



**ST. FRANCIS OF ASSISI PRESCHOOL**  
**Parent Handbook**



Revised  
June 27, 2011

ST. FRANCIS OF ASSISI PRESCHOOL  
Parent Handbook

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## **Our Mission**

The mission of St. Francis of Assisi Preschool is to offer a Catholic education that helps to prepare preschoolers for Kindergarten. Our commitment is to provide a safe, nurturing environment where learning experiences meet children's diverse individual and collective needs.

St. Francis of Assisi Preschool gives children the opportunity to learn through experimentation and with spirituality so they develop a solid foundation with a life long enthusiasm for learning.

### **Program Philosophy:**

Children learn best through hands-on, minds-on, real-life experiences and developmental practices. All domains of growth (social, spiritual, physical, emotional, and intellectual) are equally valued and integrated. Children also learn to value and respect others and participate as part of a group. Our curriculum is integrated with the religious calendar and skills are taught in meaningful contexts. When a child's whole being is honored and respected, the innate desire to learn is developed and enhanced.

### **Curriculum:**

We recognize that children have their own learning styles and it is with teacher guidance that we encourage children to progress at their own pace. Our curriculum will develop the whole child by including physical, cognitive, language, social, emotional, creative and spiritual development. We will begin with learning about the self, including self-image, senses, favorite things, growth, etc. Our program will continue moving outward by next looking at families, the community, and natural environment. Our program incorporates development philosophies and uses Riggio's ideas to bring the preschool community together with the church community. Throughout the year we will incorporate religious holidays into our program by working on long-term art projects that will be enjoyed by the entire community. Our children will also participate in church celebrations with baking projects. By participating in these activities and bringing the preschool community together with the larger church community we are teaching our children the importance of being part of a community, and the importance of working together as a team.

## **Class Organization:**

### **Our class will be organized into seven learning areas including:**

1. **Blocks:** Blocks are an important tool for cognitive development. They encourage problem solving, math principles, and cooperation.
2. **Language:** The language center will focus on letter recognition, and the ability to tell a story with a beginning, middle and end.
3. **Manipulative:** Manipulatives include puzzles, sorting activities, lace boards, and other activities that focus on fine motor skills/problem solving.
4. **Dramatic Play:** This area may look like just a play area to parents, and it is. Play is an important part of the learning process. Dramatic play is an important part of social and emotional development. Children work through life experiences through dramatic play.
5. **Art:** Our art area will consist of planning daily projects, long-term projects, and also plenty of creative materials for the children to delve into and create masterpieces of their own.
6. **Outdoor play area:** Many gross motor skills such as running, jumping, balancing, skipping, etc. can only be mastered outdoors. Our outdoor play area will encourage the use of these skills and also include climbing, sand and water play and plenty of creative play.
7. **Group area:** Our group time will include things such as music, movement, story telling, science experiments, finger play, and sharing. This is a time for children to be heard by the group and to participate in group activities.

## **St. Francis of Assisi Preschool**

### **General Information**

Location: 5111 San Felipe Avenue, San Jose, CA 95135

Telephone: 408-223-1770 x 309

Website: [www.stfrancisofassisipreschool.com](http://www.stfrancisofassisipreschool.com)

Ages: Children from 2.9 years of age to 5 years of age.

Program: Developmental Learning Preschool Program

Our school offers the following part time programs:

#### Morning Sessions:

9:00 AM to 12:00 Noon: Monday, Wednesday, and Friday

9:00 AM to 12:00 Noon: Tuesday and Thursday

#### Afternoon Sessions:

12:30 PM to 3:30 PM: Monday, Wednesday, and Friday

12:30 PM to 3:30 PM: Tuesday and Thursday

Members of the Preschool staff are professionally trained teachers and teachers

aides. They are a committed to supporting the parents and the children in the area of

child development. Each staff member meets or exceeds all qualifications as required by

State of California. All classrooms meet or exceed the State of California requirement of

Teacher/child ratio of 1:12.

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## **HOLIDAYS AND SCHOOL CLOSINGS**

<b>Holiday</b>	<b>Date Observed</b>
Labor Day	September 5, 2011
Veterans Day	November 11, 2011
Thanksgiving	November 24, 2011
Day after Thanksgiving	November 25, 2011
Christmas Eve	December 24, 2011
Christmas Day	December 25, 2011
Christmas Break	December 22, 2011 – January 3, 2012
New Years Day	January 2, 2012
Martin Luther King Jr. Day	January 16, 2012
In-service	January 23, 2012
Presidents' Day	February 20, 2012
Cesar Chavez Day	March 30, 2012
Easter Break	April 2 – April 9, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012 (observed)

\*Designated holidays, which fall on a Saturday, will be observed on the preceding Friday.

Designated holidays which fall on a Sunday will be observed on the following Monday

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## **SAFETY**

State licensing requires that you sign in and sign out your child each day they attend. Your full signature and the time are required. You are required to escort your child into the classroom and make contact with the teacher to assure that the teacher knows that your child has arrived for the day before you leave the facility.

Only authorized persons you have designated on your child's release form will be able to pick up your child. Picture identification will be required of any persons you have designated. They must be 18 years or older.

Once you have signed your child out for the day you must take full responsibility for your child's health and safety and supervise your child at all times. Children may not run ahead to the parking lot or any other area of the school or church grounds without parent supervision.

## **REGISTRATION POLICY**

Our program is open to children between the ages of 2 years 9 months to 5 years of age. An initial registration interview is required. Please set this up with the Director of the Pre School. At that interview, we will go over the Admissions Agreement Packet. Included in this packet are policies and procedures. At this time, we will determine your child's readiness for the program and answer any questions you may have about the Pre School.

All children must be toilet trained before admission is granted. We understand that accidents may occur and we will work with your child by offering scheduled bathroom breaks while giving them kind and patient encouragement. However, we are not licensed for children in diapers or diaper pull -ups. Parents are required to bring their child to visit the preschool prior to the registration interview. This will allow them to observe and participate in the classroom activities and meet the teacher and other children. Parents are invited to drop in and stay for as long as you like to observe and participate. We find this initial visit helps the child and parent to transition into our program more easily.

The Admissions Packet, including the parent Handbook, must be signed and completed, and all the required fees must have been paid and received, before your child may attend school.

## CONTENTS OF THE ADMISSION PACKET

Acknowledgment of Parent's Rights Notification	
Acknowledgment of Personal Rights	
Admission Agreement	
Admission Policy	
Application Form	
Birth Certificate	
California School Immunization Record	
Child's Preadmission Health History	
Consent for Medical Treatment	
Current Photo	
Curriculum Overview	
Daily Schedule	
Discipline Policy	
Emergency Care and First Aid	
Identification & Emergency Information	
Medication Policy	
Parent Handbook	
Physician's Report	
Photo release form	
Pre-Registration Form	
Program Philosophy	
Re-enrollment	
Sign In/Out Procedures	
Volunteer form	

Re-enrollment registration will be offered in February of each year. Priority is given in the following order:

1. Children who are re-enrolling
2. St. Francis of Assisi church members
3. Siblings of children already enrolled in the school
4. Open enrollment

### **SPECIAL NEEDS CHILDREN**

Children with special needs may enroll upon mutual agreement of the Director and the child's parents/guardians. The Director will determine if the preschool can meet the individual needs of the child. Reasonable accommodations will be made for the special needs child. Each individual situation will be reviewed and all considerations will be given to children with special needs.

St. Francis of Assisi Preschool does not discriminate on the basis of race, color, religion, or national origin.

### **SUPPORT AND PARENTING RESOURCES**

#### **WARM LINE**

**(408)453-6651**

This is a free program that provides support and information and referrals for parents of young children including those with special needs or disabilities

Each Warm Line Specialist has over 5 years of experience working with parents and providers in special education and general education.

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#### **Inclusion Collaborative**

Santa Clara County Office of Education  
1290 Ridder Park Drive MC 227  
San Jose, CA 95131-2304  
Email- [inclusionwarmline@sccoe.org](mailto:inclusionwarmline@sccoe.org)  
[www.sccoe.org/programs/inclusion](http://www.sccoe.org/programs/inclusion)

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**FIRST 5 SANTA CLARA COUNTY**  
[www.first5kids.org](http://www.first5kids.org)

## Tuition Policy

Our Program has a ten-month calendar year: August through the end of May. Tuition fees are based on an operating budget for the full school year, including Holidays, In-service staff days, and child absences.

St. Francis of Assisi Preschool offers a two-day and a three-day part-time preschool program. Our morning sessions are from 9:00am to 12:00pm. Our afternoon sessions are from 12:30 pm to 3:30 pm. We are licensed for a maximum of 15 children per class. Children generally enroll in one session per week. Either a two-day session of Tuesday and Thursday or a three-day session of Monday, Wednesday, and Friday are offered.

### Schedule of Fees:

A non-refundable registration fee of \$100 and a \$60 materials fee are required at the time of registration. We accept registrations all year round.

These are the prices for the 2011-2012 school years. The school will provide a 30 day advanced notice before any changes in the tuition rates take effect.

### TUITION CHANGE

As requested, we will be offering discounts for **Active Registered** St. Francis of Assisi parish families for the 2011-2012 school years. The tuition rates will be

#### **ACTIVE ( 6 MONTHS ) PARISH REGISTERED**

##### **FEES**

##### **MWF**

<b># of CHILDREN</b>	<b>YEARLY</b>	<b>MONTHLY</b>
1 X	\$3,780.00	\$378.00
2 X	\$6,804.00	\$680.40
3 X	\$9,639.00	\$963.90
4 X	\$12,096.00	\$1,209.60

##### **TTh**

1 X	\$2,730.00	\$273.00
2 X	\$7,914.00	\$491.40
3 X	\$6,961.50	\$696.15
4 X	\$8,736.00	\$873.60

The following are the tuition rates for 2011-2012 school years. These rates are for Non-Parish members of St. Francis of Assisi Preschool

#### **OUT OF PARISH FEES**

##### **MWF #of**

<b>Children</b>	<b>YEARLY</b>	<b>MONTHLY</b>
1 X	\$3,960.00	\$396.00
2 X	\$7,128.00	\$712.80
3 X	\$10,098.00	\$1,009.90
4 X	\$12,672.00	\$1,267.20

##### **TTh**

1 X	\$2,860.00	\$286.00
2 X	\$5,148.00	\$514.80
3 X	\$7,293.00	\$729.30
4 X	\$9,152.00	\$915.20

## **COLLECTION FOR TUITION:**

1. All tuition payments from the parent/guardian of the preschool children are due in full on or before the 5<sup>th</sup> day of each month. The parish administrator who will notify the parish accountant must approve credit card payments for regular on time tuition.
2. Complete documentation including credit card numbers for new students must be submitted with registration fee and tuition payments.
3. Payments will be dropped into the Parish Drop Box beside the Gathering Hall designated for this purpose.
4. Any late payments will be charged against the parent / guardian's credit card on the sixth of each month with an additional irreversible surcharge of \$30.00 as a late fee.

Checks should be made to St. Francis of Assisi and brought to the school. Subsequent tuition is due before the end of the current month for the incoming month. A monthly reminder will be emailed at the 20<sup>th</sup> of each current month prior to the month it is due for payment. If no email addresses is provided then look for a sign that will be posted near the sign-in sheet in the classroom. Tuition should be dropped in the outside drop box by the outside north double doors of the Gathering Space. The envelope deposit is accessible day and night. If tuition is not received by the 5<sup>th</sup> of the month tuition is due, your credit card will be charged with the monthly tuition and a \$30 late fee. There will also be a \$15.00 return check fee for returned checks.

### **NEW STUDENTS:**

Because the school accepts students throughout the school year, newly admitted students will start either on the 15<sup>th</sup> of the current month or the 1<sup>st</sup> of the next incoming month. Either a half month or full month tuition will be paid depending on the students start date.

## **COMMUNICATION WITH FAMILIES**

### **School Orientation:**

Orientation is on the week before the new school year starts. This is a time when the families can come and ask questions about the Preschool. It is also a time for the families to meet the staff, and meet other families whose children are enrolled in the preschool.

### **Back-to-School Night:**

This event will show the parents what their children have accomplished during the first half of the school year, and how their children interact with the other children in the classroom. They will also be informed about what learning they can expect from their children during the second half of the school year.

### **Volunteering:**

We encourage the parents to come into the classroom and share their creative talents with the children, or come to help out for a day. However, the first few weeks of school may not be a good time to start volunteering since the children will still be adjusting to their new environment. The second month of the school year could be a better time and will depend on the discretion of the teacher.

### **Parent Workshops:**

Workshops are a good way to learn more about your child and their development. We have three parent workshops planed throughout the school year. We encourage you to take advantage of these special learning events.

### **Preschool Website**

We have created a fun website for the preschool. It will be a way for you can to keep up with what is going on here St. Francis preschool. These are [www.sfoapreschool.org](http://www.sfoapreschool.org) and [www.stfrancisofassisiapreschool.org](http://www.stfrancisofassisiapreschool.org).

### **Newsletter:**

You will receive our monthly E-newsletter which will inform you about current and future events and activities in the preschool.

### **Late Pick-Up:**

It is important that you pick up your child promptly at the end of their class, since the child at this young age easily gets apprehensive and upset. We also need clean up and set up time for the classrooms in between the morning and afternoon sessions. There will be a late pick up fee of \$15.00 for every 15 minutes that your child is not picked up on time. More than two late pickups during the school year can be a cause for your child's disenrollment.

### **Disenrollment from the Preschool:**

St. Francis of Assisi Preschool reserves the right to disenroll a child from the preschool for the following reasons:

1. When parents fail to follow the policies, guidelines, and procedures set forth in this handbook.
2. When tuition is delinquent.
3. When the school is unable to meet the needs of the child or parent/guardian.

### **Student Withdrawals:**

A two week notice is required for children leaving the school. Parents are asked to notify the school as soon as possible, so the school may notify those on the waiting list. There is no tuition refund for students who withdraw.

### **Arrival Time:**

Classroom instruction begins promptly at 9:00am. Please notify the staff if your child is late or is absent from school. Children who arrive late miss the planned activity for the day. It is also disruptive for both the class and difficult for some children to transition into a classroom that is already in progress.

State licensing requires that you sign in and sign out your child every day.

### **Discipline:**

Our program encourages positive behavior with positive reinforcement. Our staff observes and praises positive behavior throughout the day. Children at this age are just learning self control and problem solving skills. When a child loses control or hurts another child or themselves, our staff will intervene. If the child is too upset to begin the problem solving process then they will be removed from the situation. When they are ready, with teacher guidance, they begin the problem solving process. By validating all feelings, and allowing children to take part in the process, we are helping to make children feel empowered and we are teaching them the skills they will need for problem solving. We do not tolerate Corporal Punishment/Violation of Personal Rights -CCR: 101223 (a) (3)/80072 (a) (3)/ 84072/84072 1/87072 (a) (3).

### **Accidents:**

If your child is involved in a minor accident, the appropriate first aid will be administered, and an accident report will be sent home on the same day. If it is determined that the care of a physician is needed, you will be notified immediately and emergency care instructions will be followed. If you or other designated persons listed on the emergency card cannot be reached, your child will be taken to the nearest hospital for treatment. Should an ambulance be necessary, parents will be billed for the charges.

### **Illness:**

The state of California requires that children arrive at school healthy and free of any symptoms of illness. Children displaying the following symptoms will not be permitted to attend the school:

1. Yellow or green discharge from nose or eyes
2. Fever
3. Vomiting
4. Diarrhea
5. Severe coughing
6. Unexplained lethargy

If your child displays any of these symptoms they will be isolated and you will be required to pick them up within a half hour of your being notified. Parents should be prepared to provide a back up person to be available to care for their child when they are sick. **Your child may not return to school for 24 hours after being sent home with any of these symptoms, or until they are free of these symptoms.**

We require that you notify the school if your child has been exposed to or has contracted any contagious disease, including, but not limited to:

1. Chicken pox
2. Head lice
3. Conjunctivitis (pink eye)
4. Scarlet fever
5. Mumps
6. Strep throat
7. Fifth disease
8. H1N1 ( Swine Flu )

**Medication:**

Staff is discouraged from dispensing any medication and will only be allowed under the following instructions:

Prescription or over the counter medication must be accompanied with a complete physician release form provided by your physician. The form must provide clear dispensing instructions. The medication must be in its original container. A second release form (provided by the school) must be filled out for each day your child requires the medication.

**Disaster Preparedness:**

The school has emergency provisions for food and water, as well as emergency first aid supplies. In case of a serious disaster, the emergency plan will be followed. When evacuating the building, the plan calls for the staff to guide and walk the children to the designated evacuation areas.

**Snack Time:**

Parents are asked to pack a nutritious snack for their child each day. Snack time will be at 11:00am for the morning group and 2:30 for the afternoon group. No soda or candy is permitted during snack time. Special snacks for birthdays or other celebrations may be brought in only after notifying the school. Children will say a prayer before having their snack.

Any food allergies that your child might have should be brought to the attention of the Preschool Director, be disclosed in the Registration Form, and discussed with the Director.

**Clothing and Shoes:**

Children need to wear appropriate clothing to school. Clothing should be comfortable and easy for children to get in and out of when going to the bathroom. They should also permit children full range to play safely. Creativity can be quite messy. Many of our activities will include paint or other materials that can permanently stain or damage clothing. Please allow children to wear clothes they can mess up and dirty. Aprons are provided but children are not forced to wear them.

Shoes also need to be child and teacher friendly. Hard boots, difficult laces, or buckles on shoes can be frustrating to take off and put on, and can catch on climbing structures and cause accidents. Children should wear closed toe, rubber soled, and comfortable shoes. Flip flops, slip- on shoes, and shoes with any kind of high heels are dangerous and not suitable for school.

Children will each have their own cubby space to store their belongings. Please provide an extra set of clothes as they often need to change clothing due to water activities or bathroom accidents. If your child requires a change of clothes during the day, please be responsible for replacing these items the next school day. All clothing and personal items should be labeled.

### **Field Trips:**

A few field trips will be scheduled throughout the school year. You will receive a parent permission slip, which is required to be filled out and returned by the date given. If you do not return this form, your child will not be permitted to attend the field trip. Please make every effort to be prompt. Field trips provide children with a hands-on approach to learning. Parents are encouraged to come, and are often needed to provide transportation. Our field trips are geared toward being a fun family experience and younger siblings are usually invited along. Please note that the responsibility of the Preschool is limited to the children who are currently enrolled in the preschool.

### **Your Child's Work:**

Every day there will be artwork or other papers in your child's cubby to take home and proudly display. Please note that there is a file located near the sign in sheet for notes to take home or other school work that has been completed. Please check the file before leaving, and take time to discuss the activity work with your child each day. Discussing the daily work and activities with your child nourishes them and reinforces the development of confidence and self esteem.

### **Closing Statement:**

We look forward to a wonderful year with your child. St. Francis of Assisi Preschool provides a program that is enriched with creativity, spirituality, and hands-on experiences that will excite children about themselves and the world around them.

I have read and signed the Parent Handbook and I agree with the Preschool's philosophy and rules as stated. I agree to follow the policies outlined and perform the obligations of the parent/guardian as set forth in this agreement. I also agree to abide by the rules, regulations and manuals provided by the school. My signature below indicates that I have read the terms of the Admissions Agreement. These have been explained to my satisfaction.

My Child's schedule will be: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent/Guardian:

Name/Names: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Preschool Director:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_