



# Preschool Family Handbook

2023-2024 School Year

Revised 7/25/23  
Subject to change

### **Mission Statement**

Sacred Heart School, a ministry of Sacred Heart Parish, unites with families to instill a lifelong commitment to Catholic Values in a safe and nurturing environment. We are committed to 21st Century learning focused on collaboration, communication, creativity, and critical thinking. Sacred Heart School provides an exemplary academic foundation, and develops students who faithfully serve their communities and the world with Reverence, Respect, and Responsibility.

### **Preschool Philosophy**

We seek to create a Christian family environment in which we affirm the worth of each individual and promote positive self-esteem. We emphasize **Reverence, Respect and Responsibility**. We foster global awareness and service to others. We encourage partnership with our parents, the primary educators, to achieve the educational goals of Sacred Heart Preschool students throughout our curriculum and instruction we guide students of varied abilities to achieve their full potential and become responsible and moral decision-makers in a world of advancing technology and challenged Christian values.

### **Preschool Admission Policy**

Sacred Heart Preschool is a Catholic school dedicated to the education of those who:

- Desire to learn more about God and are willing to participate in the faith community.
- Support the philosophy, goals, objectives, and rules of the school.
- Will be three or four years of age by the first of September of the new school year.
- Are fully potty trained.

### **Non-Discrimination Policy**

Sacred Heart Preschool, in the Diocese of Monterey, mindful of its primary mission to be witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to the students at the school. Sacred Heart Preschool does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender, in administration of its educational policies and admissions policies. While Sacred Heart Preschool does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin, likewise Sacred Heart School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color and national and/or ethnic origin. Sacred Heart reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral of the Church.

### **Enrollment**

Completion of all registration forms and required documents listed below:

- Tuition and fees agreement online forms
- All State issued paperwork to include Personal Rights form, Parents Rights form, Health History, Identification and Emergency Information, Consent for Medical Treatment, Current immunizations records, Health Screening, and Admission Agreement.
- School required documents
- Certification of Live Birth
- A copy of the immunization form

A smooth and happy transition from home to school is the goal of the preschool. To facilitate a gentle beginning, all children and their parents who are new to Sacred Heart Preschool will be scheduled for a brief classroom visit with the preschool teachers.

### **Tuition**

Tuition may be paid in a single payment by with a \$50.00 discount; in semester payments or in ten monthly installments (August – May). Tuition statements prepared by the school will be provided for each student based on the student's elected tuition payment plan. Tuition collection is managed by FACTS tuition collection services.

All families paying tuition monthly, by semester or in full by credit card, must be registered on FACTS.

### **Tuition Rates for the 2023-2024 school year**

#### **Preschool Only**

5 days a week (4 & 5 class)	\$5,562
5 days a week (3 & 4 class)	\$5,562
3 days a week (3 & 4 class)	\$4,017
2 days a week (3 & 4 class)	\$3,193

#### **Preschool Plus Extended Care (before & after school)**

5 days a week (4 & 5 class)	\$8,755
5 days a week (3 & 4 class)	\$8,755
3 days a week (3 & 4 class)	\$6,695
2 days a week (3 & 4 class)	\$5,665

#### **Multiple Children Discount:**

2nd child discount.....	\$250 per family
3rd child discount.....	\$350 per family
4th child discount.....	\$450 per family

### **Fees are non-refundable**

**Registration Fee:** \$225.00 per student (due upon acceptance email)

**Building and Maintenance Fee:** \$200.00 per preschool family.

\*\* If preschooler has a sibling in Sacred Heart School, the family will pay a total \$350.00 to cover the family's total preschool and elementary school fee.

### **Returned Check Policy**

A \$25.00 fee is charged in each returned check, or NSF bank draft, regardless of the reason. Returned checks and bank drafts are not re-deposited by the school. You must bring the returned payment plus \$25.00 in the form of a money order or cashier's check to bring your account into good standing.

**Late Pick Up Fees and Extra Hours:**

**Preschool only :** Dismissal time for preschool only students is 11:45 am (Airada) and 12:00pm (Garcia). We ask that students be signed out and off campus at this time. Our extended care routine begins at 12:00pm. Phone the school immediately if you are unavoidably delayed. There is a 5-minute grace period for pick-up and then a late fee of \$5.00 per minute will apply.

**Full day (Extended care):** The preschool closes at 5:30pm. It is required that all students be signed out and off campus no later than 5:30pm. Phone the school immediately if you have an emergency that delay you. After 5:30pm, a late fee of \$5.00 per minute will apply. After three late pick-ups you may be required to attend preschool morning only.

**Extended care (Extra hours):** If your child is not enrolled in the extended care portion of the day and you will be delayed in pick up please notify the Director with at least 24 hours in advance to request an extended stay for your child. Request must be approved by the Director. There will be a \$25.00 fee for drop in extended care.

**Refund Policy**

Sacred Heart Preschool plans carefully to ensure full enrollment and budgeting in order to provide our parents with tuition that remains affordable. It is the policy of Sacred Heart Preschool that tuition cannot be reimbursed for the semester in which a family leaves the school. If a family has paid tuition for the entire year, the school will only reimburse the tuition for the upcoming semester. Families that leave during the semester are required to continue to pay tuition until the end of the semester. This policy pertains to students who withdraw voluntarily as well as students who are asked to leave the school.

**Withdrawal**

Notice of withdrawal from Sacred Heart Preschool must be made by the parent(s) in writing to the Director in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Please note that early withdrawal does not end the obligation of the full year's tuition.

**Returning Students**

Families who wish to return must turn in a contract and registration fees no later than February of the school year. Acceptance is not automatic; the Directors and Principal reserve the right to accept or reject applications for the new academic year.

**Dismissal Policy**

If during the school year it is determined that the child is not ready for the preschool environment, a meeting will be set with the Directors, Principal, Teachers, and Parents to discuss removing the child from the preschool setting. During the school year, the child may be removed due to any of the following: Failure to meet financial obligations, consistent behavioral problems on the part of the child or action on part of the family members that negatively impact the school.

**Program**

Our Program includes age and developmentally appropriate activities such as: art, music, science, supervised food prep, math, reading, language arts, and computer science. We also have indoor and outdoor physical experiences, which develop motor skills. The daily program schedule is

posted outside the classroom doors with times designated for each activity. Our 4-year-old program will sometimes attend Mass at Sacred Heart Church.

### **Arrival and Pick-up**

California State Licensing regulations mandate that children be signed in and out each day. When you arrive, please sign in your child. Only you or those you have authorized on your child's release information will be allowed to pick-up your child. Should it become necessary for someone else to pick-up your child, please speak to the Directors when you arrive in the morning. Under no circumstances will we be able to release your child to someone unless we have written permission. Please inform those picking up your child that a faculty member will ask for a photo ID to ensure your child's safety. Over the phone permission does not meet state safety requirements for preschools and cannot be accepted.

- Drive slowly! Children are difficult to see from the driver's perspective.
- **Once you park, quickly take your child to the Preschool Foyer and sign-in, then immediately return to your vehicle.**
- **Limit your parking time to 5 minutes at drop off and pick up times.** Remember, there is parking available in the Stone Street parking lot if you need to stay longer.
- Preschool and other young children need to hold hands with an adult and avoid running! Walk in designated, marked walkways or sidewalks when possible.
- Park in designated areas. Parking in fire lanes or areas that are not clearly marked for parking blocks driver's view and space for navigation.
- Don't block the driveway to either lot or structure.
- Pick up-Doors are locked during the day. Buzz to be let in and let the teacher know you are present. Child must be signed out before leaving.

Thank you for helping to ensure the safety of all our children. Slow down, be considerate, be mindful of your parking time and stay safe.

### **Parent Involvement**

The family service program serves a reminder to all that we want you to be a significant part of our school life. Our program offers a variety of ways in which you can offer your help and share your talents. All families are required to contribute 35 hours per year for the benefit of the school and its programs. Hours will be logged into Beehively. Families who wish to "buy out" their family service requirement may do so for \$500. Buy out is due by September 1, 2023.

### **Volunteer Requirements**

Before a person is permitted to volunteer, the person must:

1. Complete Diocesan requirements for fingerprinting. Please contact Sacred Heart Preschool office for information and forms. A person may not volunteer until Sacred Heart Preschool has received information from the Diocese that the person has completed the clearance process.
2. Complete "Virtus" training, a child abuse on-line – link found on the website. Please contact Sacred Heart Preschool office for further information. A person may not volunteer until Sacred Heart Preschool has received the "Virtus" certificate that the training has been completed. Training must be updated every 3 years.

3. Provide Sacred Heart Preschool with a current TB test according to state guidelines. Volunteers are required to have a TB test every 4 years.

### **Field Trips:**

In consideration of the California child safety seat laws, Sacred Heart Preschool will not sponsor/provide field trips. To enhance the curriculum, teachers may provide for age-appropriate classroom presentations by Directors and Principal approved presenters. With approval, students may take appropriate walking field trips with chaperones. No transportation is provided.

### **Visiting the classroom**

Generally, parents should first check-in with the Preschool office. Sacred Heart Preschool has an open door policy. Parents have the right to enter the building anytime during the preschool hours.

### **Absences**

Please call the Preschool the first day of your child's absence. In case of prolonged absence, please keep the preschool informed. (831) 240-0889. Excessive absences may result in the student not being recommended for the next grade/preschool level.

### **Uniforms**

Children should come in uniform on all school days. Parents will be notified of special free dress days. Uniforms can be purchased at Ace High Designs (400 Salinas St, Salinas)

### **Girl's Uniforms**

Blue jumpers

Sailor Dress

White blouse with Sacred Heart logo

White, blue, or gray knit polo shirt (long or short sleeve) with Sacred Heart logo

Navy blue twill pants

Navy blue walking shorts

Navy blue sweatshirts, fleeces, cardigans, vest, or jackets with Sacred Heart School logo

Socks white/blue socks

Tights solid white/navy blue

### **Boy's Uniforms**

Navy blue cords or twill pants

Navy blue walking shorts

White, blue, or gray knit polo shirts with Sacred Heart logo

Navy blue sweatshirts, fleeces, cardigans, or jackets with Sacred Heart logo

Socks white, blue, or black

**Preschoolers are asked to wear closed toe shoes that are solid red, black, brown, navy, or white. (NO SANDALS)**

### **Hair and Jewelry**

Hair is required to be neat, clean, of the student's natural color, free from highlights or dyes, and away from a student's face and eyes. Boy's hair must be kept cut at all times. Boy's hair may not extend below the top of a normal shirt collar nor below the top of the ear or the top of the eyebrow. No extreme hairstyles are allowed.

Because jewelry pieces can be used dangerously and are very apt to get lost, no jewelry other than the simplest stud earrings for girls may be worn.

### **Birthdays**

Birthdays are wonderful events for preschool children. We will celebrate your child's birthday with a special crown and song. Your child may also wear free dress on their birthday. Please reach out to your child's teacher regarding his/her policy on birthday celebrations due to allergies and dietary needs.

If your child will be celebrating with an after-school party which will not include all his or her classmates, please help your child understand he/she should not be talking about "who is coming to my party" during the school day. Every parent understands that a party for the entire class is seldom ideal in preschool, but no parent wants to see a child's feelings hurt under any circumstances. Please do not ask the preschool staff to hand out party invitations. **We will not allow any balloons, goody bags, etc. to be used to celebrate your child's birthday.**

### **Napping**

After an opportunity to use the restroom and wash up, the children will transition into nap/rest-time. Please provide a favorite blanket for your child to use. Children will be expected to rest quietly from 1:00pm until 3:00pm.

### **Medications (Diocese of Monterey Policy for the preschool)**

Whenever possible, parents and physicians should make every effort to schedule medicine doses outside of the school day. In general, all medication must be stored in the preschool office and administered only under a physician's orders with a signed authorization from the parent or guardian. For over-the-counter medication, a physician's order will not be required. However, the medication must be stored in the preschool office and the parent must sign an authorization for the child to receive the medication.

Parents must understand that none of the Catholic Schools has a nurse on duty and that the medication will be administered by non-medically trained school personnel. The Diocese of Monterey encourages parents to come to the school to administer medications if necessary during the school day.

For prescription medication, the physician must specify the medication, dosage, method of administration and schedule for any medication to be administered to a student. Whenever the medication, dosage or dosing schedule changes, the preschool will require a new order from the physician and an authorization signed by the parent or guardian. In any event, the physician's order and parent's authorization must be renewed annually. The preschool will not accept the directions on the medication container label as a substitute for the physician's order.

## **1. General Procedure**

- a.) Medication must be brought to the preschool by the parent or guardian.
- b.) Medication must be brought to the preschool in its original container. If it is Prescription medication, it must be in the container labeled by a licensed pharmacist. If it is over-the counter medication, it must be in its original packaging.
- c.) All medication must be kept in the preschool office and the student must go to the preschool office for the administration of prescription or over-the-counter medication.
- d.) A new form must be signed whenever the medication, dosage, dosing schedule or method of administration changes. The preschool will not accept the container label as a substitute.
- e.) The parent must pick up any unused medication at the end of the preschool year or when the physician's order expires.

Contact the preschool office for the "Diocese of Monterey – Physician Order and Parental Authorization to Administer Medication" (form).

## **2. Procedure for the following Medications**

Parents must come to the school to administer the following medications:

Epi-pen

Inhalers

Nebulizers

Diabetic testing/shots

If the parents are unable to come to the school, they must designate in writing an adult who has their permission to come to the school to administer such medication.

## **Infectious Diseases**

If your child becomes ill with any infectious disease, please inform the preschool staff. We in turn, will inform parents about the class exposure to that illness, and will keep your child's identity anonymous.

## **Injuries**

If a child receives a minor injury at school, First Aid will be administered. In case of a serious injury, 911 will be called, and parents will be notified immediately. If parent(s) cannot be reached, the child's physician or dentist, as listed on the "Consent for Medical Treatment" form, will be called for counsel regarding the next step in treatment.

## **Health and Safety Policy**

The Health and Safety of all students is a prime concern of both teachers and parents. Your cooperation with the preschool's policies will help protect the well-being of all students. Staff members will screen all children upon arrival to the preschool for illness.

**Please keep your child home for a full 24 hours after he or she has experienced any of the following:**

- **Fever**
- **Vomiting**
- **Intestinal disorder**
- **Strep Throat and Scarlet Fever**



- **Earache, Severe Headache, Sore Throat**
- **Chronic Cough**

If a child becomes ill or develops any of the symptoms listed above during class, he or she will be isolated, and you will be contacted immediately and be required to pick up your child. Please have a back-up plan in mind if you are a working parent, as sick children need to be picked up promptly. Under no circumstances will we be able to release your child to someone unless we have the parent's written permission. A doctor's note is required for students that have been absent for 3 days or more due to illness.

### **Lunches**

Children who are full day should bring their own labeled lunch with a healthy drink each day. Lunches should only include healthy, nutritious foods. Please avoid any sugary sweets, especially candy, and difficult to swallow foods.

### **Snacks**

Nutritious morning and afternoon snacks will be provided each day. A monthly snack menu will be posted on the parent bulletin board. If your child has allergies to certain foods, please make sure that you note these on the "Health History Form," and speak to the teachers directly about allergy.

### **Toys**

Because the children are encouraged to explore classroom materials, please see that toys are kept at home. Children may only bring a share item on their share day.

### **Riding Bicycles or Scooters on School/Diocesan Property**

Tricycles and scooters may be ridden on school/diocesan property only as part of the Preschool Program.

- a) Students are required to wear properly fitted and fastened cycle helmets that meet the standards set by California law.
- b) Only one student shall ride a tricycle/scooter at a time; no student is allowed to be a cycle/scooter passenger of another student.

### **Communications**

Good communications between families and the school facilitate your child's success at Preschool. It is vital that the preschool be informed of any major changes in your child's life, such as a grandparent's illness, a death in the family, a new pet or the loss or death of a pet, a change in parental working hours, etc. The faculty seeks to support your preschooler, and we are best able to do this when we know what your child is encountering. Beehively will be the school/home communication system. Please be sure to read messages sent from the school. Often these messages may not pertain to preschool, but we feel it is important to be well informed.

### **Daily Contact**

It is the most reliable method of communication between parents and teachers. Teachers are always willing to share information and often amusing stories of your child's day at the Preschool. Whenever children are in the playground, the teachers' main responsibility is to supervise the children. It is **NEVER** a time for socializing or for mini-conferences with parents.

### **Parent/Teacher Conferences**

Conferences are held twice throughout the year. Meeting with parents provides an opportunity to exchange ideas and information in regards to your child to ensure a successful and productive preschool experience. An informal conference will be held in September and formal conference will be scheduled in January.

### **Staff Meetings**

On the first Thursday or Friday of each month there will be no afternoon extended care provided. This ensures that staff are able to attend a monthly meeting and collaboration with teachers. The preschool will close at 12:00pm and it is required that all students be signed out and off campus.

### **Discipline Policies**

Sacred Heart Preschool uses redirection when a child is having a hard time in an area. We also use conflict resolution when children are having conflict with each other. Parents will be kept informed of conflict their child is having through teacher contact or parent conference with Teacher, Directors, and Principal. Under no circumstance is Corporal Punishment allowed. The child will be dismissed if we are unable to meet the needs of the child.

### **Diocese of Monterey Protocol for Concern**

When a student is accepted into a Catholic school, the family of the student is also accepted into the school community. In order to promote a positive home and school relationship for the benefit of the students, the Diocese has established a protocol for concerns that is reflective of the canonical structure of a Catholic school. Because concerns are best resolved at the school level, parents should speak about their concerns with the following personnel in this order:

1. Preschool Teacher
2. Preschool Director – if the parents feel the situation has not been satisfactorily resolved after speaking with the Teacher
3. Principal of Sacred Heart School – if the parents feel the situation has not been satisfactorily resolved after speaking with the Director
4. Pastor of Sacred Heart Church – if the parents feel the situation has not been satisfactorily resolved after speaking with the Principal
5. Superintendent – if the parent feels the situation has not been satisfactorily resolved after speaking with all of the above individuals, and following their recommendations.

## **COPY OF NOTIFICATION OF PARENT'S RIGHTS AND PERSONAL RIGHTS**

*The original signed copies are kept in your child's file. These serve as your copies.*

### **Notification of Parent's Rights; Child Care Facilities**

As a parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone # of the local licensing office.

**Licensing Office Name: Community Care Licensing**

**Licensing Office Address: 2580 N. First Street #300, San Jose, CA 95131**

**Licensing Office Telephone #: (408)324-2148**

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form

Note: California state law provides that the licensee may deny access to the child care center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to the children in care.

### ***Personal Rights; Child Care Facilities; State of California – Health and Welfare Agency***

Personal Rights, see section 101223 for waiver conditions applicable to Child Care Centers. Child Care Facilities.

1. Each child receiving services from a child care facility shall have rights, which include, but are not limited to, the following:
2. To be accorded dignity in his/her personal relationships with staff and other persons.
3. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
4. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, toileting; or

- withholding of shelter, clothing medication or aids to physical functioning.
5. To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  6. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious service, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious service or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
  7. Not to be locked in any room, building, or facility premises day or night.
  8. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency. The representative/Parent/Guardian has the right to be informed of the appropriate licensing agency to contact regarding complaints, which is:

Department of Social Services, Community Licensing  
2580 N. First Street #300  
San Jose, CA 95131  
(408) 324-2148

### **EARTHQUAKE/DISASTER INFORMATION**

We provide drills to prepare our children for disaster situations including fires, earthquakes or intruders. Each child is required to have an emergency food supply packet to be stored at the Preschool. We hope we will never have to use these provisions, but if we do we will all be thankful that we were prepared in advance. All food packets will be donated to the Monterey County Food Bank at the end of the year. We will remove all personal items before donating to return to the family (i.e. picture, letter, etc.)

### **Emergency Food Packet**

Preassembled emergency packs are sold by the Cubscouts. If you do not purchase a preassembled bag, please provide from the list below. Food needs to be placed in 1-gallon zip lock bag labeled with child's first and last name printed on outside of bag. Also include any medication (with instructions) that your child would require in a 48-hour period and extra eyeglasses. A comforting note or picture to your child may also be included.

### **Foods to avoid:**

Foods that need heating or water added; are salty (e.g. potato chips); in jars; that your child will NOT eat

### **Recommended Foods**

Protein: Canned Tuna (packed in water) or Meat (Vienna Sausage Canned Chicken, etc.); processed cheese (Velveeta, etc.)

Fruit: Canned fruit; dried fruit (i.e., Raisins, Apricots, etc.); Fruit cocktail; prunes (unsulfured); applesauce; Fruit sticks

Snacks: Small packages of graham or other unsalted crackers; granola bars; canned pudding\*\*

Beverage: Box / can of fruit juice

Utensils: Plastic forks and spoons, as needed. (Cans should have pull-top lids or be easy to open)

*It is our primary function to keep your child safe and comfortable.  
Please feel free to contact us with any questions or concerns.*

Director / Teacher Contact Information:

Lili Airada, Preschool Director / Teacher (3 & 4 year old): [lairda@shschool.com](mailto:lairda@shschool.com)

Celia Garcia, Preschool Teacher (4 year old): [cgarcia@shschool.com](mailto:cgarcia@shschool.com)

Preschool Phone: 831.240.0889