

QUEEN OF ALL SAINTS
PRESCHOOL
FAMILY HANDBOOK
2021-2022



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INTRODUCTION

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 the 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.

PRESCHOOL DAYS & 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 p.m. |

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.

ADMISSION CRITERIA

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 4 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.

Preschool 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 may participate in an interview conducted by the Administration. Decisions regarding admission will be based upon the criteria set forth in the application and interview. 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 through school attendance and keeping up with annual family service hours and fundraising obligations.
- 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 mid-August through mid-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 on the school website www.QASConocrd.org/calendar).

FEES AND OBLIGATIONS

Information regarding current fees may be found on the Queen of All Saints [website](#) 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 AutoPay 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 monetary fundraising commitment, as well as a minimum sale/purchase of annual Auction Raffle Tickets that is required of each family. A fee will be applied to any family that does not sell/purchase the raffle tickets. Please refer to your signed Admission Agreement for the current amounts.

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 for the total amount or paying ten monthly payments in lieu of participating in the individual fundraisers. If families choose this option, it must be declared on their Admission Agreement.

Supply Fee: Each student will be charged a 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 as needed.

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 or email receipts to Mrs. Francisco at PFranco@CSDO.org.

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, under the *Parents* tab, then by clicking *Volunteer Requirements*, then *Family Service Hour Form*. It is the parent/volunteer's responsibility to remember to record their hours and provide receipts for all purchases.

REQUIRED DOCUMENTS

Important documents are required once your child is accepted into the Queen of All Saints Preschool Program. All forms must be completed before the child's first day of school. Please find all forms in PDF format at www.gasconcord.org/preschool/preschool-forms (or if you are viewing this handbook digitally, follow the blue underlined hyperlinks). The easiest way to submit them is to fill them out, sign and scan them to be ready to upload to our online PowerSchool enrollment system. You will receive an online PowerSchool enrollment email in the months leading up to your child's start date. The system will ask you to fill out important data and then prompt you to upload the additional preschool documents. You can also submit them in-person to the school office or via email to the Preschool Director, Mrs. Kristina Spink, at KSpink@CSDO.org.

State Licensing, Diocesan, and Developmental Documents

Birth Certificate (& if necessary other documentation demonstrating legal guardianship)

Baptismal Certificate (if child was baptised in the Catholic church)

[LIC 700](#) Identification and Emergency Info

[LIC 701](#) Physician's Report (Pediatrician must complete within 30 days of child's start date)

[LIC 702](#) Child Pre-admission Health History

[LIC 627](#) Consent for Emergency Medical Treatment

[LIC 613A](#) Personal Rights

[LIC 995](#) Parent's Rights

[LIC 9221](#) Consent for Medications &/or [LIC 9166](#) Consent for Nebulizer (if applicable)

Admission & Handbook Agreement

Ages and Stages Questionnaires: Please determine how many months old your child will be by their first day of school and complete both of the appropriate aged forms when they are within the month ranges designated.

[36-47 months](#) Social/Emotional Development Ages and Stages Questionnaire

[36-41 months](#) or [42-47 months](#) (age by their **first day** of school) Physical/Cognitive Development Ages and Stages Questionnaire

Through the application process done online with [InfoSnap PowerSchool Enrollment](#) you will also agree to a Media Release & Permission to go off-campus. You are invited to fill out an optional [Cultural Survey](#) as well, and you will be expected to have your child in [proper uniform](#) and provide the items from the most updated preschool [Supply List](#) forwarded from the teacher.

CURRICULUM

Our preschool program allows children to learn, grow, and explore at their own pace while still developing the skills needed for a successful progression to the Queen of All Saints Transitional Kindergarten program (which is designed for our 4-year old students). We consider our Preschool program the best introduction into the authentic learning and loving environment that is unique to Queen of All Saints School.

The Queen of All Saints Preschool program provides a balanced combination of academic introduction and play-based learning to help develop the whole child: spiritual, cognitive, social, emotional, and physical. Our curriculum can be discussed in 3 aspects listed below.

EMBEDDED LEARNING

Embedded learning is a part of the curriculum that is set up to give the children the ability to naturally acquire knowledge. This is done in several ways. Singing, dancing, and storytelling are classic tools that we use to embed learning into the day. Guiding social interactions between peers and adults is another way that teachers embed learning into the day. Lastly, the physical classroom environment is embedded with opportunities to acquire knowledge. Our classroom environment gives the children:

1. Literacy opportunities, with books, signs, and labels.
2. Math exposure, with manipulatives, blocks, and shapes.
3. Science discovery, with observation tools, sensory materials, and natural objects.
4. Social emotional support, with routines, personalized spaces, and choice activities.
5. Self-help skills, with select Montessori-style tools & age appropriate expectations.
6. Physical development with indoor and outdoor gross motor and locomotive equipment.
7. Faith Formation, with prayer throughout the day & access to religious artifacts & toys.

EMERGENT PROJECTS

Emergent Projects develop as teachers observe where the children's interests lie, then build curriculum around what will motivate the students to continue exploring those concepts. This is done through planned group discussion, real life artifacts being shared in the classroom, and daily activities planned around the project topics. Emergent Projects can last for as little as a week or carry on for over a month or more depending on how engaged the children are and what concepts they have learned. Emergent Project activities are always hands-on, child-led, and cover the spectrum of developmental domains laid out in the California Preschool Learning Foundations and Curriculum Frameworks:

1. Language & Literacy
2. Mathematics
3. Science
4. Visual & Performing Arts
5. History-Social Science

6. Social & Emotional Development
7. Physical Development

We also have an added Spiritual Domain that we encourage as a Catholic School. Please visit our [Peek at Preschool Newsletters](#) on our school website to learn more about our recent Emergent Project topics and activities.

DAILY FOCUS TOPICS

Daily Focus Topics are ideas that the teachers choose to highlight in order to address particular academic points. We introduce them at community circle times in developmentally-appropriate ways that keep the children engaged, at times referring to the curriculum programs *Big Day for Pre-K* © by Houghton Mifflin and *Stories of God's Love* © . We might also embed the focus topics into other activities throughout the day if the children show interest in them. The Daily Focus Topics also help parents to follow along with activities at home. The topics usually cover one math aspect, one literacy aspect, and one faith aspect. When we start the year, this is usually just shapes and colors along with topics on the Catholic Calendar. As we move on throughout the year, observing the children's receptiveness to the ideas, we develop more complex sequences of letters and numbers and discuss Catholic Saints.

HOMEWORK POLICY

Reading with a loved one is the most important homework a child can do. Being read to helps children socio-emotionally while also expanding their knowledge of new things as well as language and listening skills, all while laying a foundation for when they begin reading on their own. Be sure to always make reading times pleasurable, not a chore. Give the child opportunities to choose the books they find interesting and talk to them about what you read, not in a question and answer format, but in a lively conversational way. If you are a bilingual parent, read in both languages as much as possible. Even if you do not know another language share bilingual books with your child to increase their cultural awareness.

Homework Folder: We ask that you provide a durable folder to be kept in your child's backpack where we can send home any completed work as well as a weekly homework sheet to remind you to read with your child daily. The sheet provides a space for your child to draw what they have read about (to help them practice their pencil grip) and a reminder of what the Daily Focus Topics are so you may discuss them with your child. We will begin sending the homework sheet home a few weeks into the school year and we do not require it to be returned to class.

DAILY SCHEDULE

| | |
|------------------|--|
| 8:00 – 8:15 am | Drop-off, bathrooming & handwashing |
| 8:15 – 8:30 am | Prayer & Morning Circle Time |
| 8:30 – 9:00 am | First Project Time opportunity leading to Choice Time |
| 8:00 – 9:30 am | Choice Time continued |
| 9:30 - 10:00 am | Bathrooming & snack |
| 10:00 - 10:30 am | Second Project Time opportunity leading to Choice Time |
| 10:30 - 11:30 am | Choice Time continued |
| 11:30 – 11:45 am | Clean-up & 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 | Bathrooming & Lunch |
| 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 or updated at any time.

DAILY REST PERIOD

All full-day preschool children will participate in a period of rest each afternoon from about 12:30 - 2:50 P.M. The children are required to bring a fitted crib sheet and small blanket with their name clearly written on them. Sleeping mats will be provided for each child and will be arranged at least 3 feet apart, with a head-to-toe orientation. Sheets and blankets 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.

ART EXPERIENCES

Various art experiences will be available to preschool students throughout the school day and we ask that guardians are understanding that their child's clothing may become soiled. In an effort to deter this from happening we ask that every guardian provide 2 oversized t-shirts for their child to wear as a smock during art experiences.

STORY CYCLES

We partner with Tandem Bay Area for a book lending program called *Story Cycles* ©. Tandem provides us with a collection of books that the children have the opportunity to explore each week. To encourage you to read with your child we will send home a lime-green bag of 3-5 books each Thursday to be returned each Tuesday. If your child is enjoying the books you may keep the bag for the next week or longer, however we will not send home a new bag until the previous bag is returned. The teachers will keep track of who has which numbered bag and which book titles. If any books or bags are lost, families will not be penalized, we just ask that you inform the Preschool Director through email as soon as possible.

PARENT & TEACHER COLLABORATION

You are the primary teacher of your child. We are here to partner with you in a way that coincides with your cultural values and parenting style. Modeling positive attention, love, support and acceptance is important as your child becomes exposed to so many new concepts this year. Below are some suggestions which you might want to try at home. As the year progresses, we will include other parenting pointers that may be relevant to you.

Tips for Home

1. Make certain that your child has books available which they can handle and look at independently. Trips to the library are an excellent experience as well.
2. Have paper, pens, pencils, crayons, and markers available for writing and drawing, along with paper, notepads, or journals.
3. Have prayer and good conversation at the dinner table with open-ended thought-provoking questions. We will learn the "Prayer Before Meals" in class.
4. Help your child choose good TV programs, in moderation, and be sure to later discuss with them, casually, about what happened in the show or movie.
5. Encourage your child to listen for and follow directions. To build this skill try playing games with them that require concentration. In tense moments make

sure you stick to your word and do not send your child mixed signals about what you have already made a stance on.

6. Encourage your child to accept responsibility at home which is adjusted to their maturity and interests. Rather than asking a child to say “sorry” ask them to check how the person hurt is feeling and then maybe ask if saying “sorry” might help them feel better.
7. Encourage your child to make decisions and give them opportunities to make their own choices. This also helps if they have to do something you know they do not like, framing it as a choice may ease the tension ie: “You can choose to brush your teeth now or after we put on your pajamas?” either way the teeth must be brushed, but they have some sense of power in being given the decision of when it will happen.
8. Encourage your child to notice their environment, to touch, smell, taste, see, and hear everything educational in his/her immediate surroundings. Let them experience the thrill of discovery. Take them on trips to points of interest in the local community.
9. Pray with your child every night. We will practice the “Our Father” and “Hail Mary” this year in preschool and repetition at home will help build their connection to God.
10. It is important to respect children’s play. Encourage and motivate socio-dramatic play such as playing “house”, block building, and sand/water exploration. Make-believe play requires children to recall and keep images in their minds for long periods. During play, language development is stimulated as children who are actively involved communicate their ideas and express their thoughts to others. During play, a child has the opportunity to explore and to test ideas and to try to make sense of those things, which they are trying to understand. Play empowers children and allows them to learn skills of working with people and to learn the importance of both leading and following. It offers opportunities for children to learn cooperation and other skills which relate to their social and cognitive development.

Parents’ Perspectives

If God has blessed you, or other close friends or family members of your child, with a talent to share such as singing, dancing, sewing, or carpentry, please let the teacher know! Be sure to share your culture and ethnic background with us! If there are special events, traditions, or customs that your family participates in, we would love to hear about them. Talk to your child’s teacher as they arise and be sure to answer the [Cultural Survey](#) that the director will send out at the beginning of the year through email.

CLASSROOM POLICIES

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 assesses 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

THE FIRST DAY OF SCHOOL

When you bring your child the first day of school (and beyond) we ask that you do not linger by the doors or windows. We understand that it may be difficult to leave your child (some for the first time) and sometimes our unconscious signals convey a message of worry, so it is important to demonstrate to your child with both your words and actions that you are confident they are in a safe, comfortable place. Please review our Drop-Off Procedures below to help you establish a routine of how you say goodbye to your child to give them a sense of security that helps them begin their day cheerfully.

Socially-Distanced Drop-off Procedure

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

1. Families park outside of the school gates (there is parking available behind the Preschool Wing on Mt. Diablo Street) and the preschool student and guardian walk onto the school grounds through the pedestrian gate on Mt. Diablo Street while wearing a facemask.
2. The preschool student & guardian line-up on the yellow footprints, spaced 6-feet apart, outside of the preschool fence. Guardians may begin taking their student(s) to wash their hands and use the toilet.*
3. At 8:00 A.M. teachers begin taking touchless temperatures.
4. When the student 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 or other contagious illness.
5. This is another opportunity for the guardian to take the student to wash their hands & use the toilet, if they did not do so before signing-in.*
6. Lastly the student says goodbye to their guardian and enters the classroom independently to put away all their belongings on their own in their cubby and sit down on the Circle Time rug with a book while waiting for remaining students to arrive.

*If children use the toilet we ask that only one family be in the bathroom so as not to be viewed by an unfamiliar adult. We also ask that guardians use the provided spray disinfectant, after the child is finished, on the sink & toilet handles and place it back out of the children's reach above the paper towel dispenser.

*If there is a long wait for the restroom and the student does not need to urinate (and has previously demonstrated adequate bladder control) they may independently wash their hands in the classroom after saying goodbye to their guardian.

Socially-Distanced Pick-up Procedure

(These procedures are subject to change at any time due to current pandemic guidelines and protocols.)

1. For 12pm pick-up (or to pick-up a student prior to their scheduled pick-up time): guardians park in front of the school and enter the campus through the front office. Then they walk to the preschool gate and wait for their student to be released (please knock on the preschool door if it is not a regularly scheduled pick-up time).
2. For 3pm pick-up: guardians park outside of the school gates (there is parking available behind the Preschool Wing on Mt. Diablo Street) and walk onto the

school grounds through the pedestrian gate on Mt. Diablo Street while wearing a facemask.

3. If the guardian arrives early they may knock on the preschool door to announce they are there. The child will then be woken with your verbal permission and brought out to the preschool gate with all their belongings to be signed out by their guardian.*

*If you would like your child woken up early at 2:45 PM, on a regular basis, to prepare for your arrival, please sign a *Permission to Wake* form found in the appendix.

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 within the larger school grounds or occasionally around our local neighborhood. In order for your child to attend these short walks, legal guardians must agree to a *Preschool Field Trip Permission* through online PowerSchool enrollment. When public health conditions allow, preschool students may be participating 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. guardians 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. Guardian's have 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.

PARENT COMMUNICATION

- Emailed weekly [SAINTS Scoop](#) online school newsletter
- Emailed weekly [Peek at Preschool](#) classroom newsletter
- As needed reminder messages sent through the [Class Dojo](#) mobile application
- 2 to 3 Scheduled Parent-Teacher Conferences each school year, with progress reports shared and developmental assessments conducted twice annually.
- To reach the preschool during the school day we ask that you contact the office at 925-685-8700, if needed you will be connected to the preschool classroom.
- To reach the preschool during front office closures or during teacher office hours from 3:00 - 4:00 pm on most days, the direct preschool line is 925-483-2073.

STUDENT BIRTHDAYS

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, we ask that you invite each student by emailing the teacher the pertinent information, who will then forward the information onto the 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.

PUBLIC HEALTH POLICY

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, COVID19, 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 legal 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 guardian 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 legal guardian 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 guardians 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 are provided by the student's family and should be sent in the student's backpack each morning. Please label lunchboxes and any separate snack items. Please 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, guardians are welcome to bring them home daily for cleaning if they prefer.

EMERGENCY EVENTS

Legal guardians are required to fill out an Emergency Dismissal Form. It is important that guardians 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 legal guardian 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 through the PowerSchool system, 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 bars (no nuts)
- 1 fruit cup
- 1 individual size cracker pack
- 2 fruit/applesauce squeeze packs
- 1 pint size water bottle
- 2 small pocket-size tissue packs
- 1 small paper book or stuffed animal
- 1 message from a loved one or family photo/memento

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.

MEDICATIONS

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 legal guardian 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 the 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. Legal guardians 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 legal guardian 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. The consent form will be placed in the child's file. (see school website under *preschool forms*)
2. Medication must be in the 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. Legal guardians 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

- EpiPens, Inhalers, Nebulizers, Diabetic testing and medications will be given to the child with a prescription and according to a physician's instructions.
- EpiPens – require an allergy list to be kept in a child's file. Legal guardians will be notified if an EpiPen 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.

Sunscreen

On sunny days, please apply sunscreen to your child before bringing him to school. If you would like additional sunscreen applied while your child is at school please provide the sunscreen as well as the licensing form [LIC 9221](#) Consent for Medications.

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 Legal guardian'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 LIC 9112 form and be kept in their file.

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. Any minor injuries (requiring a simple band-aid, ice, etc.) guardians will be informed at pick-up by using our "Ouch Note" Minor Injury Notification form. Beside your child's name, on the clipboard sign-out sheet, you will see a note asking you to sign the Ouch Note. On the same clipboard you will find a yellow sheet where the details of your child's minor injury are listed, to be signed and dated acknowledging that you were informed of the incident.

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.

SCHOOL POLICIES

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.

STUDENT PHOTOGRAPHS

Photographs and 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. Guardians who do not wish their children's photographs to be placed in public media must make that determination when registering their children for school through the online InfoSnap / PowerSchool Enrollment.

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 notify the preschool director via email prior to the absence or 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 PowerSchool, families may receive a phone call stating that their child is absent prior to the system updating attendance. Late students must

enter campus through the front office, as all other gates will be locked during the school day, and then be walked over to the preschool gate with their guardian to be signed in.

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 legal guardians 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 led 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 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 behavior 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 guardian of the child biting and the guardian of the child who was bitten will be contacted. Names of the children are not shared with either guardian.

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. Guardians 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 guardians 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 guardians will be called to pick them up and a conference will be held with the guardians 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 guardians 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 guardian, the school maintains the right to not accept the child for continued enrollment.

FAMILY COOPERATION

Parents & legal guardians, 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 guardians. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents & guardians 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 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 this year. 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 guardian 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 any parents listed on the child’s birth certificate or other legal documents.

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 legal guardian the right to access their child's cumulative record. At Queen of All Saints Preschool, we give guardians the right to access their cumulative records. The guardian may not remove the student's records from the premises. Queen of All Saints Preschool parents & legal guardians 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 or legal guardian 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, guardians 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.

DRESS CODE

PRESCHOOL UNIFORMS

All students are required to adhere to the following dress code unless otherwise noted in the weekly SAINTS Scoop Newsletter. Uniforms can be purchased online through [Classic Designs Uniform](#) or purchased at the annual uniform sale held every summer on campus or through the parent-run used uniform sales that are set up throughout the year at various school events. 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.

Required Face Masks

Must cover mouth and nose and be a solid color or mild print that is not affiliated with any organization other than Queen of All Saints School, Lumen Christi Academies, or Catholic Diocese of Oakland

Required Uniform Shirts

QAS Preschool Polo, canary yellow with preschool logo. Students may wear a white long or short sleeved shirt under polo

Required Uniform Bottoms

Pants: Navy blue chino pants, pleated or plain front, reinforced knees, with 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

Shorts: Navy Blue Chino short pants, pleated or plain front, with elastic waist (no belts)

**Khaki shorts may be purchased from Classic Designs Uniform

Skort: (Girls Only) Navy Blue or Khaki skort

Warming Over Layers

Sweatshirt: QAS Navy Blue Long Sleeve sweatshirt

Sweater: Navy Blue or White Cardigan

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.

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, in a see through labeled bag. A change of shoes is encouraged, but not required. All clothing must be labeled with the child's name. If the clothing they wore to school 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. If your child does not have a change of clothes in an instance when their clothing is soiled, a guardian will be contacted to pick them up from school or bring them a change of clothes.

PERSONAL BELONGINGS

In order to avoid loss or damage, toys are not allowed at school, unless specified by the teacher. If your child has a special socio-emotional need for a specific item please email the teacher to discuss having it in the classroom.

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 guardians will be given prompt notification in writing.

APPENDIX

TUITION AND 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 p.m.

**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 |
|------------------|-----------------|-----------------|-----------------|
| \$8,540 | \$6,435 | \$6,800 | \$5,000 |
| \$854/month | \$643/month | \$680/month | \$500/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 \$35 must be paid when application is submitted.

Annual Registration Fee: This non-refundable fee of \$300 is due upon acceptance

Fundraising Fee: Each Preschool family is required to sell a minimum of one booklet of Auction Raffle tickets. Preschool families are also required to raise a minimum of \$300 annually through school provided fundraisers.

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 outstanding charges 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 legal guardian(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.

PERMISSION TO WAKE FORM

Due to public health precautions that are being taken to have as few people inside the classroom as possible, if my child is sleeping during Rest Period, I give the staff of Queen of All Saints Permission to wake my child, (Child's Name) _____ daily at 12:45 P.M.

Guardian's Name Guardian's Signature Date

Special Circumstance Permission to Wake

For a special circumstance, if my child is sleeping during Rest Period, I give the staff of Queen of All Saints Preschool permission to wake (Child's Name) _____ at (Time) _____ ON (Date) _____.

Guardian's Name Guardian's Signature Date



MISSION

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 soul, **inspiring** them to live the Gospel of Jesus Christ, achieve their highest **academic** and creative potential, and actively **serve** and enrich the **community**.

**2021-2022 Preschool
Financial Responsibility Acknowledgement and Tuition Plan**

| | 5 Full Days M-F | 5 Half Days M-F | 3 Full Days T, W, Th | 3 Half Days T, W, Th |
|---|----------------------------|----------------------------|---------------------------------|---------------------------------|
| Time | 8:00am-3:00pm | 8:00am-12:00pm | 8:00am-3:00pm | 7:40am-12:00pm |
| Annual | \$8,540.00 | \$6,435.00 | \$6,800.00 | \$5,000.00 |
| 10 Month Plan August 2021 - May 2022 | \$854.00 | \$643.50 | \$680.00 | \$500.00 |
| 12 Month Plan June 2021 - May 2022 | \$711.67 | \$536.25 | \$567.00 | \$416.67 |

Application Fee: A non-refundable \$35 application fee is due upon application submission.

Annual Registration Fee: A \$300 non-refundable registration fee is due upon admission.

Fundraising Fee: Each Preschool family is required to sell a minimum of one booklet of Auction Raffle tickets. Preschool families are also required to raise a minimum of \$300 annually through school provided fundraisers.

Service Hours: Each preschool family is required to participate in a minimum of 10 service hours annually.

By signing below,

- *I agree to pay tuition and fees through my FACTS account for the above circled schedule.*
- *I agree to the Family Participation Agreement.*
- *I agree to the Fundraising Agreement.*
- *I agree to abide by all current Handbook Regulations*

Parent/Guardian Signature

Date

Signature of Financially Responsible Party
(If different from Parent/Guardian)

Print Name

Student Name(s) and Grade(s): _____

All fees and tuition are non-refundable. Tuition is based on an annual rate.