

# PS / PK PARENT-STUDENT HANDBOOK

A supplement to the St. Joseph Catholic School Parent / Student Handbook



ST. JOSEPH  
CATHOLIC SCHOOL

“EXCELLENCE WITH GOD IN MIND”



State Inspection Reports are available, upon request,  
for St. Joseph Catholic School, PS / PK 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 CATHOLIC SCHOOL PS / PK

## **PROGRAM DESCRIPTION**

St. Joseph Catholic School PS / PK 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 PS / PK 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 positive 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 PS / PK 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 PS / PK 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 PS / PK community.

**HOURS OF OPERATION**

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

**Monday–Friday 7:35 am to 3:00 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 7:00 a.m. to 7:35 a.m.**

**Monday-Thursday 3:00p.m.-5:30p.m.**

**Friday 12:30 p.m. to 5:30 p.m.**

### **BEFORE SCHOOL PROGRAM:**

Parents are required to sign their child(ren). At 7:35 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 7:00 a.m. to 7:35 a.m.  
hour: Each child is charged \$5.00 per hour.

### **AFTER SCHOOL PROGRAM:**

Children not picked up at 3:15 pm. will be signed into the Extended School Day Program (please see Extended School Day Handbook for detailed information). Fridays from 12:30p.m. to 1:00pm the children will eat their lunch and at 1:00 p.m. the children are provided a quiet rest or naptime. 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, blanket, and a stuffed animal or something for comfort, if desired, for naptime. Mats are provided by the PS / PK.

· The following rates apply for attending the after school program:

Each child is charged \$5.00 per hour.

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

· For example:

3:00 p.m. until 3:15 p.m. is billed as 15 minutes.

3:00 p.m. until 4:00 p.m. is billed as 1 hour.

The principal 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 PS / PK meet or exceed the Arizona State Department of Health Services (AZDHS) licensing requirements. The lead teachers have earned a Bachelor's degree or AA 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 PS / PK consider confidentiality very important and make 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 PS / PK 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 PS / PK 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 PS / PK program.

### **School-Wide (Nonemergency) Information:**

- The St. Joseph Catholic School PS / PK communicates with parents in a number of ways:

- PS / PK/Teacher Website
- Email
- Telephone
- Parent Orientation
- Back-to-School Night
- Notices sent home in children's backpacks
- Short discussions upon arrival or pick up

### **Classroom Information:**

- Monthly newsletters, calendars, current events, pictures, etc. are updated on PS / PK/teacher websites
- Important information regarding 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 PS / PK 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 speak 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 PS / PK 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 PS / PK admits students of any race, color, religion, and national and ethnic origin. There is no entrance exam. If parents have any educational, social, emotional, or developmental concerns about their child entering St. Joseph Catholic School PS / PK, parents are encouraged to discuss these concerns with the principal before the child's first day of class. Once the child is admitted, meeting with the teacher will be important as well. It is important that a positive and appropriate learning environment be established for each child.

St. Joseph Catholic School PS / PK 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 PS / PK 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 PS / PK Director reserve the right to dismiss a child from the program.

## **REQUIRED FORMS FOR ENROLLMENT:**

These forms must be on file:

- Copy of Birth Certificate
- Baptismal Certificate (if applicable)
- Emergency Form
- Immunization Record
- Health Services Registration Form
- Tuition Contract
- Physical Form
- Medication Authorization form (if applicable)
- School Handbook Signature Form
- PS / PK 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 Catholic School cannot reach you, we may call those persons listed on your card. This list can be updated at anytime during the year with 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.**

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 Catholic School staff member.

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

### **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.

Tuition will be calculated in Jan. of the coming year.

Monday through Thursday(according to the school calendar)

7:35 a.m. to 3:00 p.m.

Friday 7:35 a.m. to 12:30p.m.

Tuition is divided on a 10-month basis from August 2022 to May 2023. If payments are not received by the 15<sup>th</sup> of the month, a late fee of \$30.00 will be assessed.

If accounts are 31 days past due, the student may be held from attending class and the Extended Day program. The parents/guardians may 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 PS / PK is committed to providing a safe and positive learning environment for all children. The PS / PK'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 PS / PK 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, looking into each other's eyes).
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 PS / PK 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 PS / PK.

## **TOILET TRAINING POLICY**

**"The number one key to successful toilet training is children who have the ability to perceive events that are going to happen before they happen." -Nanny De**

St. Joseph Catholic School PS / PK is licensed by the Arizona Department of Health Services and adheres to the regulations and guidelines. St. Joseph Catholic School PS / PK follows these guidelines in order to determine whether a child is toilet trained.

### **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 appropriately.
- Be able to go directly back to the classroom without being given directions and disruption.
- 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 PS / PK reserves the right to determine if a child is not toilet trained and may ask the child to return when they are accident free.

## **FIELD TRIPS**

On occasion, St. Joseph Catholic School PS / PK may provide an opportunity to attend field trips in the community. Transportation for field trips is provided by the parents or responsible designated family member. The parent or designated family member **MUST** be compliant with the Diocese of Tucson and through St. Joseph Catholic School. For further compliance information, please contact the parish office at 520-747-3100.

While the St. Joseph Catholic School PS / PK is enjoying the community, it is still the expectation that that the children behave just as if they are in the school. It is the parents' responsibility to manage their child(ren) and uphold the PS / PK behavior management policy. Children may receive consequences accordingly if not behaving within the PS / PK guidelines.

## **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 Catholic School will be locked daily at 7:50 am.

### **Arrival:**

- **Attendance sign-in:** Upon arrival, please **print** your first initial and last name, record the arrival time and write yes or no if your child will be 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 the main office and your child will be escorted to class by school personnel and signed in on the attendance sheet.

### **Dismissal & Pick-Up:**

- **Attendance sign-out:** Upon arrival, **print** 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—print 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 PS / PK 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 Verification 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 PS / PK entrance is through the main PS / PK 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 PS / PK uniform, according to the St. Joseph Catholic School uniform guidelines.

- Students may wear either the logo cobalt blue t-shirt or the logo collared shirt with khaki pants, shorts, or skorts and white or black socks. Please no jumpers or plaid skirt for the girls.
- Students must also wear a logo white collared Mass shirt on Wednesday for Mass. (Teachers will notify parents in advance of when PS / PK students will begin attending Mass. However, we request they wear Mass attire on Wed. as does the rest of the school).
- In the cooler months, students must wear a logo jacket in the classroom
- Heavier outerwear without logos are permitted on the playground and at assembly, as long as the student has a St. Joseph Catholic School logo jacket underneath. Hats, gloves, etc. are permitted on the playground and as necessary outdoors.
- In the cooler months, girls may wear white or black solid tights or leggings under their skorts. They may also wear white or black solid 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. Shoes must have closed toes and a back. Boots are not permitted.
- Children go outside most days, so please dress your child appropriately.

### **Extra Clothes**

The St. Joseph Catholic School PS / PK teachers like to be prepared at all times. In case of an accident, teachers recommend that each child have at least one extra seasonal uniform, including shirt, shorts, pants, or skort, underwear, socks, and shoes in the child's cubby at all times. Please label a gallon size Ziploc 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 PS / PK encourage the children to be independent. Therefore, we strongly recommend a **full size** 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 PS / PK 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 PS / PK:

- 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 PARTICIPATE 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 PS / PK.
- 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 PS / PK can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that St. Joseph PS / PK will not release the name of the child or family involved. We simply post "There has been a case of \_\_\_ reported (date)."
  - 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.

### **Continuity of Operations Plan for Influenza (COOP)**

St. Joseph Catholic School PS / PK'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 Catholic School 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 Catholic School's Emergency Preparedness Plan

## **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)
- \*Covid

## **PARENT INVOLVEMENT**

Parents are encouraged to be involved in their child's educational experience. The St. Joseph Catholic School PS / PK understands that sometimes concerns arise and parents need to address their concerns with the principal 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 7:50 a.m. or after dismissal at 3:00 p.m. If longer conversation is needed, please email the principal and/or teacher directly and a meeting will be scheduled.



The St. Joseph Catholic School PS / PK 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 PS / PK encourages parents to become involved in the PS / PK. 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
- Bulletin Board Designer
- Classroom Party Organizer
- Graduation Organizer
- Library support/Book repair
- Cleaning/Disinfecting toys, stuffed animals, etc.

### **LIABILITY COVERAGE**

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

### **EMERGENCY/CRISIS PROCEDURES**

All PS / PK staff 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 PS / PK 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.

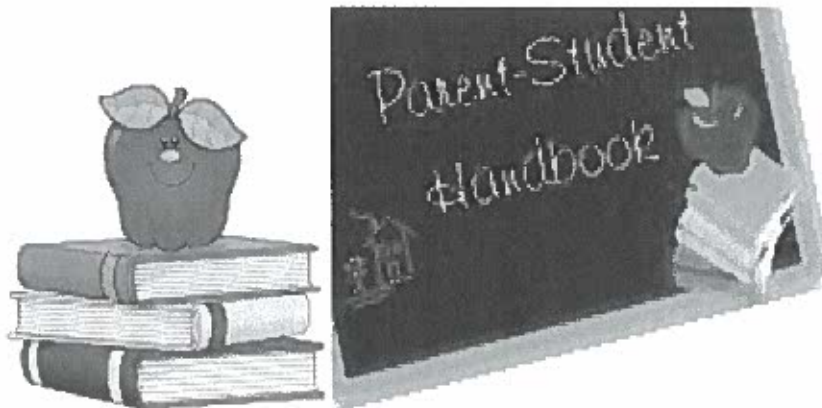
## **ABUSE/NEGLECT**

In accordance with the Arizona State Law, the staff of St. Joseph Catholic School PS / PK must report suspicion of any form of abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. St. Joseph Catholic School PS / PK 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 PS / PK Handbook, the Positive Discipline Policy, and the Toileting Training Policy.

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 PS / PK and you.

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

Student Name (printed) \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_