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saintraphaelpreschool.com

Saints Class (PreK) ~ Opened August 2004

Angels Class ~ Opened August 2009

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# Parent Handbook and Admissions Agreement



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### **MISSION STATEMENT:**

Saint Raphael Preschool, rooted in the Dominican tradition, is committed to partnering with parents in the spiritual, physical, emotional, psychological, academic and intellectual development of young children. The Preschool provides a safe environment where children can further their awareness of God's love and creation through informal and formal interaction with adults and other children. The Preschool supports the growth of the whole child by offering a variety of opportunities to each child.

### **PHILOSOPHY:**

The staff of Saint Raphael Preschool recognizes that parents/legal guardians are the primary educators of their children and that we are here to assist them in that task.

**(All future references to "parent(s)" also refer to the legal guardian(s) of the child.)**

Saint Raphael Preschool is a State licensed program of Saint Raphael Catholic Church which is owned and operated by The Roman Catholic Archbishop of San Francisco, a Corporation Sole. The Corporation Sole is a California non-profit religious corporation. Our Preschool is under the leadership of the Pastor of Saint Raphael and is located in downtown San Rafael on the campus of Saint Raphael School, which serves children in Kindergarten through Eighth Grade. The Preschool program provides a safe, stable and stimulating environment of fun, love, friendship and security for children, without regard to race, gender or ethnic origin, in which children discover the joy of learning while exploring and playing safely and freely in age appropriate activities. Mutual trust and respect are developed using qualified, nurturing teachers experienced in Early Childhood Education who value each child's individual personality. Through the structuring of this safe environment, we encourage the development of each child as the child interacts with people, ideas and materials, developing a true sense of community. Emphasis is placed on building moral values, self-esteem, problem solving, academic readiness and life-long skills.

### **ADMISSIONS POLICY:**

Priority at entrance is given to returning students, siblings of current students, siblings of Saint Raphael School students and active Saint Raphael Parishioners. Thereafter, preference is given to children in order of application date. All children are then welcome as space allows generally on a first-come, first-serve basis though other factors will be considered such as parent/student interviews, references, etc.

The Preschool classrooms are licensed as follows: Saints a maximum of 22 children and our Angels a maximum of 16 children on any school day. All prospective students should be three/four years old as of September 1<sup>st</sup> of the year they wish to attend. Children must be at least in the process of toilet training (no diapers); Angels teachers will work with your child and you for completing your child's toilet training. If your child is at the end of their potty-training, there is an extra fee. Extra pull-ups **WITH VELCRO** and wipes must be provided in your child's cubby. Children entering the Saints program must be fully potty-trained and be proficient in related self-help skills.

The school reserves the right to exclude a child from attendance without prior notice if the child or parent is unable to comply with the school's program, its rules and/or standard of conduct, as stated in this Parent Handbook and in the Admission Agreement provided by the school.

### **COMMUNICATION:**

Every month we communicate important dates, events, and reminders for the months; these will contain important information concerning our Preschool activities. The upper section of each child's cubby

is the location for all written communication from Preschool to home. You have the choice of receiving hard copies, but to go paperless we also communicate via e-mail. Please return the folder in which we communicate. Please place your child's folder in the wire rack on top of the Saints' cubbies. The bulletin board above the "sign-in" area may have additional announcements, pictures and other items of interest. Also help your child check his/her cubbie for class work, clothing and lunchbox to be taken home daily; the extra clothing, nap items and emergency supplies in the lowest section of the cubby should remain.

The teachers will schedule two conferences with parents during the school year at mutually convenient times. Additional conferences may be scheduled at any time when requested by the parent, teacher or Director. We encourage scheduling a conference promptly if a concern arises.

Any notes should be sent to school in an envelope labeled with your child's name and put in the wire bin on the cubbies labeled: "Paperwork for Preschool Here".

**PLEASE NOTIFY US IMMEDIATELY IF THERE IS ANY CHANGE IN YOUR ADDRESS, TELEPHONE NUMBER OR OTHER EMERGENCY INFORMATION.**

Many changes in a child's life can affect him/her at Preschool so please keep us informed regarding major or minor events in your child's life (i.e., the health of a significant person, new sibling on the way, guests at home, sleepless night or nightmares, etc.). There is a notebook by the sign-in/out binder where you can write information for the teacher. If you wish the information to remain confidential, please simply write a note and give it to the Director or Teacher.

### **CURRICULUM:**

Saint Raphael Preschool offers programs designed to meet the individual needs of each child, allowing each to develop at his/her own rate. Incorporated into the curricula are the following: autonomy and social skills, good work habits and listening skills, participation in large and small group activities, development of gross and fine motor skills, movement and coordination, language arts and phonemic awareness (reading readiness), Old and New Testament Bible stories, prayers, math, science, art, music, cooking, and games. Guest presenters to the classroom and/or field trips also enhance our programs. The Preschool program does not take the place of the home environment but instead enriches and expands those experiences from the home and also presents new and important experiences to the child.

### **SIGN-IN/SIGN-OUT PROCEDURE**

You must sign your child in upon arrival and sign him/her out upon departure. State licensing requires your legal name and signature as well as the time of your arrival and departure. We will use this roster for many purposes, such as fire drills, attendance, etc.

Community Care Licensing under the California Department of Social Services requires a parent/guardian, or authorized family member 18 years or older, to sign the child in and out daily. A Photo I.D. may be requested. **Initials are not accepted!**

#### *101229.1 Sign In and Sign Out*

*(a) In addition to the sign-in procedure requirement of Section 101226.1 (b), the licensee shall develop, maintain and implement a written procedure to sign the child in/out of the School that shall, at the minimum, including the following:*

*(2) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.*

(b) The person who brings the child to, and removes the child from, the School shall sign the child in/out.

(c) A person who removes the child from the School during the day, and returns the child to the School the same day, shall sign the child in/out.

(d) The sign-in and sign-out sheets with the signatures required by this section and by Section 101226.1 shall be kept for one month and shall be available at the center for review by the Department.

Child Care Licensing reviews our school's records during their visits, which include the Sign-In/Sign-Out logs. If they find that the logs are not filled out properly, we will receive a deficiency notice. **There is a Civil Penalty of a minimum of \$150.00/day if violations are found. Should Licensing fine our school, the amount of the fine will be billed to the violating parent, so please be aware of this.**



## DAILY PROCEDURES:

### ARRIVAL, DEPARTURE AND EXTENDED CARE

Saint Raphael Preschool's calendar will mostly follow the calendar of Saint Raphael School. There will be 180 teaching days in our school year.

Saint Raphael Preschool's hours are: **ANGELS AND SAINTS ~ 8:30 A.M. to 1:00 P.M.** (including lunch time). Please be prompt; it can be upsetting to the child and disruptive to the class to arrive late (when the classroom door is closed).

You must accompany your child into and out of the classroom after depositing belongings in the appropriate cubby. The parent must notify the school (in writing; a phone call is not sufficient) when someone other than those named on the pink Emergency Information form will pick-up your child (an occasional pick-up authorization may be noted in the book by the sign-in/out binder). All persons on this Emergency Information form must be at least 18 years or older and present in Marin on any school day. Photo I.D. may be requested. Even in the event of an emergency or disaster, the students will be released only to a parent or person listed on the pink Emergency Information form.

Please be prompt for both arrival and pick-up. It is very distracting to the children and staff when class has begun and a child arrives tardy; it is not a good practice for the child arriving late or for the class that has already settled into the activities of the day. Similarly, please be prompt with pick-up as those whom we know are staying for Extended Care settle into their after-care routine. Families/children have a choice of nap/quiet time for the first hour of Extended Care while other children are involved in activities in another space; please let us know your preference.

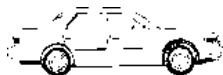
Please note that there will be **Before School Care from 7:30-8:30 AM and After School Care from 1:00-6:00 PM** in the Preschool "Saints" classroom. There will be an additional charge for those who attend. For staffing requirements, we ask that you sign up in advance by the month; please e-mail the preschool to reserve. We encourage you to reserve the time you plan to have your child at Extended Care before 8:30 AM.

Children who stay for after care may have a quiet/nap time beginning at 1:00. We have mats for the children and ask that you provide a crib sheet & blanket (or Tot-Cot); all children must have this crib sheet & blanket. The crib sheet & blanket must fit in the bottom section of your child's cubby, labeled with name; these items should be taken home for laundering at least monthly. An alternative is to purchase a small bed-roll (i.e., Tot-Cot <http://www.urbaninfant.com/tot-cot.html>).

**Extended Care at the K-8 school is not licensed to care for Preschoolers so, under no circumstances may Preschoolers be left at the K-8 Extended Care.**

**NOTE: We share our driveway with neighbors.** Please remind the children that the gravel parking areas, plants and flowers do not belong to the Preschool and, therefore, the children should not be in these areas. We need to respect the property of our neighbors as we would expect our property to be respected.

For the safety of all the children, the driveway is NOT a play area (for safety - no running down the driveway) especially after dismissal; **the railings are NOT to be used for play for obvious safety reasons.** If parents wish to visit, please consider either Boyd Park or the Sport Court if it is not in use.



### **PARKING:**

Because our drop-off and pick-up procedures need to be coordinated with Saint Raphael School families, it is necessary for parents to adhere to these timelines.

In the past we have been able to negotiate with the City of San Rafael Parking Department to allow Preschool families to park briefly (**NO LONGER THAN 20 MINUTES**) in the passenger zone on Mission Street 8:15 A.M. to 9:00 A.M. and 1:00 P.M. to 1:30 P.M. for sign-in/out drop-off/pick-up. Be advised that parking in the Passenger Zone and leaving the car can generate a \$50.00 parking fine. Please use the notice enclosed in your enrollment packet on your dashboard.

Please do not park on Mission Street if you plan on staying for more than 20 minutes because you will get a \$50 fine.

If you are volunteering or need to speak with a teacher please park in the East Yard parking lot between 8:30 A.M. to 2:00 P.M. If you park in the East Yard between 2:00 P.M. and 3:30 P.M. Saint Raphael School reserves the right to tow your car if it disrupts their pick-up line.

**NO PARKING IS ALLOWED IN THE WEST AMERICA BANK PARKING LOT.**

### **DISCIPLINE:**

The Saint Raphael Preschool staff believes that discipline is a part of the instructional program. It is the teacher's role to lead the children to learn appropriate behaviors in a social situation. Through the teacher's guidance the children learn to modify their behavior in positive ways to meet their needs. The teacher will establish with the children acceptable Preschool rules and help the children understand and practice those rules.

When a child breaks a rule the following procedures will normally be followed:

1. The teacher first reminds the child of the expected behavior.
2. If the behavior continues the teacher will re-direct the child into another activity and the parents will be notified.
3. If the behavior still continues, the teacher will then meet with the child to discuss a plan to improve the behavior.
4. If the child has difficulty learning to modify his/her behavior, the teacher will call for a parent conference to work out plans to help the child learn to control the behavior appropriately.

5. Hitting, biting, spitting, swearing or any such misbehavior may be cause for an immediate phone call to the parent and may require that the child be picked-up immediately.
6. Counseling with an outside professional may be recommended as needed.

In cases where the child's behavior is so inappropriate that other children are endangered, property is destroyed or the child endangers him/herself, the child may have to be dismissed from the school when such behavior continues or there is no improvement. If this is the case, steps one through six may be waived with the discretion of the Director.

We take into consideration that a child may misbehave for a variety of reasons: age, health, family changes, background, etc. Our teachers are dedicated to refrain from using negative physical contact, verbally abusive language, any form of public or private humiliation, or any form of emotional abuse or corporal punishment. We do not expect that children will always like the limits set for them, but we recognize that they thrive in an environment that assures consistency and safety. We affirm the inherent dignity of each child.

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The student's interest in receiving a quality, morally based education can be served if students, parents and preschool personnel work together. Normally, differences between those individuals can be resolved. In some rare instances, however, the preschool may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be the express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the Preschool. The principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook of the Preschool.

These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concern about the Preschool operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive nor is inappropriate language ever acceptable.
3. These expectations for students and parents/guardian include, but are not limited to all Preschool sponsored programs or events (e.g. extended care, field trips).

The Preschool reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the preschool, (e.g. suspension of a student or suspension of a parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, and other activities).

The Preschool reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

## **NON-HARASSMENT POLICY**

Saint Raphael Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The Preschool will treat allegations of harassment seriously and in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal.

Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex.



## **EMERGENCY INFORMATION:**

Medical/Emergency Information forms will be distributed and must be completed before your preschooler attends school. This information must be kept updated. **NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT ON THE EMERGENCY FORM.**

**IF A DIFFERENT PERSON IS TO PICK UP YOUR CHILD (a one time event) YOU MUST WRITE THE PERSON'S NAME IN THE NOTEBOOK BY THE PARENT NOTEBOOK NEAR THE SIGN-IN/OUT BINDER.**

Fire, disaster and lock-down drills are practiced regularly. Accordingly, the staff and students will follow the procedures established.

***Each child MUST have (family to purchase) an Emergency Kit that will be stored in a Gallon sized Ziplock bag labeled with the child's name and stored in the lower section of the child's cubby for the entire year. Please put a water bottle, nut-free granola bar and family picture in the Ziplock.***

THE PINK MEDICAL/EMERGENCY FORM must be on file for each child. Parents are requested to complete this form and return it to the Preschool office with the other admission forms. Our off-campus emergency site, should we need to evacuate, will be the Elks Lodge located at 1312 Mission Avenue in San Rafael. (415-453-1108).

## **EMERGENCY PREPAREDNESS:**

### **Safety Drills-**

Safety drills, such as fire, earthquake and lock down drills, are conducted on a monthly basis so that the children and teachers are familiar with the routines if an emergency was to ever arise. This also allows the children to have open discussions to express their concerns appropriately and to acknowledge that the teachers are here and will keep them safe.

These discussions are appropriately linked to our lessons taught in the springtime of our Safe Touch Program. These lessons teach the children about many other safety routines that are important to incorporate in their daily lives, such as car seat safety, crosswalk usage, match and gun prevention, strategies to use if lost, understanding between safe touches and non-safe touches etc. Many questions arise during these lessons as well, that are discussed in an age appropriate manner.

### **Power Outages**

Power outages may affect the day-to-day operations of our facility. If a power outage were to occur, it would be up to the discretion of the Director as to whether or not have the parents notified to pick up their child. The Director will look at circumstances as to the time of day, the temperature in the



building, the level of anxiety portrayed by the children, and the estimate given by the power company as to when they believe the electricity will be restored. Please be advised, if a power outage were to occur, our school phones and computer usage would be suspended until the power was back on.

### **Emergency Evacuation**

If an emergency were to occur where we would need to evacuate the children for their safety, the parents will be notified as to the location that has been deemed safe by the local police or fire department. Your child's safety is our top concern and we use SchoolSpeak electronic text messaging and email notifications to alert the parents during any emergency evacuation.

### **Emergency School Closures**

Emergencies and their nature can never be predicted. St. Raphael Preschool cannot foretell when an emergency closure may happen due to a natural disaster, weather related issues, poor air quality or any other instances where the health and safety of the children in our care, their families or our staff may be compromised. We are in contact and follow the direction of the Marin County Office of Education. If they were not in session or the closure would only be impacting St. Raphael Preschool, the Director will make the decision to close based on the direction of Community Care Licensing and/or the health and safety of our students, families and staff.

Emergency closures due to poor air quality is more prevalent as a result of urban and forest fires. We, once again, will follow the directives of the Marin County Office of Education, as to whether a school closure is mandated or not. If they are not in session, our Director will determine if a closure of the school is necessary by referencing AirNow Air Quality Index, PurpleAir Air Quality Index, the weather forecast or contacting the local fire/police departments to request their recommendation. Parent will be notified via SchoolSpeak and their text message and email notifications system. It is the parent's responsibility to ensure they are on our school's emergency email and text messaging system. All parents are required to alert the administration as to their cell phone provider (i.e. Sprint, Verizon AT&T etc) so they can be correctly put into the system. A "Test Alert" will be implemented to ensure that everyone enrolled is receiving the alert.

As stated in our Admissions Agreement, no credits or refunds are issued when there is a emergency school closure.



### **FOOD, BEVERAGES, SNACKS, LUNCH:**

Saint Raphael Preschoolers bring their own morning and extended care beverages, snacks and lunch in a lunch box, clearly marked with their name on each item/container; (if staying for afternoon Extended Care, it is essential for each child to have an additional snack and beverage). Please understand that the school recognizes the role of good food habits in promoting a healthy lifelong diet; obesity is a significant

factor for Marin children. We will teach about nutrition during "eating times"; please be conscious of this as you prepare the food each day. **Please DO NOT send candy, gum or other over sugared/salted foods. Please do not send any foods in GLASS containers.** We ask that if your child's lunch needs to be kept cool that you include an ice pack. Also, provide a thermos for those foods to be eaten warm. We encourage the children to be independent in eating their snacks and lunches **so please do NOT send** Go-gurts or fruit cups as they are difficult for the children to open/eat. We will have snack and lunch together daily. We do

not allow "sharing of food" for many reasons—one of which is that you need to know what your child has eaten during the day. Your child will bring the lunchbox home each day with his/her leftover food.

Please **include a napkin and spoon or fork as needed**. Whenever possible, please **send drinks in a plastic bottle with a 'sports top'** which will allow your child to be more independent in eating/drinking and 'save' some drink for later enjoyment; adequate liquid intake is essential to good health. We do not determine the sequence of the meal so be sure to discuss with your child in what order you wish the snack/lunch to be eaten. **We discourage fast foods and prepackaged 'lunchables' or similarly prepared foods** in the interest of a healthy diet and positive attitudes of the other children; we ask for your cooperation in this matter.

**Secondly, many children have allergies to certain foods, which would prove harmful to them if shared from another's lunchbox; each classroom is "nut free"**.

Saint Raphael Preschool prides itself in putting the children and their health and safety first. This is why we continue to be a **NUT-FREE** environment. Peanuts, walnuts, almonds, hazelnut, cashew, pistachio, pecan and brazil nuts are all excluded from our program.

We request with your assistance in providing our children with a safe environment. It is highly important that stringent avoidance of these nut products be taken in order to prevent allergic reactions that may be life threatening.

To reduce the chances of a potentially life threatening allergic reaction, please do not send **any** peanut or nut containing products to school that will be ingested by your child or shared with during a celebration, school function or birthday snack.

If your child ate any type of peanut product prior to attending their class day, please make sure that you wash their face and hands well with soap and water before coming to school.

#### **FORMS:**

Health forms

Child's Pre-Admission Health History form (Lic 702)

Emergency Information and Consent for Medical Treatment - pink - forms (Lic 627 & 700))

Immunization and Medical Examination form (Lic 701)

Personal Rights (Parent) form (Lic 995)

Personal Rights (Child) form (Lic 613A)

Sign-in/out policy agreement

Nut-Free Acknowledgement

Parent Volunteer Agreement

Admission Agreement

All About Me

Financial Agreement

Photo Release Authorization

Former Preschool/Child Care Recommendation (if applicable)



#### **HEALTH AND SAFETY:**

CALIFORNIA LAW REQUIRES A ONE-TIME MEDICAL EXAMINATION FORM SIGNED BY A PHYSICIAN **BEFORE** THE CHILD STARTS PRESCHOOL.

Illness is a part of life for all of us and more so for young children with growing immune systems. We need to know any illness/communicable disease your child may have been exposed to in order to provide a healthy environment for all children and staff.

The Preschool staff needs to be informed if your child has been given any medications in the previous 24 hours.

**Parents are asked to keep their children home when they have one or more of the following symptoms:**

- A fever of 100.4 degrees or above
- Two diarrheas in one day or incidence of vomiting
- Eyes that are pink, watery or have mucous
- Unidentified rash, stomach ache
- Coughing, sneezing, difficulty in breathing
- Listlessness; inability to participate in activities
- Earache or drainage
  - (A colored discharge from the nose—a clear, runny nose discharge may be acceptable when not accompanied by other symptoms such as fever, coughing, vomiting or listlessness)
- Lice (highly contagious; treatment required; child excluded from class with live lice/eggs/nits)

**Please call to inform us that your child will not be at school due to illness;** bringing the ill child to school exposes both the other children and the staff to illness.

You are the expert regarding your child's health. Check your child EACH morning if your child is not 100% please call the Director/teacher before considering attending class that day.

Before returning to school, your child needs to be free of symptoms for 24 hours or has been on an antibiotic for 24 hours. **Your child must be fever free for 24 hours after the last dose of fever-reducing medication and have no other symptoms.**

You are required to notify the school if your child has an infectious or communicable disease. You are responsible for keeping your child home from school when he/she is sick. The Director/Teacher has the right to refuse a child's admission if it appears that the child is too ill, fatigued or distracted to attend school. If your child becomes ill at school, you will be asked to take him/her home or make arrangements for an authorized person **to pick him/her up WITHIN AN HOUR of being notified thus we need a MARIN EMERGENCY CONTACT!**

When it is absolutely necessary that your child take medication at school, we require the following:

- ❖ Only doctor-prescribed medication can be given.
  - ❖ A medication form must be completed by the parent and given to the teacher (available from the teacher).
  - ❖ The medicine must be in the original doctor-prescribed container with child's name and directions for dosage.
  - ❖ The medicine, in a zip-lock bag labeled with the child's name, is to be handed to the teacher by the parent upon arrival at school and is kept in a location that is inaccessible to children.
- 
- ❖ The child must be able to cooperate with the staff when receiving the dosage.
  - ❖ Please do not send over-the-counter medicines to Preschool.
  - ❖ If you want your child to take an OTC medication at a certain time, please come to Preschool to administer it yourself.

- ❖ We strongly suggest that if you apply sunscreen for your child to play outside, please apply the sunscreen before the child arrives at school as appropriate.

**NOTE: Under NO CIRCUMSTANCES should any MEDICATIONS be LEFT IN THE CHILD'S CUBBY!**

The school is obligated to notify parents of a suspected exposure to a communicable disease. This will be done via notices in the child's cubbie, the Family Envelope or by email.

If your child is injured at school, an "Injury Report" will be completed by the staff. A copy of this form will be given to the parents and a copy will be kept in the child's file. Appropriate measures will be taken to care for your child. If an accident occurs of a more serious nature (continued bloody nose, insect sting/bite, bump/hit head, etc) a phone call will be made to you. If you are unable to be reached, another person on the Emergency Form will be contacted. It is essential that you keep the school informed of all CURRENT EMERGENCY INFORMATION. Paramedics may be called to the school if it is deemed necessary by the school's staff.

- ✓ All staff members are trained and certified in Pediatric First-Aid and CPR.
- ✓ All staff members are trained and required to report (AKA Mandated Reporters) any signs of suspected child abuse under Section 11166.55 Penal Code.
- ✓ If your child will be absent for any reason please notify the Preschool by phone/email the reason for the absence; if you know ahead, this information can be written in the notebook by the sign-in/out binder.



### **PARENT PARTICIPATION:**

At the beginning of each new school year we will have a Parent Orientation Night, which parents agree to attend by signing the Admission Agreement. Orientation gives parents/guardians (this is for adults only) an opportunity to meet the staff and the parents of the other Preschoolers, hear about our program and its policies, and ask questions or add suggestions.

One additional mandatory Parent meeting is scheduled during the year; in addition, there are 2 family evenings for socializing (see calendar).

What we expect is that you, the parent, read the Preschool Handbook and the newsletters, along with any other supplemental material sent home and abide by all policies of the Preschool. We also ask that you be aware of, and be involved in your child's experiences at Saint Raphael Preschool, and develop an educational partnership with the teaching staff, as well as fulfill your financial agreement.

As parents your involvement and support plays a vital role here at Saint Raphael Preschool. Your insights, ideas and constant feedback are valuable to us. We have an "open door" policy and you may quietly

and respectfully visit your child's classroom whenever you wish. Other relatives and special people to your child are also welcome. Please accompany into the class guests whom we may not know by sight.

**NOTE:** For parent meetings including conferences, field trips (Saints class), classroom volunteer times and other such occasions, please make arrangements for siblings to be cared for and not brought along. We need your exclusive attention for our children or conversations.

**EVERY FAMILY IS OBLIGATED to volunteer service** in Preschool related activities or events; **15 hours for the year.** At least half of your hours must be satisfied by assistance with our fund raising projects. A list of activities and events with descriptions will be available at our Orientation meeting. Periodically log-forms will be distributed for your Service Hour Record. Some ideas of service hour activities will be distributed at our Parent Orientation.

**Therefore, each family is obligated to volunteer 15 hours a school year in school related activities, events, and support. For every hour that is not worked, you will be charged, in May, \$10.00 each hour.**

The new State Licensing requirements state that everyone who volunteers in the classroom, on field trips, or is working with the children **MUST PROVIDE PROOF OF THE FOLLOWING REQUIREMENTS:**

- The Pertussis Vaccine
- The Measles Vaccine
- A current TB test
- A current flu shot (or a signed waiver if you refuse it)
- A signed statement affirming that you are in good health.

**Guidelines:**

We ask parents that whatever they observe regarding the children is strictly confidential.

Also:

- Any siblings or other children **MAY NOT** attend with you during your volunteer time
- Please be reliable, conscientious and prompt
- Please use language and a tone of voice that is calm, appropriate, encouraging, and respectful
- Please do not use your cell phones so that the children know that you, as a volunteer, are present and focused
- Please do not use your volunteer time to socialize with other parents or teachers
- Please model positive behavior and be patient and kind

The following activities can be used towards fulfilling your volunteer obligation hours **AND YOU DO NOT NEED THE REQUIRED VACCINES:**

- Carpentry
- Painting
- Sewing
- Weekend activities
- Cleaning toys and washing laundry
- Care for our class birds over the weekends, holidays (1 hour/weekend) or summer
- Raising a Reader coordinator
- Organize, set-up or clean-up school functions/fundraisers

Most of these activities are able to completed on the weekend.

**PRESCHOOL PARENTS NEED TO PARTICIPATE IN A VARIETY OF ACTIVITIES AND FUND RAISERS FOR SAINT RAPHAEL K-8 SCHOOL.** Information about upcoming events will be provided as the event date approaches.



### **SPECIAL CELEBRATIONS:**

We will have a simple celebration for each child's birthday at school. You are encouraged to bring a special treat for the class if you wish. We ask that you consider a snack treat such as: fruit, cookies, mini-muffins, brownies, or a favorite snack that your child would like to share with his/her classmates (**please NO cakes/cupcakes**). Please **talk with the teacher** to arrange a date to celebrate your child's birthday ~ at this time, please know what treat you might bring to be shared; the teacher will let you know of any food allergies. Your monthly calendar will inform you of holiday celebrations. Parents are most welcome to participate in our birthday and holiday celebrations; please let the teacher know if you are interested in joining us.

Information on our Birthday Book/gift opportunity will be distributed at our Orientation meeting. This is an opportunity to celebrate your child's special day with a lasting book/CD or other curriculum item for the classroom; a special label will be used in/on the gift!

### **STAFF:**

All members of our professional staff have training and experience in Early Childhood Education, and meet state licensing requirements; each has achieved a specific level of teaching permit status granted by the California State Department of Teacher Credentialing. They also receive the required training in First Aid and CPR to maintain their certification. Our staff are loving and caring individuals who are dedicated to the principles of Catholic Preschool education.

They are responsible for the following: planning, evaluating, and revising the curriculum and program as needed; being aware of the development of each child; providing stimulating materials and experiences for the children; and establishing positive relationships between the child, other classmates, the staff, adults, the church and the home.

To support the Professional Development of our staff, there are workshops, classes and meetings that the Preschool pays all or some of the required fees for attendance; this may require a substitute for the class on such days. All substitutes are fully qualified for the duties they perform while with our Preschool children.

### **STATE LICENSING INFORMATION:**

"Inspection Authority by Community Care Licensing: Section 101200(b)(c):

The Department has the authority to interview children or staff, and to inspect and audit child or child care (i.e., preschool) center records, without prior parental consent.

The Department has the authority to observe the physical condition of the child/ren, including conditions that could indicate abuse, neglect or inappropriate placement."

"Complaint Procedure:

Parents understand they have the right to call or write the licensing agency with concerns or complaints about the operation of the facility or treatment of their child. Call or write:

Community Care Licensing  
851 Traeger Avenue, Suite 360  
San Bruno, CA 94066  
(650) 266-8843

"Personal Rights:

Parents understand that children have rights and have received a copy of the Personal Rights form LIC 613A—Section 101223."

"Parents' Rights:

The parents understand that they have the right to visit and observe the school anytime their child is in care and have received a copy of parents rights form LIC 995—Section 101218.1(b)."

"Sign-in and Sign-out:

In addition to the sign-in procedure requirement, the licensee shall implement a procedure to sign the child in/out to include the person to **use full legal, legible signature** and record the time of day... the sheet with the signatures shall be kept and be available for review by the Department. LIC 101229.1 (a.1), (d)."

**SUGGESTIONS AND/OR CONCERNS:**

The Teachers/Director plan for the children's experiences. It is very helpful to know of parent's preferences and concerns. Parents should never let any upsetting circumstances pass without a discussion with the Teacher/Director. Many times a few words can explain or satisfy any concern.



**TUITION AND FEES:**

Application Fee--(non-refundable) due upon submission of the application. This fee is not required for returning Preschool students.

Registration/Activity Fee - This fee covers the cost of required set-up, paper work and reports as well as student insurance for the year. It also helps offset the cost of consumable materials and supplies for the classroom.

**Five Day Program**

**Four Day Program**

**Three Day Program (Monday, Wednesday and Friday)**

**Two Day Program (Tuesday and Thursday)**

**All Programs:**

Tuition is payable online through FACTS. FACTS will automatically deduct the monthly tuition from your bank account. There is a one-time annual charge of \$43 for this service. The first tuition payment

(August) is due **August 20th** and by the 20<sup>th</sup> of each of the following nine (9) months until May. Tuition is charged for any month, or part of a month, that a child is enrolled in the Preschool for a maximum of ten months. A \$25.00 **late fee** will be charged against tuition **or extended care invoices** not paid by the 25<sup>th</sup> of the month. Please discuss any problem concerning tuition with the Director.

Returned checks are subject to a \$50 penalty. If a check is returned by the bank, all future payments must be by cashier check, money order or cash.

Reserved Extended Care Fee is \$9 per hour (in half-hour increments) A.M. and P.M.

Late Fees for After School Extended Care: If your child is picked up after 6:00 PM, there will be a charge of \$5.00 for every five minutes late.

The cost of operation remains constant and is based on full enrollment. Therefore, **we do not provide a reduction in tuition due to illness, vacations, holidays, or general absenteeism.** Notification of withdrawal must be made, in writing, 30 days in advance. Tuition and reserved Extended Care fees for those 30 days must be paid. No tuition or Extended Care refunds will be made for any part of the month that the child is present.

**There will be no 'make-up' days due to illness, absences, or holidays.**

### **UNIFORMS, CLOTHING AND BELONGINGS:**

The Preschool uniform consists of the following:

#### **GIRLS--**

Plaid jumper (we recommend shorts under the jumper)

Uniform khaki or navy long pants (optional)

Uniform khaki shorts (optional)

White collared short, long sleeved blouse or white turtleneck

Preschool logo sweatshirt (in colder weather an outer jacket or coat in addition should be worn to school)

Solid red, white or navy socks or tights

Rubber soled athletic shoes (**plain** black, white, blue or gray) with tie or Velcro closure. For safety reasons no boots or open-toed sandals are allowed.

#### **BOYS—**

Uniform khaki or navy long pants

Uniform khaki shorts (optional)

White collared short, long sleeved shirt or white turtleneck

Navy blue collared short, long sleeved shirt

Preschool logo sweatshirt (in colder weather an outer jacket or coat in addition should be worn to school)

White or navy socks

Rubber soled athletic shoes (**plain** black, white, blue or gray) with tie or Velcro closure. For safety reasons no boots or open-toed sandals are allowed.

If earrings are worn, they may only be 'post-type'. Parents assume responsibility for the potential loss of any jewelry.



A complete extra set of clothes (NOT a uniform, play clothes are adequate) should be sent in a plastic bag labeled w/name and left in the bottom section of your child's cubby at Preschool for emergencies (when used, launder and return ASAP); in January please take this set and 're-size' as needed.



ALL clothing/belongings, jackets, school sweaters, caps, lunch boxes, food containers, rest items, etc. must be clearly marked/labeled with the enrolled child's full name.

The uniform vendor (Classic Designs Uniforms, 1551 Taraval Street, SF, 94116 415/661-4700 or Toll Free 888.770-4700) and other related information is enclosed.

Some uniform items (Lands End) are available at Sears.

Uniform Exchange: We encourage the 'recycle' of uniforms still in good condition.

### MISCELLANEOUS:

#### POLICIES/ PROCEDURES/ PRACTICES

CELL PHONES - Please *refrain* from using your cell phone when you pick-up your child. Your child has not seen you in several hours and will be eager to share the events of the day with you; if your attention is to the party on the phone it can be a message to your child that his/her day is not important to you. Think about it.

PICTURES—Individual school pictures will be taken for ALL children.

PHOTO RELEASE - Students may be photographed or videotaped at Saint Raphael Preschool during various activities or events. Your signature gives permission for any image of your child to be published in the Family Envelope, newspaper, newsletter, brochure, website or any other publication. If you do not wish your child's photo or likeness to be used beyond our school classroom and hallway displays, please let us know IN WRITING by the first day of school.

TOBACCO - Saint Raphael School and Preschool grounds are TOBACCO FREE; please refrain from use of any tobacco on school property.

TOYS - Our classrooms and play areas have a variety of equipment and supplies to meet the developmentally appropriate needs of the children. Toys brought from home can cause distractions and if damaged or broken can cause grief and therefore, unhappy children. We ask that you comply with our 'no toys from home' policy. As part of our pre-reading curriculum, the **Saints** have a sharing day that will be announced each week. On days that are designated for a specific sharing, the child may bring an extra item to school.

Please note that **AFTERNOON EXTENDED CARE WILL NOT BE OFFERED THE SECOND WEDNESDAY OF EVERY MONTH.** We will be closed after 1:00 due to monthly faculty development trainings. We will post on the entry whiteboard as well as in the monthly newsletter. We apologize for the inconvenience, but this is a necessary step in maintaining our wonderful program.

Thank you for reading this handbook! This is all very important information. Please sign the admissions agreement to acknowledge that you have read this handbook.



*Our Federal Tax ID Number is:*  
*94-1156814*

