. Children will remain in the classroom with the doors locked. No one will be allowed in or out of the building until the police clear the lockdown.

SCHOOL ACCIDENTS

If a serious accident occurs, you will receive an Injury Report via email which describes the incident from the Health Office. All children must have an updated and current Emergency Form and Immunization Record on file. This form must indicate in case of an emergency: child's doctor, preferred hospital, whom to contact in case of emergency, and child's health insurance coverage.

ABUSE/NEGLECT

In accordance with the Arizona State Law, the staff of St. Joseph Catholic School Preschool must report suspicion of any form of abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. St. Joseph Catholic School Preschool does not condone, hide or tolerate any type of child abuse. Our foremost responsibility is to ensure the safety of your child.

Sexual misconduct includes a broad range of acts and behaviors that are defined in Section IV of the Diocese of Tucson "Guidelines for the Prevention of and Response to Sexual Misconduct." To protect children, adolescents, and adults from sexual misconduct, the Parish has adopted the "Guidelines for the Prevention of and Response to Sexual Misconduct, and the Summary Statement" of the guidelines as promulgated by the Diocese of Tucson, and the "Diocese of Tucson Code of Conduct", both of which must be read and adhered to by all employees.

PESTICIDE APPLICATIONS

Written documentation is available upon request at the front office detailing the application of pesticides. Notices will be posted 48 hours prior to application.

Handbook Agreement

By signing the form below, I acknowledge having read and understood the St. Joseph Catholic School Preschool Handbook, the Positive Discipline Policy, and the Toileting Training Policy. Policies may be found on teacher websites, as well as the St. Joseph website.

I understand that by signing this form I acknowledge and accept the rules, regulations, and consequences as stated in the handbook. This signature page serves as a contract between St. Joseph Catholic School Preschool and you.

Please complete and return to your child's teacher immediately.

Student Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date