



ARCHDIOCESE OF
SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS



IMMACULATE HEART OF MARY PRESCHOOL

PARENT & STUDENT HANDBOOK 2023 -2024

1000 Alameda De Las Pulgas, Belmont, California 94002

(650) 593-4265 Main ~ (650) 593-4342 Fax

(650) 593-2344 Preschool ~ (650) 593-4265 Extended Care

www.ihmschoolbelmont.org

BELIEVE + CREATE + SERVE

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Forms to be Signed and Returned to Your Child(ren)'s Classroom Teacher at Back-to-School/Supply Drop-Off Day.

Parent & Student Handbook Signature Page – *One per family is sufficient, but all students in family must sign and return to oldest child's classroom teacher on Back-to-School/Supply Drop-Off Day.*

Photo/Video Release – *One per family is sufficient, but all students in family must sign and return to oldest child's classroom teacher on Back-to-School/Supply Drop-Off Day.*

Wellness Policy Agreement Form – *One per family is sufficient, but all students in family must sign and return to oldest child's classroom teacher on Back-to-School/Supply Drop-Off Day.*

Conduct Policy – *One per family is sufficient, but all students in family must sign and return to oldest child's classroom teacher on Back-to-School/Supply Drop-Off Day.*



ADDITIONAL PRESCHOOL FORMS FOR LICENSING

Enrollment Agreement and Acceptance

– One per preschool student, each parent/guardian in family must sign and return to the preschool classroom teacher on Back-to-School/Supply Drop-Off Day.

Plan of Operation for Incidental Medical Services

– One per preschool student, each parent/guardian in family must sign and return to the preschool classroom teacher on Back-to-School/Supply Drop-Off Day.

August 14, 2023

Dear IHM School Families and Community,

Welcome to Immaculate Heart of Mary Preschool for the 2023-24 school year! We are overjoyed that you have chosen our school for your child(ren). At IHM, your student will experience a rigorous and engaging faith-based STREAM education that inspires creativity and imagination. Our students pray, plan, design, and create! They truly are innovative thinkers and doers!

At IHM, we like to say that IHM students have **HEART**. From faith formation to social emotional growth to intellectual development, our academic program fulfills the education of the whole child.

At IHM, our Student Learning Expectations are best represented by the acronym HEART, which stands for the following:

1. **Healthy Character**
2. **Effective Communicators**
3. **Active Christians**
4. **Responsible Citizens**
5. **Thinkers, Problem-Solvers, and Life-Long Learners**

By joining the IHM community you have agreed to be our partners in developing young people who grow to make a difference in the world. Children who become young adults who actively live their faith and embrace Catholic virtues. Our school is more than a place of learning; it is a ministry, where we are blessed to carry on Christ's teachings of peace and love.

I encourage you to read our Parent-Student Handbook carefully. We have taken the time to update and clarify our policies so that we remain transparent in our expectations and so that as a community we have clear guidelines to follow. Together we can make this school a standout among Catholic schools on the peninsula. May God bless this 2023-2024 school year, your family, our school, and our IHM community!

In Christ,

Andrea Harville

Mrs. Andrea Harville, M.S.Ed.
Principal

IMMACULATE HEART OF MARY SCHOOL

Personnel List 2023-24

School Administration:

Principal:	Mrs. Andrea Harville	aharville@ihmschoolbelmont.org
Pastor:	Rev. Mark G. Mazza	mmazza@ihmschoolbelmont.org
Admin. Asst./Secretary:	Ms. Michelle Dearden	secretary@ihmschoolbelmont.org

Preschool:

Site Supervisor/Teacher:	Mrs. Ersie Arban	preschool@ihmschoolbelmont.org
Teacher & TK/K Aide:	Mrs. Alicia Villa	preschool2@ihmschoolbelmont.org
Teacher & PS Ext. Care:	Mrs. Grace Aldeguer	preschool3@ihmschoolbelmont.org

Elementary Faculty:

Grades TK & K:	Mrs. Rosielle Nguyen	teacherk@ihmschoolbelmont.org
Grade 1:	Mrs. Ann Avdalas	teacher1@ihmschoolbelmont.org
Grade 2:	Mrs. Maria Vincent	teacher2@ihmschoolbelmont.org
Grade 3:	Ms. Claire Unger	teacher3@ihmschoolbelmont.org
Grade 4:	Mrs. Mani Kumar	teacher4@ihmschoolbelmont.org
Grade 5:	Mr. Jeremy Frick	teacher5@ihmschoolbelmont.org

Middle School Faculty:

6/MS History & Literature:	Mr. James Watrous	history-lit@ihmschoolbelmont.org
7/MS English & PE/Health:	Mr. Andrew Preimesberger	english@ihmschoolbelmont.org
8/MS Math & Science:	Mrs. Azreena Kumar	math@ihmschoolbelmont.org

Specials Area Faculty:

Art & Photography:	Ms. Alana Zucca	art@ihmschoolbelmont.org
Makerspace/Tech:	Mr. Moises Paraso	tech@ihmschoolbelmont.org
TK-5 Music:	Mrs. Orla Hayes	music@ihmschoolbelmont.org
PS-5 PE & Yard Duty:	Mr. Jordan Field	pe@ihmschoolbelmont.org
Spanish:	Mrs. Jessica Villamizar	spanish@ihmschoolbelmont.org
PS-2 Library:	Mrs. Mary Murphy	librarian@ihmschoolbelmont.org
3-8 Library/Keyboarding:	Mrs. Orla Hayes	resource@ihmschoolbelmont.org

Support Staff:

Resource Specialist:	Mrs. Orla Hayes	resource@ihmschoolbelmont.org
Science Lab Coordinator:	Mrs. Mary Ward	science@ihmschoolbelmont.org
School Counselor:	Mrs. Michelle Bialon-Choy	counselor@ihmschoolbelmont.org
Lunch & Ext. Care Director:	Ms. Cindy Mandarin	extendedcare@ihmschoolbelmont.org
Athletics Director:	Mr. Andrew Preimesberger	athletics@ihmschoolbelmont.org
Religion/Youth Formation:	Mrs. Robyn Lang	rlang@ihmschoolbelmont.org
Maintenance/Custodian:	Mr. Willie Romero	maintenance@ihmschoolbelmont.org

August 15, 2022

Immaculate Heart of Mary School History

The history of education at IHM began in 1885 with the establishment of the Belmont School for Boys, a private secondary preparatory school. In 1918, Archbishop Edward J. Hanna purchased the school for the Archdiocese of San Francisco and operated it as a Catholic boys' preparatory school until 1932. At that time, with the approval of Coadjutor Archbishop John J. Mitty, the Sisters of Mercy moved St. Joseph's Military Academy from Rio Vista to the Belmont site and operated it as a boys' grammar school until June 1952.



In the meantime, Belmont became a “mission” of St. Charles Parish, San Carlos, in 1922, and was established as a parish in its own right under the title of the Immaculate Heart of Mary in 1947. Ten acres of the St. Joseph's site were purchased from the Archdiocese of San Francisco by Immaculate Heart of Mary Parish when it became available. The first thing the parish did was to establish its parish school, which opened in September 1952, with grades 1-6 in St. James Hall, formerly Sierra Hall, where Sunrise Assisted Living stands today. Three years later, in 1955, grades 7 and 8 were added and moved into what is now the Science/Extended Care building, a structure that dates to 1913.

The Sisters of Notre Dame de Namur staffed Immaculate Heart of Mary School from its opening in 1952. Due to a decline in the number of Sisters available, the Sisters of Notre Dame withdrew from Immaculate Heart of Mary Parish School in 1984. At that time, a lay Principal, Miss Margaret Purcell, was hired to lead the school with an all-lay faculty. The goal was to keep the school true to its philosophy as a Catholic institution and to continue the tradition of excellence established by the Sisters of Notre Dame de Namur. Construction on our present school building was started in late 1961 and opened in October 1962. Archbishop Joseph T. McGucken blessed the structure on May 4, 1963. Improvements to this main school building have included the extension of the library in 1970 and remodeled bathrooms in 1998.

The school program expanded to include Kindergarten in 1975. Extended Care was established in 1988 to meet the needs of working parents. Immaculate Heart of Mary Parish built a new Parish Center, which was blessed by Archbishop William J. Levada on December 14, 2003. This building contains a gymnasium/auditorium, a parish meeting room, a kindergarten classroom, and a preschool classroom. The Preschool was established in 2010 and expanded to accommodate increased enrollment in 2015.

In order to maintain high standards and to provide for the changing needs of our students, IHM now offers PE, Art, Spanish and a Technology/Makerspace class based on the California NextGen Science Standards. We also have a Librarian, Resource Teacher, and a School Counselor.

Immaculate Heart of Mary Parish School continues to flourish in an atmosphere that cherishes and shares its Catholic faith, tradition and values; its love for its students; and its commitment to excellence.

Philosophy

We, the community of Immaculate Heart of Mary School, value the uniqueness of each student and strive to develop each student *mind, body, and spirit*.

We believe that learning is relationship-based. Our fundamental goal is to establish trusting relationships among students, teachers, and parents. Carefully constructed educational experiences promote creativity, collaboration, critical thinking, problem-solving, service, and a sense of wonder for the beauty and complexity of God's creation.

Recognizing that the parents are the primary educators of their students with teachers as facilitators of the student's learning, we stress the partnership of family, school, and parish in building the faith community of Immaculate Heart of Mary.

Mission Statement

Immaculate Heart of Mary School empowers our students to discover, create, serve, and transform the world in Christ.

Vision Statement

Immaculate Heart of Mary School molds each student's *mind, body, and spirit* -so that they become responsible Christians, compassionate problem-solvers, and enthusiastic lifelong learners.

STREAM Vision Statement

Immaculate Heart of Mary's STREAM curriculum encourages academic excellence through the integration of Science, Technology, Religion, Engineering, the Arts, and Mathematics; promoting creativity, collaboration, critical thinking, problem-solving, service, and a sense of wonder for the beauty and complexity of God's creation.

Accreditation

Immaculate Heart of Mary School has a certificate of accreditation by the Western Catholic Educational Association and the Western Association of Schools and Colleges Accrediting Commission for Schools.

Admissions Policy

Immaculate Heart of Mary School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at this school. Immaculate Heart of Mary School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Financial Policies

2023-2024 TUITION & REQUIREMENTS

REGISTRATION FEE (Non-refundable): **Preschool:** \$500 per student (\$600 After March 1st)

SCHOOL FEES (Non-refundable): **Preschool:** \$50 Makerspace/Tech Fee per student; \$50 Fine Arts per student (*Billed via FACTS by August 1st*)

CLASS FEES (Non-refundable): **Preschool:** \$50 Class Social Fee per student (*Billed via FACTS by August 1st*); **Preschool:** \$50 Graduation Fee (*Billed via FACTS by August 1st*);

TUITION:

\$1,400 monthly 5 full days per week (8am – 3pm)

\$932 monthly 3 full days per week (8am – 3pm)

\$653 monthly 2 full days per week (8am – 3pm)

Extended Care Tuition is not included in the above tuition rates. Half Day Tuition is available upon request.

FUNDRAISING REQUIREMENTS: Participation in the following fundraisers IS REQUIRED:

- 1) Selling 5 - \$100 (\$500) Fall Fest Fundraiser Tickets per student **OR \$500 Tuition Addition per student** (\$500 will be charged to your family's FACTS account by November 1, 2023 per student if obligation is not met);
- 2) \$200 minimum participation in Fun Run Fundraiser per student **OR \$200 Buyout per student** (\$200 will be charged to your family's FACTS account by May 1, 2024 per student if obligation is not met);
- 3) Selling 5 - \$100 (\$500) Spring Spectacular Fundraiser Tickets per student **OR \$500 Tuition Addition per student** (\$500 will be charged to your family's FACTS account by May 1, 2024 per student if obligation is not met);
- 4) \$3500 minimum participation in RaiseRight (SCRIP) Program **OR \$350 Buyout per family** (\$350 will be charged to your family's FACTS account by May 1, 2024 if obligation is not met);
- 5) Financial participation is expected in other annual fundraisers as well such as the Golf Tournament, Boon's Gift Fundraiser, Eat Out Fundraisers, etc. **Participation in these fundraisers DOES NOT waive or replace Fundraising Requirements 1- 4 as stated.**

Families/Students who go above and beyond meeting the minimum fundraising requirement in one fundraising requirement area are NOT EXCLUDED from meeting other Fundraising Requirements 1 - 5 (i.e. Fundraising \$800 for Fun Run does not mean a family can forego participation in SCRIP and the Spring Spectacular and not be assessed a buyout fee.).

All families are required to participate in each fundraiser as mentioned. Any parent, room parent, school board member, IHMPA member, teacher, or other stakeholder who communicates verbally, via email, or via written communication that certain individuals, families, classes, etc. are not required to participate in any fundraising requirement should be immediately reported to the school administration.

Please DO NOT email or call the school administration once your FACTS account has been assessed a buyout fee due to non-participation in fundraising. It is a family's responsibility and obligation to know and meet the fundraising OR buyout requirements.

EXTENDED CARE:

Extended Care is offered August 16, 2023 – May 31, 2024 each day school is in session. Extended Care operates on the following schedule:

3:00PM – 5:30PM 5 days per week (Monday – Friday)
Registration is \$100 per student.

PS PLAN : Afternoons only; \$400 month (Billed to each family's FACTS account September 2023 – May 2024)

Note: A \$20 Late Fee may be assessed for every five minutes a family is late to pick up their child(ren). After two late pick ups, a family may be requested to withdraw from the Extended Care Program.

All families interested in enrolling in Extended Care, please contact the school principal, Andrea Harville at aharville@ihmschoolbelmont.org

VOLUNTEER REQUIRMENTS*: Participation in volunteering IS REQUIRED:

All families are required to volunteer a minimum of **10 hours (5 hours for one-parent families)** each school year and to sign up and volunteer on one of the following committees (i.e. Fall Festival, STREAM Carnival, or Spring Spectacular). Families are also encouraged to volunteer at least 2 of their hours (1 hour for one-parent families) at the Church of the Immaculate Heart of Mary to foster our continued support of our church/parish.

Parents may also volunteer by attending and serving on the IHMPA, assisting and supporting all school fundraisers (i.e. Fall Festival, Fun Run, Spring Spectacular, other various fundraisers, etc.), serving as a Room Parent, assisting and supporting other school or church events throughout the year.

All Volunteer Hours may be logged at...

https://docs.google.com/forms/d/e/1FAIpQLSf9vgBS9JGltZ_iEBM7dMXWFXwDb9RSSxJZ-wM0leks-f7Mxw/viewform

Any family that does not meet the minimum volunteer requirement of 10 hours (5 hours for one-parent families) for the school year will be assessed \$50 per hour not volunteered via FACTS on May 1, 2024.

FACTS TUITION MANAGEMENT:

Immaculate Heart of Mary School continues to partner with FACTS Tuition Management Company to process tuition payments and extended care fees for the 2022-2023 school year. Families are required to have the tuition set up through the FACTS direct debit system. There is an annual enrollment fee (per family, not per student) charged by FACTS to process tuition payments and billing.

The three payment plans for tuition along with the corresponding FACTS enrollment fee are:

- One (1) payment due August 10, 2023 - *FACTS fee \$25.00*
- Two (2) payments due August 10, 2023 and January 10, 2024 - *FACTS fee \$25.00*
- Ten (10) payments due the 10th of each month beginning August 10, 2023 through May 10, 2024 – *Facts fee \$55.00*

Note: In cases where both the custodial and non-custodial parent(s) are responsible for educational costs for a student, Immaculate Heart of Mary School will bill only the custodial parent(s). Any 'split' of these expenses must be arranged between the parents.

Immaculate Heart of Mary School realizes that families make financial sacrifices to send their child to a Catholic School and we are committed to providing the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment. Please make school tuition a budget priority.

DELINQUENT TUITION/OUTSTANDING BALANCES:

All families must be current in their payment of tuition and fees. Families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will place their children at risk for the following until the account is brought current:

- Students will not be allowed to participate in extra-curricular activities.
- Graduating students (PS, TK, K, 8th Grade) may not participate in Graduation until all tuition and fees have been paid in full.

- After 3 months of delinquency, the parent/guardian may be asked to withdraw their child(ren) from Immaculate Heart of Mary School.

All previously unpaid tuition and other outstanding balances must be paid by May 15th if a student is to be readmitted on the first day of class for a new school year. Immaculate Heart of Mary School realizes that families make financial sacrifices to send their child to a Catholic School. If a financial hardship occurs and a family cannot make the tuition payment, they must contact the Parish Finance Office to make payment arrangements.

Student Learning Expectations

The School Wide Learning Expectations define for us the spiritual, academic, and social characteristics that a graduate of Immaculate Heart of Mary School will attain and develop throughout his/her years of attendance. The acronym HEART stands for the ways our students develop Healthy character, become Effective communicators, act as Active Christians, respond as Responsible citizens, and are overall Thinkers and life-long learners. Below you will find the “SLEs” as they are defined for our different grade levels throughout the school.

IHM students have **HEART!**

Grades Preschool - 3

Healthy Character

- We take responsibility for our actions.
- We eat well and keep safe.
- We play nicely with each other.
- We do things to make us happy.

Effective Communicators

- We learn to read and write.
- We use technology to share ideas.
- We talk out our problems.

Active Christians

- We make good choices.
- We learn to pray and go to Mass.
- We give to others.

Responsible Citizens

- We are aware of the world around us.
- We accept all cultures.
- We recycle.

Thinkers, Problem-Solvers, and Life-Long Learners

- We learn to solve problems.
- We do our best.
- We use technology.
- We listen to and follow advice.



Christian Code of Conduct

STUDENTS: The students' interest in receiving a quality, morally-based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. ***In some rare instances, however, the school administration may find it necessary, in its discretion, to require parents/guardians to withdraw their child(ren).*** It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

PARENTS: It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school administration in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school. ***In some rare instances, however, the school administration may find it necessary, in its discretion, to require parents/guardians to withdraw their child(ren).***

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events. (e.g., extended care, athletics, field trips, etc.)

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

The school administration also reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning

and/or without an intermediate step short of withdrawal. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, or anything that will detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

The school administration also reserves the right, in its discretion, to determine the appropriate disciplinary measures for each individual student's conduct in each individual given situation. Parents are not privy to confidential information involving another student or the consequences/disciplinary action the administration may take regarding another student. Parents are only privy to information regarding their own child(ren).

If parents do not reasonably comply with any of the school administration's decisions after such decision has been formally communicated, ***the school administration may find it necessary, in its discretion, to require parents/guardians to withdraw their child(ren).***

Parents' Roles in Education

We, at Immaculate Heart of Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of IHM School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.

Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Communications

Effective communication demands that questions and concerns be addressed at their earliest stages to those responsible for their resolution. Parents are expected to follow these steps:

1. Parents will contact the teacher or personnel at school through an email.
Teachers are not to be contacted at home or on their personal cell phones.
2. A conference between the teacher and parent will be scheduled if necessary. Every teacher is available for a scheduled conference.
3. If no resolution is reached between the teacher and parent, and the parent wishes administration to take action, the parent must submit in writing a statement of the issue.
4. The personnel involved shall be advised by administration of the nature of the issue and shall be given the opportunity to explain the facts, as the personnel involved perceives them. The administration, in consultation with the parent and personnel involved, will try to resolve the issue. If necessary after these steps, the school administration may involve the pastor.

SchoolSpeak

Immaculate Heart of Mary School uses a student data service called SchoolSpeak. This is a web solution for all school communication between administrators, teachers, parents and students. We can communicate any information that is relevant to our IHM community, such as school announcements, weekly newsletters, flyers, classroom information, homework, grades, school handbooks, teacher pages, forms, and the school calendar. Only authorized users (teachers, parents, and students) with the correct ID and password can access student records. SchoolSpeak serves to increase communication from school to home with online parent and student access. SchoolSpeak is not to be used to distribute commercial advertisements, birthday invitations, and/or other forms of non IHM school or parish related information. **School related cell phone group text messages from parents to other parents are not permitted.** All school related group communications/emails should be sent via SchoolSpeak with prior approval from the administration. The principal or other designated school personnel must be cc'd on each of these communications.

Protocol for Use of SchoolSpeak Communication and Email

The following guidelines are provided to facilitate the use of all SchoolSpeak communication and/or e-mail with teachers and school personnel:

- Teachers will view email during their planning period or after their teaching day.
Teachers will not respond to emails during instructional time.
- A reasonable response time to your email is 48 hours; please be flexible, especially if teachers or school personnel have been away for a period of days.

- Emails should be succinct and to the point.
- School email is regulated and supervised by school administration.
- Please know that others may view the content of your email regarding your child.
- In your emails, please address only those issues that are not available through our websites, homework pages, and handbook.
- Email does not replace an in-person conversation or a parent conference, but may be used to request a parent conference.
- Emails are retained as record for one year.
- ***A professional tone must be maintained in emails. Any email communication that is harassing or unprofessional in tone is unacceptable and is grounds for dismissal from the school.***
- ***IHM School faculty, staff, and administration WILL NOT RESPOND to any email that is harassing, belligerent, or hostile in tone. The school administration, in its discretion, will determine which emails are considered harassing, belligerent, or hostile.***
- Emails, notes, and letters must be signed. All unsigned or anonymous letters/emails or other forms of communication will not be read or heard.
 - Emails should address only the few personnel concerned. Large group communications or large group emails to teachers, parents, and/or other constituents should be sent via SchoolSpeak with prior approval from the administration. The principal or other designated school personnel must be cc'd on each of these communications.
- ***Email that is sent to any person or group affiliated with IHM School or that is posted online that in any manner discredits or defames any member of the IHM community (student, parent, teacher, administration) will be dealt with immediately and may result in a family being required to leave the school and/or further legal action if necessary.***

Weekly Newsletter Through SchoolSpeak

The weekly newsletter, News from the Heart, is posted on SchoolSpeak and emailed to families. **All parents/guardians are expected to read this necessary piece of school communication** that also includes flyers and forms. An email is sent as a reminder that the Newsletter has been posted every Monday. Any forms to be filled out from the SchoolSpeak Newsletter should be printed, filled out, and returned to school.

Parent Volunteers and Visitors

Other than dropping students off and picking students up, ***all parents or guardians coming on school grounds during school hours must report to the school office and check in. DO NOT ENTER THROUGH THE BACK DOORS OF THE SCHOOL.*** All volunteers and visitors will be given a badge to wear while in the school building. This is a safety procedure for the benefit of our students. ***Parents should never visit with a teacher during class time or while a teacher is on yard supervision.*** An appointment is always necessary for a conference. ***Only essential volunteers are allowed on campus.***

Uniforms/Dress Code

Students in grades Preschool, TK, & K through 8 must wear the complete school uniform each day. All clothing must be clean and mended.

GIRLS WEAR...

- Red plaid jumpers or red plaid skorts (Grades Preschool, TK, & K-5) no shorter than 3 inches above the knee.
- Red plaid skirts or red plaid skorts (Grades 6-8) no shorter than 3 inches above the knee.
- Dennis uniform short-sleeved *white OR ash grey knit shirt with IHM Heart/Cross school logo, tucked inside.*
NOTE: Undergarments designs should not show through shirts; white or beige undergarments are to be worn.
- Red IHM School sweatshirts and IHM School red cardigan sweaters from Dennis Uniform. *NOTE: IHM School red cardigan sweaters from Dennis Uniforms MUST be worn on Mass Days/Fridays. SWEATSHIRTS ARE NOT PERMITTED ON MASS DAYS!*
- White socks from Dennis Uniform OR Non-Dennis Uniform white socks that are similar to Dennis Uniform socks (no symbols/emblems). All socks must be above the ankle in length, covering the anklebone. *NOTE: White knee socks, plain white, grey or black tights, or plain white, grey or black leggings that cover below the anklebone are optional in colder weather.*
- Dennis Uniform pants or navy twill pants for girls.
- Dennis Uniform school walking shorts for girls (optional item). Please note no other type of shorts may be worn other than those available from our school uniform company. These shorts are meant to be walking shorts and should not be altered and should be no shorter than 3 inches above the knee.

BOYS WEAR...

- Dennis Uniform pants or navy twill pants for boys.
- Dennis uniform short-sleeved *white OR ash grey knit shirt with IHM Heart/Cross school logo, tucked inside pants.* *NOTE: Undergarments designs should not show through shirts.*
- Red IHM School sweatshirts and IHM School red cardigan OR V-neck sweaters from Dennis Uniform. *NOTE: IHM School red cardigan OR V-neck sweaters from Dennis Uniforms MUST be worn on Mass Days/Fridays. SWEATSHIRTS ARE NOT PERMITTED ON MASS DAYS!*
- White socks from Dennis Uniform OR Non-Dennis Uniform white socks that are similar to Dennis Uniform socks (no symbols/emblems). All socks must be above the ankle in length, covering the anklebone.

- Dennis Uniform school walking shorts for boys (optional K-8). Please note no other type of shorts may be worn other than those available from our school uniform company. These shorts are meant to be walking shorts and should not be altered to an inappropriate length or worn baggy off the waist.
- Navy leather belt (available at Dennis Uniform) is highly recommended for Grades 4-8.

IHM SHOES

Closed-toed shoes and ankle or knee socks must be worn to school every day.

- Tennis shoes must be white and/or black with white or black shoelaces.
- Non-scuffing black dress shoes are also allowed.
- White socks only. Girls may wear white, grey or black tights. Girls may also wear full-length leggings (white or black) under jumpers.

PHYSICAL EDUCATION UNIFORM/COUGAR GEAR

Students in Preschool and Grades TK-8 have the option to wear school appropriate Cougar Gear or Spirit Wear the entire day on their assigned PE Day. All shorts, sweatshirts, and t-shirts from our vendor, First Place Spirit Wear, are school approved and can be purchased at:

<https://1stplacespiritwear.com/schools/CA/Belmont/Immaculate%20Heart%20Of%20Mary%20School>

Please NOTE: If a student's PE Day is on a Friday, students are not permitted to wear Cougar Gear or Spirit Wear to Mass, but students may bring Cougar Gear to change into after Mass. All students are required to wear their Formal Core Uniform on Fridays to Mass. If a School Mass falls on another day of the week, the same policy applies.

NO UNIFORM TODAY (N.U.T.) DAYS/BIRTHDAYS

Students are permitted to wear free dress on their birthday, or if they have a school approved N.U.T. pass, or if the school announces a N.U.T. Day for a special event/community service. The dress on these days should still be school appropriate and conducive of a Catholic/Christian school environment.

COUGAR GEAR SPIRIT WEAR DAYS

On certain days throughout the school year, the school will celebrate school-wide Cougar Gear Spirit Wear Days where students in Grades Preschool-8 may wear their Cougar Gear Spirit Wear to cheer on their fellow cougars and show their school spirit. This may or may not be a PE Day for students. These will be announced via SchoolSpeak and in our school newsletter, News from the Heart.

HAIRSTYLES

All hairstyles must be neat, clean, and combed. Extreme hairstyles, hair dye, highlights or extensions are not allowed. As a guide, boys' hair is not to extend below the hairline on the back of the neck. Girls may wear Dennis Uniform hair accessories that match the plaid IHM uniform. Simple hair accessories may be worn in solid red, white, grey, and/or black.

ACCESSORIES

Makeup, colored nail polish, artificial nails/eyelashes, dangling jewelry, dangling hair accessories, dangling earrings, bracelets, and rings are not permitted. Girls MAY wear clear nail polish or a light shade of pink nail polish if they choose.

NOTE: The school administration reserves the right to define inappropriate attire, accessories, and/or fads as the occasion arises.

PARENTAL SUPPORT OF UNIFORM POLICY

Parent attention to uniform regulations is requested and appreciated so that valuable teaching time is not wasted on checking uniforms. Any exceptions to the uniform code must be submitted in writing to the classroom teacher. All uniforms must be clean and in good condition.

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Birthdays

Student birthdays are recognized each morning during Morning Prayer, Pledge, and Announcements. Students may wear FREE DRESS to school on their birthday that is school appropriate. If a student's birthday falls on a weekend or on a holiday break, students may wear FREE DRESS to school on the Monday following the weekend or holiday break. Students who have a summer birthday will celebrate their birthday with FREE DRESS in late May or early June before Summer Vacation upon announcement. **IHM School does not recognize or celebrate ½ birthdays.**

Due to food allergies and to avoid loss of instructional time, no treats are allowed for birthdays. Birthday students may bring goodie bags to be sent home with the other students for their parents to approve. However, edible treats that could pose an allergy risk should be avoided. All edible treats should follow the Wellness Policy Guidelines. Party invitations may be handed out as long as each student in the class receives one. Otherwise, they are not permissible to be handed out on school grounds or property. Birthday invitations MAY NOT be sent through SchoolSpeak.

Allergies

Due to the student allergies, IHM has inclusive policies that are safe for ALL children.

Classroom – All class party foods must be preapproved with the classroom teacher and must adhere to the school's Wellness Policy Guidelines. If an activity in the classroom takes place, all food must be safe for children in the classroom. When food items are used in teaching lessons, parents of students with allergies will be notified ahead of time.

School-wide – Activities that happen on campus throughout the school day, which involve food, will be safe for all students. At these times, parents of students with allergies will be notified ahead of time.

Teachers and staff participate in training and are notified of all student allergies. Faculty and staff receive notes and information. Epipens are located at various points throughout campus. Students with severe allergies are allowed to keep Epipens on them. In order to ensure safety for all, student desks, lunch tables, water fountains, and classroom objects are sanitized and cleaned throughout the day.

School Snacks and Lunches

Please provide a healthy snack and lunch for your child each day following our Wellness Policy Guidelines.

NOTE: Glass bottles, glass containers, or fast food or delivery lunches (i.e. DoorDash, McDonald's, etc.) are not permitted due to our Wellness Policy Guidelines.

Wellness Policy

Immaculate Heart of Mary School strives to educate the whole student; mind, body, and spirit. In educating students about the body, we strive to develop “a profound reverence for the great gift of life, their own lives and the lives of others, along with readiness to spend themselves in serving all that preserves and enhances life.”

Immaculate Heart of Mary School also strives to maintain a learning and working environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

In doing so, we encourage healthy eating habits, physical health and exercise, as well as strong social and emotional support through the following:

1. Help students acquire the desire to eat healthy through example and education.
2. Encourage all students to be physically active in and outside of school.
3. Offer foods and beverages at school that meet the nutrition recommendations of the USDA Dietary Guidelines for Americans.
4. Encourage the drinking of water and other non-sugary beverages.
5. Promote healthy snacks and eating during snack breaks at school, at lunch, at school events, and when fundraising.
6. Discourage the consumption of multiple sugary treats at one time (i.e. cookies, cake, cupcakes, etc.). Moderation is key. *Note: Due to food allergies and to avoid loss of instructional time, no treats are allowed for birthdays.*
7. Promote alternative rewards other than food in the classroom and at school.
8. Discourage students from sharing their food and beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
9. Ensure that carbonated beverages and/or fast food are not consumed during snack, lunch, and other events while on school campus.
10. Promote daily recess, weekly PE, and daily physical exercise for students in Preschool and Grades TK - 8.

For more information on how Immaculate Heart of Mary School promotes our Wellness Policy, please visit the following resources for ideas and support:

<https://www.healthiergeneration.org/>

<https://help.choiceclunch.com/hc/en-us/articles/200577784-What-is-our-Nutrition-Policy->

<https://www.usda.gov/nutrition-security/healthy-food>

Health Policies & Medication

State law requires that each child have an updated California School Immunization Report on file before she/he begins school. We need to be aware of any physically limiting or potentially life-threatening conditions that may cause harm to your child if not properly handled. In addition, even if your child is not exhibiting any of the following symptoms, but seems to be overly tired or just not feeling completely well, please allow him/her to stay home for a day.

Covid 19

- If your child is ill or not feeling Child must stay home.
- Fever above 99.5 Child must stay home.
- If your child has been in contact with someone who has recently been tested for Covid or been in contact with someone who tested positive, they must stay home to avoid contact with others and for the safety of others.
- Masks are to be worn at school, however not during meals or nap time.

Observable Symptoms

If our child has any of the following observable symptoms she/he should not be sent to school:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pink-eye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patch
- Unusually colored urine or stool
- Headache or stiff neck
- Vomiting
- Unusually cranky or crying behavior
- Loss of appetite
- Severe itching of body or scalp or scratching of the scalp
- Temperature over 99 degrees

Excluding Guidelines

If your child contracts a communicable disease, please notify the school immediately so that other parents can be told of the incubation period and symptoms. Children with the following conditions should not be sent to school:

Diarrhea illness: Three or more episodes of diarrhea during the previous 24 hours until diarrhea resolves.

Vomiting illness: Two or more episodes of vomiting during the previous 24 hours, until vomiting resolves, or is determined to be due to a non-communicable condition.

Skin infection (e.g. impetigo): Until 24 hours after treatment has been initiated.

Strep throat or other streptococcal infection: Until 24 hours after initial antibiotic treatment and cessation of fever.

Purulent conjunctivitis (pink eye): Until 24 hours after treatment has been initiated.

Hepatitis A virus: For one week after onset.

Pertussis (whooping cough): Until after five days of antibiotics.

Scabies, head lice, or other infestation: Until 24 hours after treatment has been initiated.

Hemophilus influenza type b (Hib): When the antibiotic taken to prevent Hib infection is indicated for childcare contacts, children and staff shall be excluded from attending the facility until such measures have been initiated.

Chicken pox: Until six days after onset of the rash or until all sores have dried and crusted over.

Measles or rubella: Until five days after rash onset.

Respiratory illness: Children will not be excluded for mild respiratory illness unless they have one or more of the following conditions:

a) The illness has a specified cause that requires exclusion as determined by any of the preceding standards.

Fever: No fever for at least 24 hours without having taken any form of Medication.

b) The illness limits the staff's ability to provide an acceptable level of care for the other children.

c) The illness compromises the health and safety of the other children.

Due to the recent Pandemic, we will be asking your child to wash their hands upon arriving to school as well taking their temperature.

INCIDENTAL MEDICAL CARE

At this time, IHM Preschool staff will give the following medical care when necessary.

We will administer inhaled medication that has been provided by a parent or guardian. Parents or guardians must give permission for incidental medical care as well as provide written physician instructions. Parents are to provide formal training of the medication at their own cost. Training must include the following: how to administer medication, maintenance of required equipment/supplies and what to do in an emergency.

We will administer both the EpiPen and the EpiPen Jr. This medication will be given only by staff and only in the case of an emergency. Parents or guardians must give permission for incidental medical care as well as provide written physician instructions. In addition to staff required First Aid and CPR training, parents are to provide training of the medication at their own cost. Training must include the following: how to administer medication, maintenance of required equipment/supplies and what to do in an emergency. Immediately following the administration of the EpiPen or EpiPen Jr. 911 and the child's parent/guardian will be called. A child who receives the medication will obtain emergency medical treatment.

We will administer prescription medication with written approval and instructions from a parent or guardian. Medication will be administered in accordance with a physician's prescription.

We will administer over-the-counter, non-prescription medication with the approval and instructions from a parent or guardian. Medication will be administered in accordance with label instructions.

All medications will be maintained in a locked drawer or cabinet away from the children's reach. All medications will be administered by trained staff using proper hygiene and disposable gloves. All members of the IHM Preschool staff will be trained on the use of incidental medications. When students are not on school grounds, medications will be transported in our emergency backpack so as to not interrupt required incidental medical services. In the event that incidental medical services are required, parents will be informed at the end of the day for non-emergencies by phone, e-mail or in person. For emergencies, parents will be notified immediately by phone following the administration of medication.

Emergency Information

Accurate emergency information must be on file for each child prior to enrollment. In case of medical and/or dental emergency, parents or persons listed on the emergency information form will be contacted. If persons listed cannot be reached, child will be taken to the nearest emergency hospital:

Kaiser Hospital	1150 Veterans Boulevard, Redwood City (650) 299-2570
Sequoia Hospital	170 Alameda de las Pulgas, Redwood City (650) 369-5811

Lice/Nits

Parents are encouraged to check for lice and nits on a regular basis. The school has a nit-free policy concerning head lice. Parents are obligated to contact the school nurse and follow school protocol in the event their child contracts head lice. Children who have contracted head lice must be treated and be free of lice and nits and cleared by the school before returning to the classroom. Upon returning a child to school, the parent must certify: 1) A note from the attending physician must be presented stating the student is lice and nit free. 2) A note from a licensed health care professional must be presented stating the student is lice and nit free. 3) A note from a licensed cosmetologist must be presented stating the student is lice and nit free 4) Agreement to repeat the treatment in 7 to 10 days (due to the life cycle for nits to hatch)

USCCB Protection of Safe Environment for the Protection of Children

As mandated by the Archdiocese of San Francisco, all volunteers at Immaculate Heart of Mary School are required to complete a Background Check and Shield the Vulnerable on-line training every three years in order to volunteer in the school in any capacity (e.g. field trip drivers, hot lunch servers, chaperones, librarians, classroom aides). If you have not completed the on-line training and Background Check you will need to do so by logging on to www.virtus.org. The instructions are given on the INSERT of this handbook. You will be asked to identify the position or location for which you will be volunteering. Please make sure to indicate IHM School. This will cover you for all volunteer jobs except coaching. Coaching positions require fingerprinting and that is handled through the school office. When you have completed the online course and

background check information turn the Certificate of Completion in to the office. Thank you very much for your cooperation in helping us comply with the Department of Catholic Schools' policy.

Safe environment for the protection of children & young people all family members and friends of Immaculate Heart of Mary School who have any contact with students (class parties, field studies, volunteering with children, etc.) must go through the initial training of the safe environment for the protection of children and young people.

Neglecting to take the training or the continuing education training (every 3 years) will restrict your involvement with students at IHM.

Child Abuse Laws

Immaculate Heart of Mary School abides by the Child Abuse laws of the State of California. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services by school mandatory reporters (administrators, teachers, counselor).

Nondiscrimination Policy & Complaint Procedures

Immaculate Heart of Mary does not practice or tolerate discrimination of any kind in our community. To ensure that any and all complaints of that nature are fully addressed, the school instituted the following procedure:

- 1) A parent or student who in good faith believes that conduct by Immaculate Heart of Mary is discriminatory should direct his or her complaint to administration, who may consult with the Pastor. If the complaint involves conduct by administration, then the complaint should be directed to the Pastor. A complaint can be verbal or written; if verbal administration may ask that it be put into writing. The complaint will be acknowledged in writing within two business days. Immaculate Heart of Mary has discretion to investigate any discrimination claim in the manner it deems appropriate, either through in-house personnel or through retained outside investigators. The investigation will be confidential to protect the privacy interests of all concerned. The person(s) who lodged the complaint will be advised of the investigation's conclusion. If, at the conclusion of the investigation process, the person(s) who lodged the complaint believes that Immaculate Heart of Mary has not adequately addressed his or her concerns, further review of the complaint may be requested through the Pastor. If, at the conclusion of the Pastor's review, further review is still sought, the complaint may be reviewed by the Superintendent of Catholic Schools for the Archdiocese of San Francisco.
- 2) To facilitate open and culturally inclusive dialogue, a staff member may contact a parent before the staff member takes action regarding a significant aspect of a student's appearance. Before administration takes action regarding a significant aspect of a student's appearance administration may consult with the Pastor.

Emergency Procedures

Immaculate Heart of Mary School follows a comprehensive emergency/earthquake disaster plan which is set forth in a separate Emergency Procedures Handbook, The Big Five Handbook, issued by the San Mateo Office of Education

Fire Drill Procedures

Fire drills are conducted at the school on a regular basis. During these drills the school is completely evacuated in an orderly manner. At the beginning of the school year, students are told

which exit to use during these drills. A diagram of the emergency evacuation route is posted in each classroom. Students are cautioned to remain calm, quiet, move quickly and leave everything behind. The purpose of these drills is to make the student's reaction to them automatic. Disaster drills are scheduled regularly in order to prepare students for emergency situations such as severe weather disturbances.

As parents, you need to be aware of the following information in the event of an earthquake or disaster in our area:

1. No Immaculate Heart of Mary student will be dismissed from school unless a Parent/guardian comes for him/her.
2. No student will be released to any other person (even a relative or baby-sitter) unless permission has been designated on the student's Emergency Contact Form. It is imperative that you keep this form current. This can be done at any time by parents on SchoolSpeak.
3. All parents or designated parties who come to Immaculate Heart of Mary School for students must sign out the students at the COMMAND POST which will be located on the west end of the main school building in the vicinity between the parish center and main school building.
4. Your cooperation will be needed in keeping this release procedure as orderly as possible:
 - a. Line up in front of your child's posted grade level. If you have more than one child, go to the grade level of the youngest child.
 - b. Inform the secretary of your child/ren's name/s and step aside. She will send a courier to the appropriate teacher and your child will be released to you at the command post ONLY after you have signed the Emergency Release Form.
PLEASE DO NOT APPROACH THE STUDENT ASSEMBLY AREA. WE NEED TO MAINTAIN ORDER AND

SAFETY. Remember, your feelings and fears will affect your child/ren so remain calm. In critical situations, we will do our utmost to ensure the safety of your child/ren until your arrival.

5. We ask for your help in the following areas:
 - a. Please DO NOT call the school - we must have the lines open for emergency calls
 - b. Following an earthquake, Lockdown, or other emergency, do not immediately drive to the school - streets and access to our school may be cluttered with debris or inaccessible. The school access route and street entrance areas **MUST** remain clear for emergency vehicles.
 - c. Turn on your radio (a car radio is battery-operated) to the Emergency. Broadcasting Station, use of Belmont PD Twitter, or School Emails. You will receive information and directions. Please DO NOT call the school or attempt to come on campus as you will not have access.

EVACUATION OF THE SCHOOL GROUNDS:

In case of an emergency requiring evacuation of buildings and grounds, the students and faculty may be sent to one of the following EMERGENCY SHELTERS:

CARLMONT HIGH SCHOOL
1400 Alameda de las Pulgas, 595-0210

MERRY MOPPET PRESCHOOL/BELMONT OAKS ACADEMY
2200 Carlmont Dr., 650-593-6175

NOTRE DAME HIGH SCHOOL
1540 Ralston Ave., 650-593-1601

HOLY CROSS GREEK ORTHODOX CHURCH PRE-SCHOOL
900 Alameda de las Pulgas 650-631-9338 or 650-591-4447

Volunteer Requirements

All on-campus volunteers must report to the main office first. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All volunteers are required to wear a designated badge that may be picked up in the office. Volunteers are to sign out at the time of departure.

All individuals who volunteer in any school function are required to complete the Diocesan mandated fingerprint background check and the VIRTUS child protection online training.

Volunteers may not bring younger siblings or other children not attending IHM School with them when volunteering. All volunteers are expected to dress appropriately. Clothing should be modest and neat. ***Only essential volunteers are allowed on campus.***

Curriculum

Religion

Immaculate Heart of Mary Preschool is rooted in the Catholic tradition. Understanding all life as a gift of God's love, we strive to live our daily lives in love and gratitude. "To become like the little children, is to enter into their world of wonder, curiosity, interdependence, trustworthiness and love. We teach peace, tolerance, understanding, acceptance and forgiveness as modeled in Christ Jesus. The children will learn about God's love in all of creation and how to care for one another and the earth. We teach respect of various religious traditions and value of our world's cultural diversity. The children will learn about the lives of saints and others who have lived extraordinary lives of love and service. The children may participate in special events such as Feast Days and special religious holidays. Daily prayer and appropriate community service participation is included in our religion program.

The Planes of Development-Montessori-

The transformation of children from birth to adulthood occurs through the series of developmental periods.

The First plane of development occurs from birth to age 6. At this age children are sensorial explorers, studying every aspect of their environment, their language and culture.

From ages 6-12, children become conceptual explorers. They develop new powers of abstraction and imagination and apply their knowledge to further discover and expand their world.

Social and Emotional Development

The primary emphasis at Immaculate Heart of Mary Preschool is the social and emotional development of each child. We encourage children to take initiative in the classroom in order to develop independence and self-confidence. Our intent is to foster the development of self-expression, free choice, self-control, curiosity and creativity. The children will develop their social skills through participation in group activities. It is important that the children establish positive peer relationships by learning to be patient, trustworthy, helpful, kind, gentle and compassionate with one another. By treating one another with dignity and respect, the children are learning to create strong and loving communities.

Reading and Writing

Reading requires an integration of vision, hearing, speech and sensory-motor skills. The children are exposed to a variety of materials that will refine their senses and aid in the development of their fine motor skills. Children will learn the concept of identifying letters by name and by sound. Conversation is vital to reading and writing. Children broaden their vocabulary through the spoken word as well as learning patterns of speech and sentence structure. Children begin to listen to the spoken word through stories and books and are asked to articulate their interpretation. Children will begin to associate meaning with the written word. Children will increase their auditory, visual and articulation skills in conversation, interaction and play.

Mathematics

The mathematical mind of the child is exercised through the order and exactness in everyday activities. Preparation for mathematics emphasizes discovery, repetition, and the concrete

associations of quantities with symbols. The children learn one to one correspondence, patterning, estimation, problem solving and reasoning skills. The children are learning these skills in and through their play using materials that are attractive and stimulating.

Social Studies

Children discover the world around them through the use of story, pictures, maps, gloves, puzzles, art and foods. They will discover the customs and traditions of people from other countries. They will be introduced to the seven continents and discover the similarities and differences in our world's cultures, climates and environments. The goals of multicultural awareness include a respect of differences among traditions and cultures, recognition of the interrelatedness of all cultures and an awareness of one's personal role in the world.

Outdoor Play

While playing outdoors children are developing gross motor coordination, self-confidence, social skills and creativity. Planned outdoor activities help in the development of hand-eye coordination, body, awareness, self-control and perseverance. Running, jumping and climbing are activities that aid in the development of balance, strength and general good health.

Discipline

The purpose of discipline is to ensure the safety of the children by promoting positive interactions and helping the children to develop self-control, empathy, and cooperation. Keeping in mind the child's age, level of understanding, and disposition, a logical consequence will be used to fit the individual situation. Corporal punishment will never be administered. If a child has difficulties complying with discipline, parents will be notified and a conference scheduled. If the behavior persists the child will be asked to withdraw from the preschool.

The steps used in the conflict resolution process are as follows:

Conflict Resolution Process

Step 1

I see there is a problem here. Or, is there a problem here?

Step 2

_____ tell me what the problem is.

Restate each child's view of the problem

Step 3

_____ how does this make you feel?

Restate each child's feeling?

Step 4

_____ how do you think we can solve this problem?

Step 5

Have both children agree on a solution. Make sure it is safe.

Rephrase and check out how it will be carried out.

If necessary, establish a consequence for failure to follow through.

Additional Information

Arrival and Greeting

Arrival begins at 7:50AM and ends at 8:10AM. Parents are asked to park their car and walk their child to the door. Parent/Guardians must sign their child in daily on the Preschool Sign In Sheet. We ask your child to arrive to school on time.

Dismissal

Half-day children will be dismissed at 12:30PM and must be picked up promptly to avoid a late fee of \$20 per 5 minutes. Please pick up your child at the designated pick up door. Parents/Guardians must sign students out on the Preschool Sign-Out Sheet. Full day and afternoon students will be dismissed 2:45-3PM. Children must be picked up by 3:00 to avoid a late charge of \$20.00 for every five minutes. All children must be signed out on the Preschool Sign-Out Sheet. **Appointments, vacation, out early: Please notify staff through an email in advance or the morning of drop off.** If an unexpected pick up is needed please notify the school via phone 650-593-4265 or 650-593-2344.

Extended Care-Not Applicable

Extended Care is available from 3:00PM until 5:30PM on all regular school days. Extended Care is not available on school holidays, or in-service days. Children must be signed out on the Preschool Sign-Out Sheet. **Extended Care is not a drop in service.** In case of an urgent need for care, please make arrangements with the preschool teachers. Children must be picked up by 5:30PM. to avoid a late charge of \$20.00 for every five minutes.

First Aid

Preschool teachers are trained in childhood first aid and CPR. First aid supplies are kept in the classroom for minor cuts and bumps. An Incident Report will be sent home with your child describing any unusual injury that has occurred during the school day. A phone call to parent or guardian will follow any injury determined unusual by the staff.

Toilet Training

All children must be toilet trained by the time they begin school. This means they must be able to determine when they need to go to the bathroom and be able to express that need to a teacher. They should also be able to deal with their clothing and their own toileting needs. Parents are welcome to provide wet wipes for their child's use.

Change of Clothing/Labeling

Please provide a change of clothing for your child to keep at school, including shoes and socks. Please label all clothing, lunch boxes, backpacks and other personal items worn or brought to school.

Field Trips

IHM Preschool does not participate in long distance field trips. However, we do visit nearby facilities: Examples: Library, Senior Center, Lunardis etc. Parents are required to sign a waiver giving us permission to go on such trips.

Transportation Authorization

If your child is to go home with anyone other than you, a written note must be sent or a car pool permission form must be on file. **NO CHILD WILL BE RELEASED TO ANY PERSON UNKNOWN TO US WITHOUT WRITTEN AUTHORIZATION.**

Attendance/Reporting Absences

Daily attendance is taken by 8:10AM. Absences and late arrivals should be reported by a parent to the Preschool office by calling office before 8:00 a.m. **(650) 593-2344. If arriving late please stop by at the School Office first.**

Statement from State of California Department of Social Service

The Department of Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

Policy Against Harassment

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when and individual is subject to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an education environment in which all students are treated with respect and dignity.

Complaint Procedure: Students who fell aggrieved because of conduct that may constitute harassment shall direct a verbal complaint to the director, teacher, or responsible school adult. The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

Use of IHM Name and Logo

Immaculate Heart of Mary School name or logo may not be used in any way (i.e. an email address, social networking pages, photo sharing websites, etc.) without the permission of the School Administration. No parent, guardian, or organization may collect money, purchase any items, distribute flyers, or reproduce school material such as school directory, class lists, school pictures, etc.

School Right to Amend

The school administration may amend the policies and guidelines of Immaculate Heart of Mary School. Parents will be notified if changes are made. All current Handbooks can be found on SchoolSpeak.