

Immaculate Conception Catholic Preschool Family Handbook



2019/2020

Immaculate Conception Catholic Preschool

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Immaculate Conception

Preschool Program

(CDC-17430)

Statement of Services

Immaculate Conception Catholic School Mission Statement

Inspired by the Roman Catholic Tradition, Immaculate Conception Catholic School provides a Christ-centered environment; offering the highest quality academic education. By emulating the teachings of Jesus Christ, we prepare morally responsible leaders who think critically and value service within the community through a partnership with students, parents, and staff.

Our Vision

At Immaculate Conception Catholic Preschool, we will provide our students with a developmentally appropriate early childhood education in a loving environment, which inspires confidence, respect, honesty, as well as a lifelong love of learning. We will encourage and model a loving relationship with God to help our students grow in their faith and enable them to become caring members of our community and the world.

Our Program

Immaculate Conception Preschool and Pre-Kindergarten programs serve children ages 3-5. Children may attend our preschool program after they turn 3 and are potty trained. Children may attend our Pre K program if they are 4 years old by September 1st. This program is designed to prepare children for Kindergarten the following year. The schools in 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.

We offer After Care programs for both our Preschoolers and our school age children. Our preschool After Care program follows a developmentally appropriate schedule which includes free play, snack, outdoor play as well as arts and crafts.

Our school age after care program is a structured program for students in grades K-8. This program includes homework time, snack, outdoor play, arts and crafts, and indoor games and activities which are appropriate for students in grades K-8.

Our Catholic Formation

Our children learn about our Catholic faith through age-appropriate religious instruction. This includes weekly Mass, daily prayer, prayer at mealtimes, and curriculum which meets the education standards of the Diocese of Phoenix.

Parents are asked to follow through at home by discussing the lessons and projects with their children, modeling a faith-filled home environment, engaging their children in family prayers at mealtime, bedtime and throughout the day and attend Mass regularly. Families are encouraged to develop a life of prayer and personal devotion for each member of the family.

Together we work to build communities strong in Gospel values, faith, and life-long love of learning.

Enrollment/Disenrollment

To enroll in one of our programs, families may pick up a complete enrolment packet from the school's front office. Along with the packet, current immunization records, child's birth certificate, and both pink and blue emergency information cards must be returned before the child attends their first day of class.

To disenroll for any reason, please contact your child's teacher as well as the preschool director as soon as possible. If a child has not attended class for 10 consecutive days without contacting the school or providing medical evidence, the child will automatically be disenrolled.

Our Preschool Staff

Pre-kindergarten Lead Teacher - Angela Reyes

Pre-kindergarten Assistant – Deiva Estrada

Preschool Lead Teacher – Jylian Beery

Preschool Assistant – Michaela Sims

After Care Provider – Michaela Sims/Deiva Estrada

Preschool Director – Jill Barteau

2019-2020

Preschool and Pre-Kindergarten

Tuition Policy & Fee Schedule Agreement

| | Monthly Tuition |
|---|-----------------|
| <u>Pre-Kindergarten Classroom</u> | |
| 5 Full Days <u>Only</u> Mon.-Thur. 8:30-3:00, Fri. 8:30-12:30 | \$530 |
| <u>Preschool Classroom</u> | |
| Full Day Options: Full day hours are Mon. –Thurs. 8:30-3:00, Fri. 8:30-12:30 | |
| 5 Full Days | \$530 |
| 4 Full Days – Mon.-Thurs. | \$460 |
| 3 Full Days – <u>Choice of days:</u> Mon. Tues. Wed. Thurs. | \$390 |
| Half Day Options: Half day hours are 8:30 – 12:30 | |
| 5 Half Days | \$339 |
| 4 Half Days - Mon.-Thurs. | \$305 |
| 3 Half Days – <u>Choice of days:</u> Mon. Tues. Wed. Thurs. Fri. | \$270 |

- For new families only a **\$200 Non-refundable Registration Fee** is payable at the time of registration and will hold the enrollment for your child. **This fee will be applied to your first month's tuition.** If we cannot accommodate your requested session the fee will be refunded to you.
- Tuition is payable on a 10-month basis. **Tuition is due on the 1st of each month beginning August 1st – May 1st. A full month's tuition payment is due at this time.**
- The first tuition payment and the month of withdrawal payment are non-refundable.
- Payments are considered delinquent if not received **by the 5th of the month** or the following school day. **A \$25 late fee will be assessed if payment is delinquent.** Please contact Rolande Karn in the main office **immediately** if there is any payment issue.
- **Students may not attend class if tuition is more than 30 days late or until arrangements for tuition have been made.** Tuition is not prorated or refunded due to absences, holidays, in-service days, acts of God or nature. Tuition must be paid in full before student records can be released.
- **Tuition payments may be dropped off at the main school office** or mailed to:

After Care

After Care is available Monday through Thursday from 3:00-5:30 and on Fridays from 12:30-3:30 at a rate of \$15/week per child for 2 days or less and \$30.00 per week per child for 3 days or more. There is a \$1 per minute late charge for each minute that you are late picking your child up from After Care. Late charges will be added to your account and must be paid in full on the first of the month. We understand that emergencies happen and if you find yourself in an emergency situation please call the school to let us know. You may register your child for After Care on your designated registration day.

Sign-In and Emergency Contact Information

Parents are required to walk their child into the classroom and sign them in daily. Parents must sign their full name, no initials. At dismissal, parents must walk into the room to pick up their child and sign them out. This is an Arizona Department of Health Services regulation.

If anyone other than the parent is picking up the child, their name and phone number must be on the child's blue emergency form. That person will be asked to show a picture ID. The child will not be allowed to leave with anyone except a parent, guardian or designated adult. No exceptions are made to this regulation.

Please inform us if there are any changes in your vital information...a move, phone number, allergies, medications, etc. If we need to contact you, the information must be current. ***Please let us know if your child has any type of allergy to any food, insect, animal, or plant.***

Drop Off

Our doors open at 8:00 am for our families who need to drop off a bit earlier in order to get to work on time. One of our teacher assistants will be in the classroom at this time. **Our teachers will be available to greet students and families at 8:20.**

When your child begins the year with us we understand that they may need some time to transition from their parents. In the beginning you may want to stay with your child for a little while to help them to feel comfortable and secure. Once your child has become accustomed to the classroom we ask that you please drop your child off and allow them to independently begin play with their peers. When parents linger beyond drop off it can become an expectation that you will always do this and it can make it very difficult for them to accept your leaving. Smooth beginnings make for a great day!

Absences and Illnesses

Please call the school by 9:00 am if your child will be absent from school.

If your child has a fever, diarrhea, excessive coughing, runny nose, and is otherwise miserable, PLEASE keep your child home. If your child develops these symptoms during the school day, you will be called to pick your child up.

Preschool staff are trained in First Aid and CPR and also trained to handle minor medical emergencies.

Late Pick Up Policy

Pick up time for our half day Preschool students is 12:30. If your half day student is picked up late we will charge \$1 per minute for each minute the child is picked up late. Pick up time for all full day students is 3:00. If you are late picking up your full day student they will be sent to aftercare and you will be charged according to our After Care fee schedule. We understand that emergencies do happen so if you do have an emergency and will not be on time to pick up your child please call the office to let us know. Late charges will be added to your account and must be paid in full on the first of each month.

Medication Policy

- All medications (over-the-counter and prescription) must be provided by the parent or guardian. No “stock” medications will be available for student use.
- A medical consent form must be signed by the parent or guardian and the doctor for over-the-counter and prescription medication.
- A medical consent form must be signed by the parent or guardian for any product to be applied at school to the child’s skin, such as lip balm or sunscreen.
- All medications must be brought to school and returned home by a parent or legal guardian and checked in with the Director or child’s teacher.
- Medications must be in their original containers, with all directions and warning labels intact. They are to be labeled with the student’s name, dose and instructions for use. Medication label directions must match permission slip directions.
- **No** medication will be administered if it is in anything other than the original container and properly labeled, even if accompanied by written permission.
- Students may not have possession of any medication, including cough drops, in their personal belongings. They may not administer medication to another student. EPI pens and inhalers with a doctor’s order and the school’s agreement, and are kept in the classroom away from all students.
- All medications sent to the preschool will be kept in the Director’s office.
- Only the Director or designated individual will dispense prescription or non-prescription medication to a student.
- A medication record will be kept for any student needing to take medication during school hours.

- At the end of the school year, medication must be picked up by the parent or guardian, or it will be destroyed.
- No homeopathic medication will be given in school.

Curriculum

Our Preschool uses a project approach to learning in which students use real-world scenarios and problems to gain useful knowledge and skills that increase during the course of their projects. Our teachers use the Teaching Strategies Creative Curriculum for Preschool on a regular basis. Teachers also use teacher created units to meet the interests of their students. Our students are also regularly engaged in STEM (Science Technology, Engineering Math) challenges in the classroom. The goal is to develop and enhance student learning by encouraging critical thinking, problem solving, teamwork and self-management. Our Preschool uses the Sadlier religion curriculum for Preschool. This wonderful program includes a family engagement piece that involves you in your child's learning about the faith. Our curriculum reflects the Arizona Early Learning Standards as well as the Phoenix Diocesan Standards. Our teachers are able to plan standards based, individualized instruction, authentically assess student learning, and report student progress effectively to families. Weekly lesson plans will be posted for each classroom for parents to review.

Sharing Your Child's Progress

Parent/teacher conferences will be held in October and March and as needed.

Students will be assessed on an ongoing basis using the Observation Tool in Hi Mama. Students will be assessed in the following skills: Language & Literacy, Mathematics, Social & Emotional, Creative Arts, Approaches to Learning, Science, and Physical Health & Safety all of which aligns with the Arizona Early Learning Standards.

Students will also be assessed in September and March using the Ages and Stages Questionnaire 3 (ASQ3). The ASQ3 is a developmental screening tool which helps us to identify developmental delays in our students. This assessment is sent home for parents to administer to their child and returned to school. It is also administered at school by your child's teacher or the Preschool Director. The results of these assessments are shared with families during parent teacher conferences. By signing the Statement of Understanding attached to this document, you are providing consent for this screening to be administered to your child.

Parent's input about their child's development will be collected when the child is enrolled using our Home Inventory, informally at pick up and drop off, and formally at parent teacher conferences.

Screening and Referral

If developmental concerns are noted through daily observations or the ASQ3 developmental screening, which is administered in the Fall and Spring each year, the teacher will schedule a formal meeting with parents/guardians. If further evaluation is deemed in the best interest of the child, and with parents'/guardians' permission, the teacher and/or Director will make referrals to the appropriate early

childhood resource programs such as Child Find or Smart Support. Parents/guardians may also be referred to their family physician depending upon the area of concern.



Discipline

Our goal is to provide an early education to children in an environment that permits them to freely explore their classroom and the classroom centers, that encourages children to listen and make good choices and that allows teachers the ability to teach without distraction.

Our Preschool uses a behavioral intervention program called The Pyramid Model. This approach teaches staff members to be proactive in managing behavior in the classroom. Our staff teaches specific language and tools to help students handle emotions and situations that arise in a school setting. Our Pyramid Model Coach works directly with the teachers in the classroom each week to support them in their teaching of social/emotional skills and manage behaviors in positive, effective ways.

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 them and providing them with plenty of positive feedback and support. Children are taught how to use appropriate language when dealing with other students as well as problem solving skills. 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.

Dress Code/Sun Safety/Extra Clothing

School dress code is the same as the K-8 portion of the school; navy blue dress pants or shorts (no cargo pants or shorts) and a hunter green polo shirt. Girls may wear our school's plaid jumper with a white Peter Pan collared shirt or our plaid skirt with a hunter green polo shirt. Both the jumper and skirt can only be purchased at Educational Outfitters. Skirts and jumpers should be no shorter than knee length. Shoes must be closed toe and soft soled. Sneakers are best. Socks and tights should be white, black, or navy

Mass Dress Code - Friday is our all school Mass day and we also attend most Holy Day Masses. Girls must wear plaid and boys must wear navy blue pants (no shorts) on Mass days. With the exception of girls wearing jumpers, all students must wear their hunter green polo with our embroidered school logo on Mass days. We ask that students wear their nicest shoes for Mass as well. You may send a pair of comfortable shoes for your child to change into after Mass if you would like.

We have a Sun Safety policy that requires parents to apply sunscreen of at least 50 SPF to their child before bringing them to school. We do limit their sun exposure during the hot months by transitioning to the shady area of our playground.

Please make sure that your child's name is on their coats, sweaters, and lunch boxes.

Please send a full set of clothes in a large zippered baggie for that occasional accident.

Lunch and Snacks

Parent/Guardians should pack a healthy lunch and morning snack for school each day. We will provide an afternoon snack for all full day students. Please keep your child's lunch simple, with healthy foods you know they will eat. Milk or other dairy product should be included in your child's lunch every day unless your child has a dairy allergy and 100% fruit juice should be limited to twice a week. Each lunch must contain a fruit and/or vegetable, a protein, and a healthy grain. Our preschool is licensed by the Department of Health Services and we are part of their "EMPOWER PROGRAM" which pays for half of our licensing fee. Our responsibility is to stress the importance of good nutrition for your child and ask you to provide them with healthy foods. The children all use a "My Plate" place mat at snack time and it is just one of the few times that we discuss why they need to eat healthy foods.

What to Bring to School Each Day

Each day students should bring a lunch box and appropriate outerwear for the weather. Your child will not need to bring a backpack to school. Our cubbies have a limited amount of space and large backpacks tend to fall out of cubbies and become a tripping hazard in the classroom. **Parents should bring a change of clothes in large Ziploc bag in the event of an accident.** The change of clothes does not need to be another uniform.

Please include socks and underwear.

Visitors

Parents may observe their child at anytime. There is a viewing window located through the Director's office in the preschool kitchen which allows preschool parents to observe their child without the child being aware. All parents must sign in at the front office or in the Visitors. Visitors are asked to please not interrupt the teacher during class time.

Volunteering

We love having volunteers in our school. We welcome any parent or family member who would like to volunteer in the classroom, out on the playground or on a field trip. **All volunteers are required by the Diocese of Phoenix to take the "Safe Environment: Called To Protect" class and must show proof upon completion. Volunteers must also submit to a complete background check.**

Confidentiality must be maintained at all times. Anyone who 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.

Smooth Transitions

It is very important to us that our students feel comfortable and confident in all phases of our program.

Home to Program Transition:

Before the school year begins we will host an open house for our families so that children can come in to explore their new environment and meet their teachers with the comfort of having their parents by their side.

Within the Program:

Our Preschool and PreK classrooms spend time together participating in various activities throughout the year. For example, the classrooms spend time together weekly with both teachers for singing practices to prepare for our Veteran's Day, Our Lady of Guadalupe Celebration, Christmas and Easter Programs. They are together on the playground each day with both teachers interacting with all students. Our 3 year old preschool students who will be moving on to PreK will become familiar and comfortable with the PreK teacher, making for an easier transition the following year.

Exiting the Program:

Beginning in February, our Pre K students will have the opportunity to spend time in the Kindergarten classroom getting to know the teacher and becoming familiar with the routines and activities that they will be experiencing the fall of next year. Each child will spend one hour each week in the Kindergarten class on a regular schedule. They will participate in circle time activities, as well as share a snack with our Kindergarteners as they interact with our Kindergarten teacher.

In March of each school year our Pre-Kindergarten students are screened by our Kindergarten teacher to ensure Kindergarten readiness as well as by the Director using the ASQ3 Developmental Screening tool to assess developmental progress. If it is determined that a student is not on target academically or in other areas of development, the Teacher and Director will meet with the family to decide on the best course of action for the child. If after being screened it is determined that a child is on target both academically and developmentally they will be exited from our program on the last day of the school year.

Preschool/Pre-Kindergarten Enrollment Requirements

Preschool:

- Students must be three (3) years of age by the first day of school.

- Children must be potty trained and able to independently use the toilet. Pull-Ups are not allowed as we are not licensed for diaper changing.
- All Preschool students are required to have age- appropriate immunizations as set forth by the Arizona Department of Health Services.
- Class size is limited to eighteen (18) students.

Pre-Kindergarten:

- Students must be four (4) years of age by September 1st of the current school year.
- Children must be potty trained and able to independently use the toilet. Pull-Ups are not allowed as we are not licensed for diaper changing.
- All Pre-Kindergarten students are required to have age- appropriate immunizations as set forth by the Arizona Department of Health Services.
- Class size is limited to twenty (20) students.
- Students must be enrolled full time in our Pre-Kindergarten classroom.
- Prior to promotion to Kindergarten, Pre-Kindergarten students will be given the ASQ3 Developmental Assessment and will be screened by our Kindergarten teacher to determine if he/she is socially, emotionally, and academically ready for Kindergarten.

Safety and Lockdowns

In case of an emergency at Immaculate Conception Catholic Preschool, the following procedures will take place.

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 from the preschool until it is safe to release them to their parents. Emergency personnel will be present to assist all of our needs.

1. 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 if someone is leaving the scene of a crime in the vicinity, or a dangerous animal is in the area.

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 parking lot, and should

therefore stay away. Having parents rush to the preschool also prevents all emergency personnel from doing their jobs to keep us safe.

2. Shelter-In-Place

A Shelter-In-Place is similar to a lockdown, however, only the outside doors to the building are locked and the staff is free to move around inside of the building.

3. Evacuation

An evacuation would be necessary if there were serious damage to our building due to severe weather conditions, gas leaks or other conditions whereby the building is considered unsafe.

The entire preschool and school would evacuate to Immaculate Conception Catholic Church. Parents would be notified and parents can pick their children up in the main sanctuary at Immaculate Conception Catholic Church.

Holidays and Other Non-School Days

September 2, 2019 – Labor Day

October 14-18, 2019 – Fall Break

November 27-29, 2019 – Thanksgiving Break

December 23, 2019 - January 3, 2020 – Winter Break

February 17, 2020 – President's Day

March 9 - 13, 2020 - Spring Break

April 9 - 10, 2020 – Easter Break

Affiliations

1. Immaculate Conception Catholic Preschool is under contract with the Association for Supportive Child Care as a Quality First! Provider.

2. Valley of the Sun United Way provides partial scholarships for those in need. Funding comes from First Things First. See the director for more information.

Licensing

This facility is licensed by the Arizona Department of Health Services, 150 N. 18th Street, Ste. 400, Phoenix, Arizona, 85007, 602-364-2539. ADHS License CDC-17430

Annual inspection reports are available upon request in the Preschool Director's office. Parents have access to all areas on our facility where their child is enrolled.

Immaculate Conception Catholic Preschool carries general and excess liability, as required by DHS. Documentation of liability insurance is available for review on the facility premises. Please contact Rolande Karn, the Business Manger.

Parents will be notified at least 48 hours before a pesticide is applied on our premises. Postings will be on both preschool doors. Pesticide chemical information is available upon request. Pesticide application procedures are available at the preschool office and the business office.

We are a mandatory reporting agency for neglect and abuse.

Updated April 2019

Statement of Understanding

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 can occur with freedom and order as well as mercy and forgiveness.

Parents are to read and verify in writing that they will adhere to the policies and regulations of our school community. By signing this statement, the parent or guardian is also giving consent to administer the ASQ3 developmental screening tool. Please return this page to your child's teacher, and keep the handbook.

Student's Name: _____

Parent's Printed Name: _____

Parent Signature: _____

Date: _____