

ST. JOACHIM



HANDBOOK

2019-2020

310 North "I" Street, Madera, CA 93637

Phone: (559) 662-0372

POLICIES

ADMISSION

The school serves children who are 3 to 6 years of age. Children must be potty train. Any child that continuously has accidents will be asked to wait a few months and then start again. In order, for child should be considered for admission an application for enrollment must be completed, followed by an interview with the preschool director to determine appropriate class assignment.

Upon acceptance you must complete the registration packet containing the following necessary forms: emergency authorization form, child's health history, physicians form, immunization records, TB testing results, consent for emergency treatment, parent's rights form, personal rights form, child abuse form, admission agreement form, picture release form and handbook receipt acknowledgment form.

PRIORITY ADMISSIONS POLICY

In the event that a waiting list is necessary to attend preschool, the priorities for admission will be as follows:

- Families with older siblings enrolled in Saint Joachim school or preschool.
- Catholic families from Saint Joachim parish
- Catholic families from another parish
- Non-Catholic

PAYMENTS OF FEES

There is a \$95.00 non-refundable registration fee per child payable at the time of registration. This fee includes the cost of insurance.

TUITION

The monthly tuition amount is listed in the table on your admission agreements of 15% discount or additional children in the same family (either attending Saint Joachim Preschool or Saint Joachim School) will apply. Tuition is to be payed monthly through the FACTS online tuition collection service (more information to come). A monthly \$35.00 late fee will be assessed if not received by the 10th and if there is no communication to the principal.

CALENDAR YEAR

Preschool follows the Saint Joachim school calendar regarding holidays and scheduled days off. The teacher in-service will fall normally on a Friday that coincides with the early out at the elementary school. This is to provide the teachers the opportunity to have staff development meetings/training for the safety and benefit of the children.

ABSENCE

No deduction or refunds will be made for absence the tuition contract guarantees a place for your children and is the basis for staff salaries and expenses.

DROP-OFF AND PICK UP OF YOUR CHILDREN

It is very important for you to accompany your children when they arrive at the preschool, the reason for this is that this is mandated by the State (State law requires complete signatures on sign-in/sign-in out sheets).

There is an attendance sheet in the classroom. Parents must sign the children in for the teacher to assume responsibility for that child.

This sign-in procedure gives parents a chance to share the preschool with your children. It is important for the children to have time to point out friends, materials they work with, and to see you interacting with their teacher.

Whoever is signing your child in or out must be a legal adult (18 years are over). An older sibling that is not in adult must not sign children in or out.

AUTHORIZATION TO PICK UP YOUR CHILD

If someone other than a parent is dropping off or picking up your child, we need a note from the parents, unless the individual dropping off or picking up is listed on the emergency authorization form. We will release your child only to authorized persons. They also must follow the sign-in/sign out procedures.

LATE PICK UP

We realize circumstances may cause you to run late from time to time, but you must try to pick up your child by the end of the class. A telephone call will let us know you are running late so we can reassure your child. There will be \$25 dollars late charge assessed if the child is picked up late.

EMERGENCY INFORMATION

In case of emergency it is important to maintain in your child's file:

- Current address

- Home, work, and cell phone numbers.
- Physician's and dentist's names and phone numbers.
- Authorized persons who may take up your child.

Please notify the preschool immediately of any changes so we can keep your records accurate, up to date, and reliable.

HYGIENE

Children will be reminded to wash hands each time they use the bathroom and before snack. All staff will wear latex gloves while handling sick children or assisting in personal needs of the child. All children must be potty train. No pull-ups are allowed. In frequent accidents are understandable at the beginning of the school year. If rate went accidents continued to happen after the first few weeks of entry, children will be sent home and asked to remain home until potty-trained.

ILLNESS POLICY

PLEASE, for the health of your child and others, do not send your child to school when he/she is ill. The staff will assess the health of each child daily. Children with signs of infection will not be accepted to school on that day. You will be directed to take them home. Children must stay home if they have any symptoms listed below. Children must be free of the symptoms for at least 24 hours before returning to school.

If your child will not be attending preschool for any reason, please phone 662-0372 by 8:30 AM so the teacher can be informed. No credit can be given for sick days.

SYMPTOM LIST

- Diarrhea
- Fever of 100° or more. Temperature must be normal or 24 hours without the use of fever reducers for 24 hours before returning to school.
- Common cold (runny nose, vomiting mucus is the most common sign, also a fever or loss of energy)
- Cough with mucous secretion (wet, wheezy cough), which can spread a bacterial or viral infection. A child experiencing the dry hacking of an allergy may attend school. If there are any questions regarding symptoms, a doctor's clearance may be required.
- A rash or skin infection with drainage. A child having dried lesions may attend the school.
- Vomiting recurring with fever.
- Pink eye or conjunctivitis. The child must be on medication or 48 hours before returning to school.

- Head lice (www.health.vic.gov.au/headlice)

IF YOUR CHILD BECOMES ILL WHILE AT SCHOOL AND YOU ARE CALLED, PLEASE COOPERATE BY PICKING HIM/HER UP PROMPTLY. IF YOUR CHILD HAS A TEMPERATURE OF 101 DEGREES OR MORE, WE ARE MANDATED BY THE STATE OF CALIFORNIA TO CALL YOU AND HAVE YOU REMOVE THE CHILD FROM THE FACILITY.

MEDICAL EMERGENCIES

Although we supervise the children in both indoor and outdoor activities, accidents can, and do you happen. In the case of a minor injury we will administer aid to your child and report the injury to you via an “ouch note” and/or phone call.

In the event that major first aid is required; every effort will be made to contact parents first. If we are unable to reach the parents/guardians, the authorized persons on the emergency form will be the next contact. In the event that the authorized person cannot be reached, the school will seek the emergency care needed, this means calling 911 if the emergency requires it. Parents will be liable for expenses incurred.

DISCIPLINE

Discipline is considered to be a form of guidance rather than a form of punishment. Our school is designed to be safe and encourage pro-social age appropriate behavior from your children. The staff is trained to effectively use positive discipline approaches such as redirection, role modeling and time-out in the thinking chair, away from all the activity. When necessary, parents/guardians will be informed to keep you knowledgeable regarding the disciplinary action. Please, always feel free to meet with the principal/directory/teacher to discuss another way to handle the situation in question.

With the safety of the children and staff, any continuous negative behavior by a child such as biting, hitting, or profane language will be evaluated. There will be a week probation. To determine whether the child is suited for our program. If the child's continuous disturbance is very serious and a threat to other children or staff, then he/she will be asked to leave the preschool program immediately.

WITHDRAWAL FROM THE SCHOOL

If it becomes necessary to withdraw your child from ours school, we request you notified in preschool office immediately. We require 30 day written notice of your intent to withdraw. If we received the proper notification we will refund any unused portion of your tuition.

MEDICATION

A permission to administer medication form must be completed by the parent/guardian each time medication is to be administered at school. Medication will be administered only from the container it was purchased, according to the directions on the label. Only prescription medication will be administered at school. Medication will be stored in a locked container. The medication will have the child's name of a Physician's name, and pharmacy on the label.

NUTRITION

The nutritional needs of young children are high because of the relatively high demands of their growth. We always try to be aware of the nutritional value of the food we eat some nutrition tips include: using natural sugars that can be found in fresh fruit. Using a whole grain product such as wheat or bran muffins and cereal. We concur also fresh vegetables and cheeses.

PARENT CONFERENCES

Parent conferences are scheduled at mid-year with your child's teacher. This is an excellent chance for that parents and teachers to discuss the child's progress and to share information about the home environments. A parent may request an appointment with the teacher at any time to discuss your concerns. Please phone preschool or e-mail the director is set up an appointment (662-0372; jsalazar@sjoachim.org).

DRESS CODE

To help our students feel connected to the rest of the Saint Joachim student body and for their safety, all St. Joachim preschoolers are asked to wear a uniform. The St. Joachim Preschool uniform will be any clean white shirt, navy-blue pull-on shorts, pants or sweatpants, athletic shoes and socks. No opened toed shoes. Please provide simple, sturdy clothing that is free from complicated fastenings. Your child will be encouraged to use the restroom by his/herself (under supervision).

Provide your child with warm clothing on cold days and appropriate clothing and protects them from the sun in hot weather. Shoes are required, at all times, and they should fit well and be comfortable. Open toed shoes such as sandals or jelly type shoes are discouraged or safety reasons.

CHANGE OF CLOTHING

Please send a complete change of clothes marked with your child's name on them in your child's backpack. These items will remain in the backpack in the event there is an accident. Having a change of clothes readily available will save the child from needless embarrassment if a situation should arise. Reminder: Please mark all coats, sweatshirts, etc., with your child's name. Use a permanent laundry marker that will not wash out.

TOYS

Bringing toys from home often results in lost, broken, or misplaced toys for which the school cannot be responsible. There will be sharing on the last day of the week in which your child attends class. The toy/book/etc. is to be labeled and placed in the sharing basket until sharing time and then to be put away in the child's cubby or backpack until time to go home. We thank you for your cooperation and understanding in this matter.

BIRTHDAYS

We celebrate birthdays during the snack time. You may send a nutritious snack for your child and his/her classmates. We will add a birthday crown to the fun. The birthday child is the flag holder/line leader/bell ringer for their special day. You will be given a birthday time paper that will allow you to pick the date you want to celebrate. If you do not receive this paper, please see the teacher as soon as possible in the birthday month.

AMENDMENTS TO THE HANDBOOK

It is not possible to cover every situation in this handbook, further information on school policies may be referenced in the St. Joachim School handbook. Therefore, changes may be made throughout the year by the school principal in consultation with the program director, and when necessary after consultation with the pastor. Such changes will become effective after publication to families through correspondence to the preschool families. When necessary, the director will use his/her discretion and good judgment in making decisions that are for the welfare of the students.

ADDITIONAL SCHOOL POLICIES/RULES

RESPONSIBILITIES OF THE STUDENT

1. Follow the rules of the school.
2. To respect authority of teachers and staff
3. To be polite to fellow students.
4. To respect the rights and property of others.

5. To do his or her best to make the time at school fun and exciting.

RESPONSIBILITIES OF THE PARENTS

1. To keep the terms of agreement upon enrollment.
2. To send children in good health, cleanliness, and dress.
3. To write its school at the scheduled time.
4. To encourage good attitudes for learning and show respect to school authority.
5. To be responsible for misbehavior or damage to school property.
6. To work as a team with the director and staff directly involved with the child's best interest in mind.

Again, thank you for choosing St. Joachim Preschool as your child's first school learning experience. We are very excited for the future and looking forward to getting to know your child we are preparing for wonderful school year.