



**OLD MISSION SCHOOL
EARLY EDUCATION CENTER
PARENT/STUDENT HANDBOOK
2018-2019**

Early-Education Center Facility #401708018
221 Daly Avenue
San Luis Obispo, CA 93405
Phone: (805) 549-8819

Welcome:

We are pleased to welcome you to Old Mission School. We believe that nurturing moral values and excellence in education fosters characters, develops leadership, and inspires good citizenship. It is our goal to have your child/children complete the year with a positive self-concept. Remember: play is the work of childhood. It is your child's way of learning about him/herself and the world. Your suggestions and comments are important to us. We consider ourselves partners with you in helping your child develop to his/her fullest potential. Our preschool and extended-care programs are licensed by the California State Department of Social Services.

Mission Statement:

The Old Mission Catholic School Community is dedicated to the development of socially responsible citizens for the twenty-first century who are spiritually empowered, academically enriched, and morally accountable for their actions.

Dress Code:

Acceptable dress at the Education Center (EEC) reflects our concern for safety, grooming, and Christian Values. In general, clothing must be clean, in good repair, and weather appropriate. Modest shorts and sundresses are permissible; bare midriffs and scanty sunsuits are not. Shirts or jackets with any kind of emblem, picture, writing, or symbol which is incompatible with Christian values are not acceptable

- **Shoes:** Students are ACTIVE. Footwear should be sturdy and suitable for running and climbing. Beach sandals are neither safe nor appropriate. Dress shoes should be reserved for special occasions only.
- **Jewelry:** Girls' earrings must be small and not hang below the earlobe. This is a safety issue and will be strictly enforced.
- **Hairstyles:** Hair should be of a neat, uniform cut. Unconventional cuts, styling, and coloring are not permitted.
- **Hats:** to better protect our students from the sun, caps may be worn during outdoor activities. Caps are to be worn with the visors forward.

Hours:

The Early Education Center has two program options: 9:00-12:30pm or 9:00-5:30pm. Both options provide early drop off at 7:45am, if needed. If your child arrives on campus before 8:30 a.m., bring him/her to Room 4.

Lunches:

Children will need to bring a packed lunch from home. A mid-afternoon snack will be provided. Note we do not have the staff nor the facilities to heat student lunches. Please provide a healthy **peanut-sensitive** lunch, drink, napkin, and the necessary utensils for your child.

Parent-Teacher Conferences:

We will be having parent-teacher conferences in the fall and spring. You will be notified of the dates in advanced. Please remember, however, to talk with staff at any time should you have a question or concern.

Items from Home:

Every item a child brings to school should be clearly labeled. Please label all coats, sweatshirts, lunchboxes, etc.

Sick Policy:

State licensing regulations state that a child may not come to school showing signs of illness, including (but not limited to) vomiting or fever. This policy is designed to protect your child, other children, and Nativity staff.

It is often difficult to determine whether or not to keep a child home from school. If your child exhibits one or more of the following symptoms, you should keep him/her home from school. If your child has any of the following conditions or symptoms, you will be called to pick up your child within one hour:

- Fever of 100.4 or higher
- Any diagnosed rash
- Vomiting
- Diarrhea
- Any oozing skin rash, lesion, or wound
- Pink eye
- Mouth sores with drooling
- A condition preventing a child from participating comfortably in the usual activities
- Scabies, head lice, nits, or other infestations
- Any contagious illness which is reportable to the Department of Public Health

If a child has been removed for any of the above reasons, before returning to the program, the following conditions must be met:

- Free from fever, vomiting, diarrhea for a full 24 hours (not 24 hours after being sent home)
- Must have taken a prescribed antibiotic for a full 24 hours
- Must be able to participate comfortably in all activities (this includes going outside)
- Free from open, oozing skin conditions unless 1) a health care provider signs a note stating that the condition is no longer contagious, and 2) the involved area can be covered by a bandage without seepage or drainage through the bandage
- A child excluded because of scabies, lice, or other infestation may return 24 hours after treatment
- If excluded because of a reportable, contagious illness, a doctor's note stating that the child is no longer contagious is required prior to readmission

If your child is exposed to any communicable disease, an exposure notice will be sent home or posted on the clipboard. If your child is absent due to illness, call the school immediately so an exposure notice can be posted for other families. If your child is going to be absent for any reason at all, please call the school.

Medication Policy:

School personnel will not administer prescription or over-the-counter medication to students without a medication administration form from the parents and signed by a physician. However, a parent may come on campus to dispense medication to his/her child. Students may not keep medications with them. All medication must be left with the classroom teacher and be contained in the original package with directions clearly marked and labeled with the child's name.

Code of Student Conduct:

Students are expected to follow an age-appropriate set of behavioral guidelines.

Students at this level are expected to:

1. Follow the instruction of staff members
2. Refrain from ridicule, profanity, and rudeness
3. Refrain from aggressive or other hurtful behavior
4. Play or work in a manner that will not interrupt the concentration of others

Children not adhering to the Code of Student Conduct will need to be removed from school after being given a warning or repeated warnings.

Sign-In and Sign-Out Procedures:

The daily sign-in sheets are legal documents used to verify your child's attendance.

To assure accuracy, please be sure to:

- Sign full name on the correct line e Write legibly (Please do not allow your child to fill in the information) e Provide times in and out e Prevent your little ones from using the sheet as drawing paper

Should an unforeseen event necessitate a change in your child's sign-out information, the required written notice should be emailed directly to your child's teacher.

After-School Phone Number:

When all the staff members and students are on the field, there is no one available to answer the phone, an inconvenience to us all. If you are not getting an answer from the (805) 549-8819 number in the late afternoon, please call this secondary number, (805) 234-5622, in order to reach a staff member.

Comfort Kits:

Each child must have a "comfort kit" at school in case of an emergency. Upon enrollment, families receive supply list with a list of items that need to be put into a large Ziploc bag. This should be returned during the first week of school. We encourage parents to include their children in the making of the "comfort kit."

Families for Families:

Our students and families at the Early Education Center have a long history of community involvement. Our staff is firmly convinced that active participation and positive modeling say more to our students than thousands of words. During the Christmas season, our campus is involved in a program called Families for Families, when we are connected with families described to us only as "the neediest of the needy." Each classroom will accept responsibility for one family and, with the help of a facilitator, deliver a collection of donated gifts to the family in its care.

Walk-A-Thon:

The Old Mission School Walk-A-Thon is an event co-sponsored by the Parents Club, students, and staff. The purpose of the Walk-A-Thon is twofold: it is both a "friend raiser" and a fundraiser. Students from both campuses, staff members, and parents participate in this annual event. The monies raised are used to supplement student activities and programs. The Walk-A-Thon is held in the fall of each school year. Pertinent information is sent home via the school newsletter to announce "Walk-A-Thon Kick-Off." It is our aim to inspire each student to acquire about \$120 in pledges from family and friends.

Snack Guidelines:

Students work, learn, and play at top speed and rely on snack time to provide quality fuel for them to perform at their best. Snack time is a great opportunity for our students to learn about nutrition and healthy eating habits. Morning snack will be provided by parents each day. Please make sure the snack includes foods from two of the four main food groups. Each student will put his or her snack in the class "snack basket" when arriving to school. Please make sure it is wrapped separately and labeled with your child's name.

Please remember the Early Education Center is a Peanut-Sensitive Campus

Volunteers and Visitors:

We welcome your presence and helping hands in our classrooms. You are the lifeblood of our programs and vital to our well-being. You model your involvement to your own child while benefiting an entire classroom.

Please note the following requirements must be met and paperwork on file at the OMS office before volunteers are able to work in the classroom or drive on field

All Volunteers:

- Fingerprints (Obtain Live Scan forms from the OMS office prior to fingerprinting)
- Completion of the "VIRTUS" online course and certificate on file in the school office (renewed every three years)
- MMR and d Tap vaccines, along with an annual flu vaccine
- You will be required to sign in/out on the days you volunteer. There will be a binder in each classroom

Home/School Communication:

Please watch for Old Mission School newsletters available online through the website, as well as newsletters from each classroom and notes posted either on the classroom window or on the clipboard. These will be your steady information resources. Do not hesitate, however, to stop by the classroom frequently for updates or clarification.

Field Trips:

Occasionally drivers may be called upon to drive on a school outing. Drivers must have a seat belt available for each rider and car seats must be provided as required by the law. Drivers also need to have a photocopy of their driver's license, a completed driver information form (renewed yearly) on file at the OMS office, and have watched the Be Safe and Drive video provided by the diocese.

Birthdays:

Birthdays are cause for celebration. If you choose to provide a birthday treat, please see your child's teacher regarding the number of servings for the class. This item will be offered after the healthy snack has been consumed.

Nap Room (Room 4) :

State regulations require that all students who remain onsite after lunch be given an opportunity to nap or rest. Many of our students are in transition, not requiring the nap time they once did. Others, particularly those who are onsite till evening, very much need this opportunity. To best meet the needs of each of our students, the following schedule takes place:

- After a trip to the bathroom, all Pre 1 students will go back to their classroom for a rest opportunity. If you have a child in Pre 2 and T Ki you may request he/she have a nap by placing an (*) next to his/her name on the sign-in sheet, so we can place them accordingly after they have eaten. All other students will go into another classroom to rest with soft music and books.

School-wide Holiday Celebrations:

Holidays are a time for celebration, each class celebrates holidays with classroom parties. The room parent usually coordinates these parties.

Halloween

Christmas

Valentine's Day

Easter

There will be no afterschool ASA on the following days:

- Last school day before Thanksgiving, Christmas and Easter
- Walk-A-Thon Friday and last day of school

Student Injuries:

Injuries are recorded on an injury report. You will receive the original, and a copy will be placed in your child's file. As a courtesy, a parent will be notified by phone of injuries to the head or face, regardless of the apparent severity of the injury.

Parent Requirements:**Service Hours:**

Families with children only at the Early Education Center are required to complete twenty hours of service. Ten hours must be contributed to the Old Mission Thrift Store. The Thrift Store is open Monday-Saturday. Contact the store to set up times to work (544-0720). The other ten hours of parent service may be done by working in the classroom or at one of our many events that take place throughout the year. A \$20.00 per hour fee (\$500 maximum) will be assessed to families who do not complete their service hours.

Note: If you have children at both campuses you need to complete an additional five hours of service to the Thrift Store, making it a total of fifteen hours at the Thrift store.

School Pictures:

A professional photographer takes school pictures in the fall. The purchase of pictures is optional.