



Holy Name Preschool

Thank you for your interest in our preschool. We are very proud of our preschool! Our students are engaged learners and are given skills to be competent and confident students here and in their elementary school years.

PHILOSOPHY

Holy Name Preschool is a Catholic Preschool guided by the goals set forth by the Archdiocese of San Francisco-*The Catholic preschools are committed to the mission of the Church by providing quality, age appropriate learning environments that nurture the development of the whole child. Working collaboratively with the families, the preschools will focus on preparing the children to be productive citizens of the 21st century.* At Holy Name Preschool, we promote the cognitive, physical, social, emotional and spiritual growth of each child. We believe in the uniqueness of each child and that the gateway to learning is through providing children with a loving and nurturing environment.

CURRICULUM

Holy Name Preschool is a Catholic multi-age comprehensive program guided by the principals of the *Creative Curriculum for Early Childhood*. Our highly qualified teachers create an academically enriched environment where children are encouraged to engage in successful learning across a wide spectrum of areas of development including- cognitive physical, social, emotional, and spiritual. The curriculum also introduces and nurtures children's natural curiosity in Science, Math, Social Studies, Art and Music through meaningful content and experiences. The children are encouraged to explore, investigate and interact with the environment. The teachers' role is to help foster each child's individual skills and development through the implementation of developmentally appropriate activities. Through loving guidance, the teachers facilitate children's innate love to play and learn.

Our daily schedule encompasses active indoor and outdoor exploration and play in developmentally appropriate learning centers. The indoor activity centers include:

Art, Blocks, Dramatic Play, Fine Motor-playdough, puzzles, beads, Language Arts, Library, Math, Music, Nature /Science/Sand/Water and Toys-cars, trains/ games.

The outdoor area is equipped with a child safe structure, water trays, trikes, balls, and outdoor toys providing gross and fine motor development as well as language and social skills such as sharing, cooperation and teamwork.

Holy Name Preschool recognizes the importance of the family connection in the education of the young child. Parents are encouraged to participate in the educational, social and spiritual learning process with their child and the school. Parents are invited to the events and social outreach projects within the Holy Name Community including the Elementary School and church. We hope to broaden your child's sense of community by helping him/her learn and understand the acceptance of cultural and ethnic diversity, faith and thankfulness.

The Holy Name Preschool staff works collaboratively with the Elementary staff to ensure a seamless transition to the Kindergarten class at Holy Name School as with other private and public schools. We are partners in your child's educational process.

ADMISSION POLICY

Our program is designed for children between the ages of 2.6 months and 6 years of age. Children must be toilet-trained. We require that parents take a tour along with their child before an application is given. An interview with the parents and their child will be conducted at that time to determine if this is the appropriate program for their child.

Submitted applications must have the following supporting documents:

- Registration Forms with emergency information
- Current health form and immunization records
- Birth Certificate copy
- Baptismal certificate copy (if Catholic)
- Small photo of child
- Application fee-\$75 (non-refundable)

ADMISSION PRIORITY

Special consideration is given to siblings of Holy Name School, children of employees of Holy Name School and Parish, Catholic families and alumni. Holy Name Preschool students have priority for Kindergarten placement at Holy Name School. We also give consideration to the gender and age ratios within the program to maximize the best learning environment.

RACIAL NON-DISCRIMINATORY POLICY

Holy Name Preschool, 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 the preschool. Holy Name Preschool does not unlawfully discriminate on the basis of race, color and national

and/or ethnic origin, age, gender or disability in administration of educational policies, admission policies, scholarships and loan programs, and athletic and other-school administered programs.

HOURS OF OPERATION

The school is open from 7:15 am -6:00 pm. A late fee of \$25 will be charged after 6:00 pm. The fee will be added to your monthly tuition.

Holy Name Preschool operates on an 11-month calendar coinciding with the Holy Name School calendar-traditionally starting in late August and ending in June. During the month of July, we offer an optional summer program. The school is closed for two/three weeks in August for yearly maintenance and school preparation.

A hot lunch and two healthy snacks (a.m. and p.m.) will be provided every day.

Tuition is due on the first of every month and is late after the 5th. A \$25 late fee is added after the 5th. There will be a \$30 returned check fee to cover our cost of any returned checks. **Refunds are not given for your child's absences due to illness, holidays and vacations.**

ABSENCES

If your child is going to be absent, please call the office at 415-664-4753 in the morning. Please notify the office if your child will be late due to a doctor's visit or any extenuating circumstances. Also, please notify the office of any vacation plans.

ILLNESS POLICY

Our goal is to keep all children and staff healthy and we need your cooperation to achieve this goal. Please keep your children home if-

- he/she has a fever or has had one during the previous 24-hour period.
- she/he has vomited or has had diarrhea within the previous 24-hour period.
- he/she is taking an antibiotic for less than 48 hours.
- she/he has a constant cough and/or an infectious nasal discharge.
- she/he has an earache.
- he/she is uncomfortable, cranky or shows symptoms that will prevent the child from participating in our program.

We will notify the parents immediately if a child is too ill to participate in our school. Your child will be isolated from the other children and made comfortable until he/she is picked up by a parent or an authorized person. Please be sure to have alternative care in place for these situations.

Children sent home with a fever may not return to school until he/she is fever free for 24 hours. Please notify the school immediately if your child has a communicable disease as we have the responsibility of contacting the other parents and the Health Department in some cases. Illnesses which require your child to remain at home until treatment has started and/or a physician's note

is required include but is not limited to Chickenpox, Conjunctivitis, Lice, Measles, Pertussis (Whooping Cough) and TB.

If your child is in need of emergency care requiring EMS (Emergency Medical Service) and transportation is required to attend the nearest hospital, you will be responsible for associated cost. Parents will be notified immediately of this action taken.

PRESCRIPTION MEDICATION & ADMINISTRATION

In the necessity for the administration of incidental medical services, such as an Epi-Pen, Inhalers or Nebulizers, the following requirements will be met:

- Parents are required to provide a completed and signed Parent Consent for Administration of Medications & Medication Chart (LIC9221).
- Written instructions to be supplied from the child's physician (to include dosage, frequency and specific directions of how to administer medication).
- Staff will record each dose administered with date, time and staff signature.
- Epi-pens, inhalers and non-refrigerated nebulizer medications will be stored in the Director's office in a locked storage case.
- Nebulizer medications and other medications requiring refrigeration will be stored in the locked medication box in the refrigerator in the kitchen area.
- Four staff members will be trained to administer the above-mentioned medications in accordance with dosage and directions provided by the child's physician. Training will be provided by the Director or Program Specialist. Training will include:
 - Medication administration.
 - Safety procedures (use of gloves and washing of hands before and after medication is administered).
 - Disposal of used, disposable administration devices.
 - Cleaning and sanitization of used administration devices.
 - Storage requirements for refrigerated and non-refrigerated medications.
 - Disposal of empty medication containers.
 - Documentation of medication administration.

All staff will be trained to recognize the signs of the following medical events and to administer above-mentioned medications in the event of a medical emergency. This will include (but not limited to):

- Asthma attacks.
- Allergic reactions.

At least two (2) staff be present at all times who are trained to administer the above-mentioned Incidental Medical Services.

In the event of a disaster, the Director or classroom teacher will be responsible for retrieving the medications from the locked storage box. These medications will remain in the possession of the Director in an emergency situation. If the Director becomes unable to maintain possession, they will be given to a trained staff member.

If a child requires administration of the above-mentioned Incidental Medication Services, the following procedures will be followed:

- The child's parent or authorized representative will be notified by telephone immediately following the treatment.
- The parent will be provided with a copy of the LIC9221 which shows the date, time, and staff member information completed at the time of administration.
- An "Illness Report" will be completed for the child with the description of the medical event that triggered the need for the administration of the medication. A copy of this form will be provided to the parent at the time of pick up on the day of the incident.
- Used Epi-pens will be returned to their original case and packaging, placed in a sealed plastic bag and returned to the locked first aid cabinet. When the parent arrives for pick up, staff will return the used Epi-pen to the child's parent. Parent will be asked to replace it the next time the child attends school.

DISCIPLINE POLICY

At Holy Name Preschool, we believe that respect for the child should always be demonstrated and guidance provided to help children develop self-discipline and the ability to make better decisions in the future. We will also initiate communication with the parents in order to achieve common goals for the students and their families. We will work with the parents and children to help the individual child communicate his/her needs. At no time will corporal punishment be used. Our goal is for each child to learn to self-discipline through some of these guidelines:

- Setting clear, consistent and fair limits for classroom behavior
- Reminding children of the classroom rules and their rationale as often as needed
- Learning to value mistakes as learning opportunities
- Redirecting children to more acceptable behavior activities ○
- Praising children when they do adopt more acceptable behavior ○
- Listening when children talk about their feelings and frustrations
- Guiding children to resolve conflicts and modeling skills that help them solve conflicts
- Communicating with the parents, particularly if there are changes at home

CAUSES FOR TERMINATION

Children who demonstrate unsafe behavior-constantly hurting themselves, hurting others (biting, scratching, pinching, hitting and kicking) and hurting the environment may be asked to leave the program. Non-payments of tuition and constant lateness (three or more) in picking up a child may also cause for termination. The parents will be given prompt notice.

LUNCH

A nutritious lunch is provided daily. The lunch is provided by Upton's Catering Service who also provides hot lunch for the Holy Name School. The children are introduced to a wide variety of healthy and wholesome meals that have been made from scratch, are free of pesticides, hormones, trans-fat and additives and are low in saturated fats and added sugars. In addition, Upton's Catering Service supports local farmers and distributors of organic foods and packages the meals in recyclable bags, boxes and compostable containers and utensils. The menu will be posted every month on the bulletin board. More info is available at www.schoolfoodies.com.

SNACKS

Snacks will be provided twice a day-once in the morning (10:00 am) and once in the afternoon (4:00 pm). This will consist of a glass of milk, fresh fruit and some healthy snack-crackers, cheese, baked goods, yogurt, etc.

BIRTHDAYS

Birthdays may be celebrated in school. Please inform the office if you plan to bring snacks for the celebration. We will inform you of any allergies. We do not serve nuts at Holy Name Preschool.

ALLERGIES

Please inform us of all your child's allergies. Again, we do not serve nuts at Holy Name Preschool.

NAP TIME

Nap time is between 1:00-2:30 pm. Please bring your child's labeled blanket home every Friday to be washed and brought back the following Monday or his/her scheduled day. The school will wash the sheets weekly.

UNIFORMS

Holy Name Preschool students will wear a uniform. We have kept the uniform selection to three/four pieces at a very reasonable price. The uniforms are available at Classic Designs-1551 Taraval St. SF; info@classicdesigns.com. We asked that uniforms be washed regularly. Open toe shoes and flip-flops are not allowed. Please provide your student with shoes that are comfortable and allow for movement.

ARRIVAL/Dismissal

All children must be accompanied by a parent or an authorized person when arriving and leaving the school. All children must be signed in and out. This is a California State Law. Please provide a full signature on the sign-in sheet at the both the Arrival and Dismissal.

DAILY SCHEDULE:

7:15-8:45 am-Greeting-Activity Centers
8:45-9:00 am-Transition/Clean-Up
9:00-9:20 am- Circle Time
9:20-9:50 am-Outdoor Activities
9:50-10:15 am-Clean-up/Snack
10:15-11:15 am-Activity Centers
11:15-11:55 am-Outdoor Activities
11:55-12:45 pm-Lunch
12:45-2:30 pm-Clean-up/Dismissal/Nap/Rest
2:30-3:00 pm-Circle Time
3:00-4:00 pm- Activity Centers
4:00-4:30 pm-Transition/Clean-Up/Snack
4:30-5:30 pm-Outdoor Activities
5:30-6:00 pm-Story Time-Dismissal for Full-Day children

COMMUNICATION

The Holy Name Preschool teachers enjoy communicating with the parents on a regular basis through our monthly newsletters and short discussions at arrival and dismissal. It is recommended that parents make an appointment to meet with a teacher if there is a concern and we will try to schedule a conference at a mutually agreeable time.

FIELD TRIPS

Field trips will be taken occasionally to the local public library, playground or local businesses.