

QUEEN OF ALL SAINTS
PRESCHOOL
FAMILY HANDBOOK
2020-2021



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TABLE OF CONTENTS

PURPOSE, GOALS, MISSION STATEMENT & PHILOSOPHY.....	3
ADMISSION POLICY	4
NON-DISCRIMINATION POLICY.....	4
ADMISSIONS	4
DAYS AND HOURS OF OPERATION.....	6
FEES AND OBLIGATIONS	6
ADDITIONAL OBLIGATIONS	7
FAMILY SERVICE HOURS	7
CURRICULUM	8
FIELD TRIPS AND TRANSPORTATION	10
REST PERIODS	10
SIGN IN/OUT PROCEDURES	11
PARENT COMMUNICATION	12
BIRTHDAYS AND CELEBRATIONS	12
HEALTH AND SAFETY	13
HEALTH AND IMMUNIZATION RECORDS	13
ADMISSION/EXCLUSION DUE TO PUBLIC HEALTH	13
NUTRITION	14
EARTHQUAKE/EMERGENCY	14
EMERGENCY KITS	15
STUDENT PHOTOS	15
LICENSING RIGHTS	16
MEDICATIONS/MEDICAL	16
MEDICAL APPOINTMENTS & MEDICATIONS	16
MEDICAL/DENTAL ILLNESS OR INJURY AT SCHOOL.....	17
VISITOR PASSES	18
SCHOOL POLICIES	18
ABSENCES	18
DISCIPLINE	18
BITING POLICY	19
GROUND FORS DISMISSAL	21
MOVING/CHANGE OF ADDRESS	21
VOLUNTEER IMMUNIZATION AND SAFE ENVIRONMENT REQUIREMENTS...	21
CUSTODIAL RIGHTS & STUDENT RECORDS	22
FAMILY RESPONSIBILITY	22
DAILY ACTIVITIES	23
UNIFORMS AND DRESS CODE	23
CLOTHING REQUIREMENTS & CHANGE OF CLOTHES	25

AMENDMENT POLICY	26
APPENDIX	27
· TUITION FEE SCHEDULE	28
· REQUEST FOR RECORDS	30
· VOLUNTEER INFORMATION AND REQUIREMENTS	31
· PRESCHOOL PERMISSION FORM	33
· ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK	34

MISSION STATEMENT

Queen of All Saints School is a culturally diverse Catholic community dedicated to developing the whole child with compassion and integrity. Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

SCHOOL PHILOSOPHY

*Our children are entitled not only to the right of
bodily and mental development, but also religious.*

Fr. Laurence Hennessy, 1948

As a community of educators at Queen of All Saints School we:

- Teach and model Catholic values and traditions
- Support families as the primary educators of their children
- Provide a strong academic foundation at all levels
- Commit to the spiritual, intellectual, physical, social and emotional development of each child
- Believe and appreciate that each person at Queen of All Saints is uniquely gifted by God with potential for greatness
- Encourage responsible involvement in the larger community

PURPOSE AND GOALS

Queen of All Saints Preschool is a happy, loving and joyful environment where children are encouraged to develop at their own pace under the guidance of dedicated and nurturing teachers. The teachers provide learning experiences to guide children in their development, and strive to meet the social, emotional, cognitive, academic and spiritual needs of each child with developmentally appropriate programs.

The goal of Queen of All Saints Preschool program is to provide developmentally appropriate challenges to enhance and build upon each child's strengths. Children will learn through structured as well as supervised free play, in a busy, friendly and secure environment. Our primary focus is to help children acquire social competence and the skills they need to succeed as learners, with a healthy self-esteem and self-knowledge.

ADMISSION POLICY

NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students in the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, sex, color, national or ethnic origin, age, or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school programs.

Likewise, the Catholic schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color, or national and/or ethnic origin.

ADMISSIONS

Queen of All Saints Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Queen of All Saints Preschool is open to admitting children who are, at the minimum, 36 months old by September 1st of the current school year. If children turn 5 years old between September 2nd and December 1st of the current school year, they may be eligible for the Queen of All Saints School Transitional Kindergarten (TK) Program.

Students are expected to be potty trained before the start of their first day at Queen of All Saints Preschool due to the constraints of our program's access to help children with expanded hygiene needs in multiples. Children are expected to be able to:

- Tell a teacher when they need to use the restroom.
- Unbutton/button their pants and pull down/up their undergarments.
- Wipe their private areas clean after using the restroom.
- Wear cloth undergarments (no pull-ups or diapers).

If a diagnosed disability prevents a student from performing these age-appropriate tasks arrangements will be discussed with Queen of All Saints staff.

Staff may assist students in buttoning their pants but may not assist in wiping their private areas or checking if they are clean.

Students shall be re-admitted for the next school year upon verification by the Administration that the family has fulfilled their commitments as outlined on the Parent Commitment form. All financial obligations must be met with tuition accounts in good standing, and registration fees for the upcoming school year be paid by published due date in order to secure your student's spot. Students will be placed on a waiting list until all financial obligations have been met and registration fees have been submitted. Students on the waiting list will be admitted once a space becomes available.

New student registration begins in January for the following school year. Applicant families shall complete the prescribed application forms and participate in an interview conducted by the Administration. Decisions regarding admission will be based upon the criteria set forth in the application and academic testing. The Administration will make all registration decisions.

Children will be accepted for admission based on the following order of priority:

- Siblings of continuing students whose families demonstrate active participation by regular attendance at Mass and use of the parish envelope system and are in good financial standing
- Active participation in Queen of All Saints parish as evidenced by regular attendance at Mass and use of the parish envelope system.
- All others

A waiting list of students who have met the criteria in the Application form and Parent Commitment will be maintained. All applicants will be placed on a waiting list until all financial obligations have been met and registration fees and paperwork have been submitted.

Priority on the waiting list will be established by the Administration. The waiting list will be updated each year in conjunction with spring registration.

** Regular use of the envelope system has been defined as: at least 35 times a year, which computes to more than twice a month.

Queen of All Saints Preschool will be open August - June, with the calendar aligned with the regular school year, to educate and serve your preschooler. The 10-month contract will expire in June in accordance with the regular school year program (see annual preschool and school calendar).

PRESCHOOL Days and Hours of Operation

5-Day Option:	Monday – Friday
3-Day Option:	Tuesday, Wednesday, Thursday
Full Day:	8:00 a.m. - 3:00 p.m.
Half Day:	8:00 a.m. - 12:00 noon

FEES AND OBLIGATIONS

Information regarding current fees may be found on the Queen of All Saints website (www.qasconcord.org) under the Preschool tab. Queen of All Saints Schools uses a tuition management company, FACTS, to collect tuition and all school fees/incidental expenses. All families must have a FACTS account and be enrolled in Auto Pay for both tuition and incidental expenses. It is the family's responsibility to read all correspondence from FACTS Management regarding any billing on their account.

Please see the current *Queen of All Saints Preschool Tuition Fee Schedule* for information on annual tuition rates and corresponding fees.

Application Fee: a non-refundable application fee must be paid upon submission of application.

Registration Fee: a non-refundable registration fee must be paid upon acceptance to insure your child's spot in preschool.

Tuition: A year contract/commitment to attend Queen of All Saints Preschool is required. Tuition may be paid in one payment or in ten monthly installments. If you choose to pay tuition in full, payment is due June 1. If you choose a 10-month payment plan, your FACTS account will be billed monthly, with payment due on the 5th or 20th of each month, with the first payment due in August and the final payment in May.

No refunds are made for registration fees, tuition, or other fees.

Fundraising: Queen of All Saints is a tuition-based school whose programs are funded primarily through tuition and fundraising. In order to maintain our current programs and to fund ongoing school improvements, it is necessary for all families to fundraise to offset the financial responsibilities not covered through tuition. Queen of All Saints School participates in several fundraisers with every child and family benefiting from these efforts.

Preschool families are asked to participate in the school's fundraising efforts with a \$200 fundraising commitment, as well as a minimum sale/purchase of \$100 in annual Auction Raffle Tickets that is required of each family. A fee of \$100 will be applied to any family that does not sell/purchase the raffle tickets.

Preschool families are provided with multiple options for school fundraising events (ex. Popcorn sales, See's Candy, etc.) and also have the option of submitting a non-refundable check in the amount of \$200 or paying ten monthly \$20 payments in lieu of participating in the individual fundraisers. If families choose this option, it must be declared on their Fundraising Agreement Contract.

Supply Fee: Each student will be charged a \$50.00 supply fee to assist in purchasing supplies for classroom projects.

Late Pick-Up Fee: In order for preschool to maintain state licensing laws and compliance regulations for student-teacher ratios, it is imperative that your child be picked up by their contracted time (12:00 noon or 3:00 p.m.) If it is unavoidable to be late, please call the preschool (925-483-2073). A late pick-up fee of \$2.00 per minute will be charged if your preschool child is not picked up at their contracted time of dismissal. Repeated instances of late pick up may be grounds for disenrollment.

Insufficient Funds: FACTS Management charges a \$30 Insufficient Funds fee. Families are responsible for any bank charges/fees for returned checks.

ADDITIONAL OBLIGATIONS

All Queen of All Saints Preschool families are required to attend any mandatory parent education meetings, including Back to School Night and parent-teacher conferences. Meeting information will be sent home as these meetings arise. Live-virtual meetings (such as Zoom) may be scheduled in lieu of in-person meetings when public health is a concern.

Family Service Hours:

Queen of All Saints Preschool families are expected to assist in school activities that help to reduce operating costs and/or provide enrichment opportunities for students. A minimum of 10 service hours per year is required for each preschool family. If a preschool family has students enrolled in Queen of All Saints School TK-8th grade, the

family's preschool participation hours will be covered by completing their required 25 hours of service.

**Families may purchase requested items for the classrooms and school events in lieu of volunteering. Please check with the front office prior to purchasing items for the classroom or preschool. Purchases will be calculated as follows and must be accompanied by the original receipt to qualify: Families will receive 1 hour of service for every \$20 spent. Please bring receipts to the school office and attach them to the Service Hours Log.

All service hours must be completed and recorded by April 30 of the current school year. Any hours completed after that date will count for the following school year. Families who do not complete their hours by April 30 of the current school year will be assessed a fee of \$25.00 an hour for each hour not worked. The assessment is payable upon receipt.

Recording Family Service Hours:

To record any service hours families will fill out a [Family Service Hour Form](#) through Google Forms. It can be accessed by visiting the school website, www.QASConcord.com under the *Parents* tab, then by clicking *Volunteer Requirements*, then *Family Service Hour Form*. It is the parent's/volunteer's responsibility to remember to record their hours and provide receipts for all purchases.

CURRICULUM

Children are provided with a wide range of activities that support fine and gross motor skills, social communication, and speech and language skills. Preschool curriculum includes Big Day for Pre-K © by Houghton Mifflin to introduce children to math, literacy, science, and the arts.

MOTOR DEVELOPMENT

Indoor and outdoor activities will help develop gross and fine motor skills. A variety of activities (i.e. beading, cutting, and pasting) will strengthen hand-eye coordination and hand muscles. The large open-space area, playground equipment, and the school garden will foster the child's natural desire to move, run, dig, carry, and climb. Indoor and outdoor equipment and materials allow for a variety of large and small muscle activities. Games are also incorporated into the classroom to help develop balance, coordination, flexibility, strength, and agility.

PRACTICAL LIFE

Practical life are tasks that involve self-care and care of the environment. Practical life activities are an important part of the child's development because they serve to focus the child's attention, promoting concentration, a sense of order, fine muscle coordination, and independence.

SENSORIAL

Classroom materials will help enhance the development of the child's senses, which will enable the child to make comparisons and contrasts. Matching, sorting, identifying positions of objects, recognizing the differences in sounds, and other activities will help develop the child's senses. As the child refines sensory and perceptual awareness, he/she acquires the ability to discriminate and appreciate the world.

LANGUAGE

The preschool child will explore oral and written language. Activities will provide practice in preparation for reading and writing, phonics, and spelling. All activities will be available to each child in accordance to their readiness and interest.

MATHEMATICS

Mathematics materials will provide a variety of hands-one resources to help the child explore the world of quantity and numbers. The child will be exposed to concrete experiences of sequencing, numeral recognition, one-to-one correspondence, and counting.

SCIENCE, GEOGRAPHY, AND SOCIAL SCIENCE

The preschool child will be exposed to history, diverse cultures, and contributions of people, and communities of today and yesterday. The child will be introduced to maps, the globe, people of the world, and their cultures.

Physical and natural sciences are explored at an experimental level throughout the year. The child will enjoy science through hands on experiments that will foster the love of Nature.

ART AND MUSIC

Through free art and music, the child will have the option to explore different media and expand their creativity. Art and music also provide the preschool child with an opportunity to express their emotions in a constructive way.

RELIGION

Students will begin to learn prayers, such as the Sign of the Cross, Our Father, and Hail Mary. Students will practice how to talk to God through prayer and how to thank Him for all of God's blessings. Bible stories will be incorporated through the arts (i.e. songs, art, and plays). Children will participate in Catholic holidays and begin to become familiar with the Catholic calendar. Catholic values and love for God will be incorporated throughout the curriculum.

FIELD TRIPS AND TRANSPORTATION

Due to public health concerns Queen of All Saints Preschool will not be organizing any off campus field trips this year. We may take walks out of our licensed classroom area but within the larger school grounds such as to the school office, hall, or church. In order for your child to attend these short school walks, for the rest of the school year, a *Preschool Permission Form* must be signed by a legal guardian, see appendix. When public health conditions allow preschool students may be required to participate in all-school activities including, but not limited to attending mass, enrichment activities, as well as specific events such as the Blessings of the Animals and the Christmas Program. Parents of preschool aged children will be made aware of each event involving Queen of All Saints School students at least one week prior to the event. The parent has the option to keep their children from participating in an activity by notifying the school in writing.

The school does not provide transportation to or from campus.

REST PERIODS

All full-day preschool children will participate in a period of rest each afternoon from about 12:30 - 3:00 P.M. The children are required to bring a fitted crib sheet with their name clearly written on it. Sleeping mats will be provided for each child and will be arranged at least 3 feet apart, with a head-to-toe orientation. Crib sheets will be sent home on the child's last scheduled day of the week to be washed and returned to school on their next scheduled school day.

Guardians who arrive for pick-up and find their child is sleeping, will be asked to follow the below procedures:

- 2 guardians at a time will be allowed to enter the classroom to wake their child after they have washed their hands.
- On the child's last scheduled day of the week: guardians will remove the linens to be laundered, locate the bag that is beside the child's mat, containing other items that need to be cleaned that week, and place the linens in it to be taken home. Guardians will then disinfect the mat, and return it to the child's designated spot.

- On all other days: guardians will fold up the child's nap mat and place it in the child's designated spot with the bedding still intact.

SIGN-IN/OUT PROCEDURES

Attendance records and daily attendance tracking is required. The parent or authorized representative must record the child's time of arrival and departure and sign the child in and out of the care of Queen of All Saints staff. State law requires a *full signature*, not just initials. A fee of \$5.00 will be applied to your account per every missing signature. A morning Health Screening will also be made upon arrival and guardian's signatures also indicate their agreement, with the presiding teacher, regarding the child's current health. The Health Screening assess if the student is exhibiting any of the below left column symptoms in singularity or any of the right column symptoms in union with any other listed symptoms from either column.

Singular Symptom Concerns:

- In the last 14 days been in contact with anyone with suspected or confirmed Covid19
- Any signs of a **new** illness (unrelated to pre-existing conditions like seasonal allergies)
- Chills / fever of 100° F+ in last 72 hours / been medicated to reduce body temperature
- Shortness of breath or difficulty breathing
- Headache
- New Loss of Taste or Smell
- Nausea or vomiting
- Diarrhea
- Multiple Body aches
- Excessive congestion or runny nose

Multiple Symptom Concerns:

- Cough
- Fatigue
- Muscle ache
- Sore throat
- Minor congestion or runny nose

Socially-Distanced Drop-off Procedure:

(These procedures are subject to change at any time.)

1. Families park on the school black-top (near the basketball hoops), accessible through Mt. Diablo Street, or in another designated area.
2. While wearing facemasks, child & guardian line-up on the markings, spaced 6-feet apart, outside of the preschool fence.
3. At 8:00 A.M. teachers begin taking touchless temperatures.
4. When the child arrives at the front of the line, with a temperature less than 100°F, the guardian signs them in, which verifies that their child is not exhibiting any concerning symptoms of COVID19.

5. The child will then place their backpack on the hook outside labeled with their name above it, and place their water bottle on the ground beneath it.
6. The guardian then takes the child to the restroom to urinate and wash hands, one family at a time.
7. The guardian then makes sure the child is at least an arms-distance away and disinfects the flusher and sink handles, using disinfectant that is stored out of the children's reach, and ensures the disinfectant is returned to its safe storage position up, away, from the children's reach.
8. Lastly the guardian directs the child to their spot at outdoor Circle Time.

Socially-Distanced Pick-up Procedure:

1. Guardians park on the school black-top near the basketball hoops, accessible through Mt. Diablo Street, or in another designated spot, and wait on the markings spaced 6-feet apart outside of the preschool fence.
2. At both 12:00 & 3:00 P.M. pick-up children who are awake will be ready with their belongings for parents to sign them out at the preschool gate. For children who are sleeping please see the *Rest Period* procedures.

PARENT COMMUNICATION

- Weekly SAINTS Scoop online school newsletter (www.gasconcord.org)
- School website under the Preschool heading (www.gasconcord.org)
- Weekly Peek at Preschool e-mailed newsletter
- Class Dojo

Birthday Celebrations and Party Invitations

Students whose birthdays occur during the school year will receive a disinfected birthday crown to wear during the day and will be sung to by the class during morning Circle Time. Students may also wear free-dress on their birthday. This school year children will only eat food brought from their own home, due to this we ask that you please refrain from bringing any treats for your child or any other classmates. Balloons, flowers, decorations, goody bags or other party items should not be sent or brought to school. If you are organizing an off-campus celebration and inviting any class members, the entire class, or all boys/girls, must be invited. The celebration information must be emailed to the teacher who will then forward the information onto the other parents and guardians on your child's behalf. Students with summer birthdays may choose to celebrate their half-year birthday or celebrate at the start or end of the school year. If a guardian of a child with a summer birthday does not notify the teacher of their choice to celebrate one of these first two ways, it will be celebrated at the end of the year.

Class Celebrations

A variety of celebrations are organized throughout the year. These are planned by the classroom teacher or with assistance from the room parents. They may include holiday parties, ethnic traditions, and celebrations to mark the accomplishment of goals. If there is a special cultural tradition that you would like shared with the class, please contact the teacher to discuss how it can be shared with the children safely. All celebrations will be organized with public health concerns in mind.

HEALTH AND SAFETY

Health and Immunization Records

The State of California requires that several health forms be filed at the school. A physical exam and TB test must have been administered within a year of the child's first day at school. Immunizations must be up to date. Appropriate forms (State of California Form LIC701 – Physician's Report) must be returned to school before your child's first day of class. Do not wait until the last minute to schedule appointments, or your child may have to miss time at school.

Admission/Exclusion Due to Public Health Concerns

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at (925) 685-8700 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours (72 for suspected COVID19 cases) without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Queen of All Saints without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine, both prescription and over-the-counter (including sunscreen, or hand lotion), in the school must be approved by the Physician and parent utilizing the LIC 9221 form, *Parent Consent for Administration of Medications and Medication Chart*. Medications for maintenance will be administered throughout the day as

required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Community Care Licensing, the Contra Costa Health Services, and the guardians of any children who may be at risk because of this exposure.

Nutrition

All snacks and lunches will be provided by the child's family and should be sent with them in their backpack each morning. Please label your child's lunchbox and pack healthy food choices. Licensing requires that a snack contain at least 2 food groups and a lunch contain at least 3 food groups. Licensing defines four distinguishable food groups: (1) dairy, (2) fruits and vegetables, (3) whole grains, and (4) meat or meat alternatives. Queen of All Saints is a Nut-Free school. Glass containers, fast food, sugary drinks (including all sodas) and food containing nuts are not allowed at school. Students are asked to bring a labeled reusable water bottle that will be sent home weekly to be washed and returned to school the following week.

Earthquake / Emergency

Parents are required to fill out an Emergency Dismissal Form. It is important that parents be familiar with the school's Emergency Disaster Policy. In the event of a serious disaster, all students will remain at school until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. In order to provide safety for all, children will not be released to any adult who is not listed on the Emergency Dismissal Form. It is recommended that you check with the preschool and school office to make sure your information is current and correct.

In the case of a whole school evacuation, families will be notified using the school's automatic messaging system. Families must have current and updated emergency contact information on file, including phone numbers and email addresses, where they can be reached to receive evacuation information.

The school has a cellular telephone available for emergency purposes. This will be used to access emergency information as well as secure the dispatching of emergency vehicles, if needed, to the school premises.

Turn on the radio/TV and follow the instructions for the civic community. For the sake of communication, Queen of All Saints Preschool will follow the local public school district's decision. Call the following numbers for information about your child/children: Parish Church: 925-825-0350 or Red Cross: 415-427-8000
DO NOT CALL THE SCHOOL NUMBER so that the phone may be free for outgoing calls only.

INDIVIDUAL STUDENT EMERGENCY KITS

The school's Emergency Preparedness Plan requires us to practice various drills, including fire and earthquake drills, throughout the year.

We require that each child in the Queen of All Saints Preschool have an Individual Student Emergency Kit containing the following – a gallon size Ziploc bag that holds packaged nutritious food in case they remain at school for an extended period during an emergency. The contents should provide nourishment for 8 hours. The food bags will be stored for the school year, and sent home with the children on the last day of school.

Suggested contents – no perishables:

- 2 high-energy granola or cereal bars (no products containing peanuts or nuts)
- 1 fruit cup or 2 Jello cups (non-refrigerated)
- 1 individual-sized package unsalted crackers or wafers
- 2 fruit roll-ups
- 2 small canned juices (no boxed or soft-sided containers)
- 1 pint sized plastic water bottle
- 2 small pocket-size Kleenex
- a note and/or family photo or memento
- 1 small book, puzzle or toy that will fit into the Ziploc bag

Student Photographs

Photographs/videos of students may appear on the school website, on the preschool website or in other school publications. Student identifications will not be associated

with the photos. Parents who do not wish their children's photographs to be placed in public media must make that determination when registering their children for school.

Licensing Rights

The parties to this agreement are aware of the Community Care Licensing agency's right to interview the child and school staff, and to inspect and audit all records maintained by the school without receiving prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect.

MEDICATIONS/MEDICAL

Medical Appointments

Please inform your child's teacher ahead of time if they will be picked-up for a prior scheduled medical appointment. When picking up a child for an appointment, please come to the school office and sign an early withdrawal slip. The slip is then taken to the classroom, given to the teacher, and the child will then be signed out according to sign-in/out procedures.

Queen of All Saints Preschool prefers to not administer any medications while a child is in our care, however it is understandable that there are times where it may be necessary to do so for the health and welfare of a child. Medications will be administered under the following conditions, and with written permission per the Request for Medication form.

Prescription Medications: Only school personnel, with written consent from a physician, can administer prescription medication.

If a child must have medication during the school day, the following procedure must be followed:

1. A signed LIC 9112 release from a doctor or parent must be on file stating the medication and dosage to be given, the time(s) to be given, and the length of time medication will be necessary.
2. The consent form will be placed in the child's file.
3. Medication must be in original container.
4. A child's medication will be identified by school personnel and then be administered to the child in the presence of an adult supervisor.
5. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication to school personally.
6. All medications need to be picked up from school at the end of each school year.

Over the Counter Medications

1. A signed LIC 9112 release form completed by the parent must be on file stating the medication and dosage to be given, the time(s) to be given, and the length of time medication will be necessary (Request for Medication form: see Appendix). The consent form will be placed in the child's file.
2. Medication must be in original container.
3. A child's medication will be identified by school personnel and then be administered to the child in the presence of an adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication to school personally.
5. All medications need to be picked up from school at the end of each school year.

Other Medications

Epi Pens, Inhalers, Nebulizers, Diabetic testing and medications will be given to the child with a prescription and according to a physician's instructions.

Epi Pens – require an allergy list to be kept in a child's file. Parents will be notified if an Epi Pen is used.

Glucose Chart – the child's glucose chart will be kept in their file with testing equipment.

Nebulizer - the LIC 9166 Nebulizer Care COnsent/Verification Child Care Facilities form must be on file if your child requires a nebulizer to be administered during the school day.

Storage of Medications

Medication will be kept in a locked box and stored in a locked cabinet in the preschool room. Medications that require refrigeration will be kept in a locked box in the refrigerator. It is the parent's responsibility to collect medications at the end of the day. Medications will be brought on field trips and to evacuation sites in the case of an emergency.

Precautions

Gloves will be worn while administering medication. Hands will be washed after removal and disposal of gloves, and any instruments will be disposed of properly.

When a child is administered medication at school, a notation will be made on their Medication Administration Log LIC9112 form and be kept in their file.

MEDICAL/DENTAL INJURY OR ILLNESS AT SCHOOL

Should your child become injured or ill at school and sustains an injury more serious than a minor cut or scratch, we will contact you immediately and take whatever steps

you indicate. Failing to reach you we will follow instructions and contact the people you listed the State of California form LIC700 – Identification and Emergency Information. Families must complete the Consent for Emergency Medical Treatment LIC627.

The Preschool staff will call to inform you of any injuries requiring first aid that your child suffers at school or any indications of impending illness. Parents will be sent, via their student, written notification of any non-medical treatment (ex. band-aid, ice, etc.)

VISITOR PASSES

Visitors will not be permitted at this time due to public health concerns. IU instructors (special needs instructors) will be permitted as needed if they pass screening procedures and follow protocol.

SCHOOL POLICIES

ABSENCES

To ensure your child receives all the benefits that Queen of All Saints Preschool has to offer, it is important that your child attends school on a regular basis. If your child is not going to be at preschool on a day they are scheduled to attend, you must call the school office by 8:30 a.m. to report your child's absence. When a child is marked absent and the school has not been notified by the family, families will receive an automated phone call notifying them of their child's absence. Families should phone the office immediately upon receiving the automated phone call to provide an excuse for the absence, and should follow up with a formal email or letter of excuse when the child returns to school. If a child is tardy and has been marked absent in Power School, families may receive a phone call stating that their child is absent prior to the system updating attendance.

DISCIPLINE

Discipline is attained in a classroom or a school when pupils work cooperatively with the Principal, the teachers and their companions toward the attainment of the class and school objectives. Discipline is positive when the students begin to manifest a growth in self-discipline which will help them to function successfully as Catholics in society, growth in charity and compassion, showing respect for one another and a willingness to share one another's burdens.

Children are encouraged to learn problem-solving skills and become self-correcting. Ground rules and certain limitations will be imposed by adults in the following areas:

- Respect for other people, as shown by courteous, respectful behavior

- Respect for the environment, as shown by carefully handling of materials for their intended purposes

Please note that Queen of All Saints Preschool will not use corporal punishment.

Children behaving in an unacceptable manner will be provided an alternate activity to help redirect their behavior. If a child has been redirected three times and chooses to not follow the redirection, a “break from the group” will be utilized as the next plan of action.

A “break from the group” will be utilized first in acts of physical aggression or harm to another child or teacher, and a phone call will be made to inform parents of this behavior. In some cases the child may be asked to leave the program for the remainder of the day in hopes of allowing the child time to reflect on the behaviors and to be removed from a repetitive behavioral cycle.

When children are asked to take a “break from the group” they will be given clear reasons why this action was taken. The teacher will ensure they understand why the behavior was not a good choice. The child will be encouraged to think of different ways in which they could have handled the situation that lead to their behavior.

Before rejoining the group, the child and teacher will discuss what should happen if another problem arises, and what the best course of action would be to allow the child tools to use during peer interactions.

Following multiple “breaks from the group” a parent and/or guardian will be notified. If a continuance of disruptive behaviors occurs, a parent/teacher conference will be requested and a plan of action will be put in place to best support the child. If the problem or behavior continues after the conference, the Principal and Director will consider grounds for dismissal.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers and young children. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and staff. This biting policy has been developed with both of these ideas in mind.

We understand that biting, unfortunately, is a part of a preschool setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Accident At School" form is filled out documenting the incident.

For the child that bit:

1. The child will be informed that biting is not acceptable.
2. The child will be placed on a "break from the group" for no longer than the child's age (three year old, three minutes).
3. The parents are notified.
4. The teachers review the situation and the possible causes that led to the child's loss of impulse control.
5. The "Behavior Incident Form" is filled out documenting the incident.
6. The child may be sent home if deemed appropriate by the staff and administration.

If Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to act on this biting impulse (teething, communication, frustration, etc.).
3. A plan will be developed to help the child manage their impulses in the future.
4. The child may be sent home if deemed appropriate by the staff and administration.

If biting becomes excessive:

1. If a child inflicts more than 1 bite in the same day, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child's parents will be called to pick them up and a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 or more bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be sent home *and* suspended for 2 business days.
3. If a child once again inflicts additional bites in a one week period, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child may be dismissed from the preschool program and the parents asked to make other preschool arrangements.

4. Continued biting determined to be excessive by the administration may lead to the child being dismissed from the preschool program.

Grounds for Dismissal - If the school determines that it cannot serve the needs of the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive behavior of the student or parent/guardian, the school maintains the right to not accept the child for continued enrollment.

Family Cooperation – Parents, for the benefit of their children, agree to support the philosophy/efforts of Queen of All Saints School as addressed in the school handbook:

- Provide an environment rich in Catholic values
- Develop life skills such as accountability, responsibility, attendance and punctuality
- Agree to work in cooperation with teachers and administrators for the benefit of their children

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

MOVING/CHANGE OF ADDRESS

If a Queen of All Saints Preschool family moves, the following needs to be done:

- Notify the school office of the change in address.
- Update Emergency forms.
- Update the Disaster Emergency forms.
- Notify the director.

VOLUNTEER IMMUNIZATION AND SAFE ENVIRONMENT REQUIREMENTS

SAFE ENVIRONMENT - Virtus

Due to public health concerns we will not be inviting in-person volunteers to join any Queen of All Saints activities on campus with children. When volunteering on campus with groups is reinstated, all volunteers must be screened through the Oakland Diocese Safe Environment for Children Project. There are three components to this screening process.

- The “Virtus” online course is required. Certification of completion of the course must be brought to the school office. Recertification is required per Queen of All Saints School’s 3-year cycle.

- LiveScan Fingerprint Clearance: Every volunteer who has contact with children and young people must have Live Scan clearance through the California Department of Justice prior to serving the school community.
- Volunteers who work at the school site twelve (12) or more hours a month must have a Health Screening with TB assessment performed by their physician. The screening results must be submitted to the school office. Clearance for volunteering will be given based on the results of the screening.

Anyone who does not wish to comply with these regulations may not participate in activities sponsored by school/parish while children are present.

CUSTODIAL RIGHTS

The school requires the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

STUDENT RECORDS

Queen of All Saints Preschool abides by the provisions of the Buckley Amendment. This amendment is also known as the Family Educational Rights and Privacy Act. It allows a parent the right to access their child's cumulative record. At Queen of All Saints Preschool, we give parents the right to access their cumulative records. The parent may not remove the student's records from the premises. Queen of All Saints Preschool parents must complete and submit a Parent Request for Access to Student Records to the school office to request an appointment to access student records. See form in the Appendix.

Queen of All Saints Preschool also abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Queen of All Saints Preschool will provide the non-custodial parent access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide an official copy of that court order.

FAMILY RESPONSIBILITY

Families with children in Queen of All Saints Preschool are expected to be cooperative and supportive of both the school's curriculum and its discipline policies. As their primary teacher, parents are expected to provide a good example of living the faith, actively participate in their parish, support school activities and programs, and pay all tuition and fees as outlined in the Parent Commitment Form and Tuition Contract. The

willingness of the family to meet these responsibilities will be considered when evaluating the family's application for admission or readmission.

DAILY ACTIVITIES - All morning activities are outdoors, weather permitting

8:00 – 8:15 am Drop-off, bathrooming & handwashing

8:15 – 8:30 am Morning Circle Time

8:30 – 8:50 am Project Time

8:50 – 11:30 am Choice time

9:30 - 10:30 am Handwashing & snack at child's pace

10:00 - 10:15 am Sunscreen re-application (if applicable)

11:30 – 11:45 am Bathrooming & outdoor Book Look

11:45 – 11:57 am Final Circle Time

11:57 - 12:00 pm Prep for 12 pm dismissal & lunch

12:00 – 12:30 pm Outdoor lunch, followed by bathrooming

12:30 – 2:50 pm Indoor Rest Period

2:50 – 3:00 pm Prep for dismissal

This schedule is an example of a typical day and may be adjusted to accommodate special circumstances.

PRESCHOOL UNIFORMS AND DRESS CODE

UNIFORMS

All students are required to adhere to the following dress code unless otherwise noted in the weekly SAINTS Scoop Newsletter. Please label all clothing with your child's name – including underwear, socks, and pants.

Preschool polo, sweatshirt, and uniform Khaki pants/shorts must be purchased through Classic Designs Uniform, 1551 Taraval Street, San Francisco 94116. Skorts and navy blue chino pants, and shorts may be purchased from local retailers.

<p>BOYS</p> <p>Face Masks (required): Must be a solid color or mild print that is not affiliated with any organization other than Queen of All Saints School.</p> <p>Shirts (required): QAS Preschool Polo Students white long-sleeved turtleneck under polo</p> <p>Pants (required): Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) Must be hemmed to proper length and fit properly (not tight or sagging pants) **Khaki pants may be purchased from Classic Designs Uniform</p> <p>Shorts (optional) Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) **Khaki shorts may be purchased from Classic Designs Uniform</p> <p>Sweatshirt/Sweater QAS Navy Blue Long Sleeve sweatshirt Navy Blue or White Cardigan</p> <p>Shoes: close-toed, rubber bottoms, flat soled and velcro. No laces; no lights or wheels, etc. Boots are not allowed. Blue, brown, white shoes are preferred.</p>	<p>GIRLS</p> <p>Face Masks (required): Must be a solid color or mild print that is not affiliated with any organization other than Queen of All Saints School.</p> <p>Shirts (required): QAS Preschool Polo Students white long-sleeved turtleneck under polo</p> <p>Skort Navy Blue or Khaki skort</p> <p>Pants (optional): Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) Must be hemmed to proper length and fit properly (not tight or sagging pants) **Khaki pants may be purchased from Classic Designs Uniform</p> <p>Shorts (optional) Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) **Khaki shorts may be purchased from Classic Designs Uniform</p> <p><i>Preschool girls may wear a Skort, pants or shorts. Navy Blue Skirts are not recommended but may be worn with shorts or leggings.</i></p> <p>Sweatshirt/Sweater QAS Navy Blue Long Sleeve sweatshirt Navy Blue or White Cardigan</p>
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	<p>Shoes: close-toed, rubber bottoms, flat soled and velcro. No laces; no lights or wheels, etc. Boots are not allowed. Blue, brown, white shoes are preferred.</p>
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OTHER CLOTHING REQUIREMENTS

- Socks** Navy blue, black or white
- Leggings/Tights** Navy blue or white. Leggings must be worn to the ankle and with socks. Leggings/tights may not be worn alone as pants.
- Make-Up/Nails** No make-up, lip gloss, artificial nails or nail polish
- Jewelry** For safety reasons, no jewelry except for post earrings
- Hair Styles** Extremes of fashion in students' hairstyles is not permitted. Close shaved heads and patterns cut into hair are not acceptable. Hairstyles such as spiked hair and Mohawks (where some hair is very short and the rest isn't) are not acceptable. Hair should be cut to the same length – not cut/shaved short on part of head and left long on another.

Students may also not use hair products to style their hair to look like a Mohawk or any other extreme style.

- Fashion hair accessories, such as feathers and other items that are part of a fad are not permitted, as they are a distraction in the classroom.
- Hair must be neat, clean and of the student's natural color. Hair must not cover the eyes or face. (Constantly pushing long bangs off the forehead and away from eyes is a distraction for the student and teacher. Please keep bangs short.)
- Boys' hair must not touch or extend beyond the top of the collar.
- Extreme hairstyles on boys or girls are not permitted. i.e. Mohawk, hair overly gelled or spiked, designs shaved into hair, shaved heads. When in doubt, please check with the administration.
- Students may not have any embellishments/accessories in their hair or on their body/clothes that will cause distraction to other students or teachers.
- Please contact the Principal for clarification.

CHANGE OF CLOTHES

Preschool students are required to provide two extra changes of clothing including underwear and socks and a plastic bag to contain soiled clothes. A change of shoes is encouraged, but not required. All clothing and bags must be labeled with your child's name. We ask for multiple changes of clothes due to potty accidents. If clothing becomes soiled, they will be sent home at the end of the school day. Clean clothes in a new plastic bag must be sent to school the following school day. Change of clothing will

be kept in your child's cubby. If your child soils their clothes and does not have a change of clothing, you will be called to pick them up from school or bring them a change of clothes.

AMENDMENT POLICY

The Principal of Queen of All Saints School retains the right to amend the Queen of All Saints Preschool Handbook for just cause. In the event that changes are necessary, all parents will be given prompt notification in writing.

APPENDIX

Tuition Fee Schedule

Tuition Rates and Days of Operation

5-day Option Monday – Friday

3-day Option Tuesday, Wednesday, Thursday

Full Days: 8:00 a.m. - 3:00 p.m.

Half Days: 8:00 a.m. – 12:00 noon

**3-day option includes classes on Tuesdays, Wednesdays, and Thursdays only

5- days Full Day	5-days Half Day	3-days Full Day	3-Days Half Day
\$8100 \$810/month	\$6100 \$610/month	\$6450 \$645/month	\$4750 \$475/month

Tuition is to be paid in ten payments in accordance with your contract through FACTS tuition management. Tuition is paid in equal installments beginning in August and ending in May, or in one payment due by the first day of school in August. Families agree to pay all fees and tuition in a timely manner.

Application Fee: A non-refundable application fee of \$50 must be paid when application is submitted.

Annual Registration Fee:

This non-refundable fee of \$250 is due upon acceptance

Supply Fee:

This non-refundable \$50 fee is due by the first day of school

Note: All fees and tuition are non-refundable.

Tuition Payment and Delinquency - Tuition is automatically debited from your account in accordance with your contract through the online FACTS tuition management service. New families must establish a FACTS account upon receipt of this Tuition Agreement and Contract. A \$30.00 penalty charge will be assessed to your account for any delinquent payments. *If payment is not made within forty-five (45) days after it is due, your child(ren) will be excluded from school until payment is made.* Queen of All Saints School reserves the right to terminate this agreement and exclude the child from school and school activities when such delinquency occurs. Tuition is an annual contract, and it is the obligation of the parents/guardians to pay the tuition and fees for the full academic year. No portion of such charges outstanding will be refunded or cancelled due to absence, withdrawal, or dismissal of the student(s) from Queen of All Saints Preschool.

FACTS Tuition Management is the only acceptable tuition payment process. Tuition is due and payable on the 5th or 20th of each month. A \$30 fee will be assessed for each late payment, and there is a \$25 processing fee to move tuition payment dates. The \$25 processing fee must be paid in the school office prior to moving the payment date.

PARENT REQUEST FOR ACCESS TO STUDENT RECORDS

We/I the parent(s) of _____

hereby request to examine and review his/her school records, as provided under P.L. 94-142.

I understand that I will be contacted within five (5) days after receipt of this request to schedule an appointment.

Parent / Guardian Signature Date

Parent / Guardian Signature Date

For Office Use Only

Appointment date _____

Time _____

School Official Signature

VOLUNTEER INFORMATION

Implementation of United States Conference of Catholic Bishops (USCCB) Charter for Protection of Children and Young People in the Diocese of Oakland

The Diocese of Oakland, in implementing the mandates set forth by the USCCB in the Charter for the Protection of Children and Young People, has created a Safe Environment Project designed around three components: Screening of Employees and Volunteers, Training for Employees and Volunteers, and a Curriculum component to be taught to children, young people and young adults. The Principal, with the aid of a Safe Environment Site Coordinator, ensures that the project's compliance requirements are met in these areas.

Screening Requirements

- Megan's Law Screening: Every parent/family volunteer must be screened annually through the Megan's Law database of Registered Sex Offenders. Verification of this background screening is sent to the Safe Environment office by October 31st of each year. An excel list of the volunteers and the current screening date is kept on file in the school office.
- Livescan fingerprint clearance: Every volunteer who has contact with children and young people must have Live Scan clearance through the California Department of Justice prior to serving the school community.

Training Requirements

- The Principal ensures that every employee and volunteer on the site has met the training requirements for recognizing, preventing, and reporting abuse. All new employees/volunteers must take the training upon entering the school; retraining of all employees and volunteers is done on a 3-Year Cycle. The training requirement may be met by completing an online course through Virtus (<https://www.virtusonline.org/virtus/>) or in a training workshop. Everyone must review and sign *the Diocesan Code of Conduct Involving Interactions with Minors* in the Diocese of Oakland when registering either online or at the live training.
- All faculty and staff review Child Abuse Reporting Procedures every year and have signed the acknowledgement form.

Curriculum for Children, Young People and Young Adults •

- The Diocese of Oakland requires that all children, and youth Preschool -12th grade receive age appropriate curriculum each year. Curriculum focuses on personal safety and abuse recognition and prevention. Circle of Grace, or an equivalent curriculum, is mandated for grades Preschool - 8.
- Curriculum Verification documents are completed and sent to the Safe Environment Office by February 28th of each year.

PARENTS/VISITORS DURING SCHOOL HOURS

Due to new health concerns this year we ask that parents, and interested parties in the children's lives, do not visit the campus during the school day. If a student would like to be picked-up or dropped off during a non-typical time we request the teacher is informed as early as possible. During the atypical pick-up/drop-off the guardian will check-in at the office, the teacher will be contacted and the guardian will be directed to the classroom for the usual procedures.

All administrative business should be conducted in the outer office. Parents and visitors are only let into the inner office area if they have made an appointment with a member of the faculty or staff.

Any person who has a conflict with a school/Parish volunteer outside of the boundaries of school/Parish activities must settle that dispute outside of school and without involving or using school/Parish resources.

Finally, in order to comply with the California Health and Safety Code, volunteers and employees of a school are required to provide evidence of current TB clearance. Schools are required to keep an up-to-date file of certificates.



PRESCHOOL PERMISSION FORM

To the Principal/Director of Queen of All Saints Preschool,

I hereby request that my child _____ participate in all preschool field trips throughout the school year. The trips will all be local walking field trips and may include trips to theatrical productions, nature walks, performances, library, etc., I certify that my child is between the age of 3 years to entering Kindergarten (6 years). The staff will post notice of any trips outside of the larger Queen of All Saints campus including date, locations, and time, at least one week prior to the field trip. All field trips are located within a few blocks of the preschool.

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plan. Unpaid benefits can be submitted to Myer-Stevens as a secondary provider.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of **Queen of All Saints Preschool** to authorize an x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment hospital care being required but is given to provide authority and power on the part of the above-mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above-mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature: _____ Date: _____

ACKNOWLEDGMENT & RECEIPT OF FAMILY HANDBOOK

Please sign this form and return it to the Queen of All Saints Preschool Director by the first day of school. We have read the Queen of All Saints Preschool Handbook and agree to be governed by this Handbook for the school year.

Print Name	Parent/Guardian Signature	Date
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Print Name	Parent/Guardian Signature	Date
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