

Preschool Handbook

2011 - 2012



"Educating to know, love, and serve God."

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Program Philosophy

We see our program as a partnership between school and home. We recognize that this stage in children's lives is crucial in their social, emotional, intellectual, physical and spiritual development. The goal of the Preschool is to provide a well-rounded program to address the needs of the children, and to work with the home in this process.

Our program is designed to help the child develop his/her strengths and become a unique individual, yet be able to fit into society. We strive to provide the child with experience that supports success and self worth, while preparing him/her for kindergarten and the world beyond. The activities used to promote this growth will be centered around weekly themes which will be flexible enough to adapt to the interests and needs of the children.

In a Catholic Preschool, religious development is of primary importance to us. It will be approached simply and in the total context of the child's life. We believe values are cultivated in a child not only through direct teaching, but also through the example experienced in everyday situations. We will learn short prayers to be said at meals and group times. Songs, stories and activities will often be of a religious nature.

Our program attempts to guide youngsters to understand that people and the world are gifts of a loving God. Using this positive framework, we try to nurture each child's curiosity and sense of wonder.

The one-year program serves children who are four years of age by December 1 the year of entry; the two-year program serves children who are three years of age by December 1 the year of entry; and the three year program serves children who enter at 2 years nine months after September 1 the year of entry (not offered at this time).

The school will provide snacks. A lunch, may be purchased, or brought by the children from home as needed.

There may be supplementary activities available such as special physical education and music classes. Parents will be informed of these options and any costs associated with the activities.

Parents will be informed of all field trips, if any. Information regarding the times the children will be involved, the mode of transportation and any cost will be communicated ahead of time. Transportation to and from school is not offered by the school.

Priority for acceptance is as follows:

- siblings of children previously enrolled in the pre-school or currently enrolled in the school,
- active parishioners,
- Catholic preschool students moving into the parish
- Catholic preschool students from other parishes,
- other students.

Community Resources

The Principal/Director will utilize as she/he deems appropriate and available the services offered by the social and cultural agencies, public and private, which are found in the community.

Emergency Care And First Aid

Every school shall have a written plan for emergencies. Provisions shall be made (a) to implement the procedures, (b) to fully inform parents, (c) to inform and prepare all staff members.

In case of accident or sudden sickness, the principal or his/her delegate is responsible for (a) giving appropriate immediate care, (b) notifying parents/guardians, (c) sending pupils home, (d) guiding parents to sources of treatment, when necessary or requested.

School staff rendering first aid, with or without parental consent, will be held to that reasonable and ordinary standard of care and diligence-which is ordinarily possessed by others in their profession.

In the event a child is injured or becomes ill and requires emergency medical attention and the parent cannot be reached, the Principal/Director will call 911.

In the event a child is injured or becomes ill and requires emergency medical attention, any resulting hospital, medical or related costs and expenses will be paid by the medical insurance or benefit plan of the parents.

Daily Schedule

M-F: 8:15-11:15

Flexibility is crucial to a well-balanced, comfortable preschool schedule. Activities may be alternated, shortened or lengthened in order to best meet the needs of our children. Each day at school will include:

Art and Craft Activities 8:15-9:00am

Painting of all varieties and with an array of objects and mediums. Collage, gluing, sensory experiences (like finger-painting with shaving cream) are all an important part of developing self-expression. This is where the process is more important than the product. There are also teacher directed 'cognitive' craft projects that focus on a particular skill and / or theme. We love to do cooking projects, science experiments and practical life activities which aid in the development of skills leading to personal independence.

Circle Time 9:00-9:20am

Teacher planned and directed, this 20 minute period might include music, movement, science, math and / or literature all under the guise of finger plays, flannel board stories, puppets, instruments and more. Circle time is the perfect place for learning that it isn't always 'our' turn, to be able to sit on a carpet square without touching our neighbor, to cooperate and to listen.

Outdoor Play 9:20-10:00am

Unstructured, outdoor play offers a wonderful opportunity for creativity, imagination, social interaction and growth. The children spend one of their outdoor periods in the bike yard each day and the second in one of the two other play yards. Each of our play yards offers different gross motor development activities as well as the wonders and endless possibilities of SAND!

Snack 10:00-10:20am

Your child will be served a healthy snack each day. Snacks always include fresh fruit as well as crackers, goldfish or pretzels. We offer purified water each day. Birthdays are very special. Parents are welcome to bring muffins or cookies as a special snack treat.

Small Group 10:20-11:15am

The class is divided into groups. The groups will rotate. They might work on a special project, go for a nature walk around campus, or learn a new skill that is better taught within a small group. This is a very important part of our day.

Sample Snack Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Juice or Milk (6oz) Graham Crackers (2)	Milk (6oz) Mini bagels (2) (or low sugar dry cereal-1/4 cup)	Juice (6oz) Saltine crackers (2) & ½ cheese stick	Milk (6oz) Apple sauce & Raisins (1/4 cup each)	Juice (6oz) Gold fish (1/4 cup)
Juice (6oz) Pretzels (1/4 cup)	Juice (6oz) ½ a banana (or raisins-1/4 cup) & yogurt (4oz)	Juice (6oz) Animal Crackers (6-8)	Milk (6oz) Mini Muffins (2) (or teddy grahams-1/4 cup)	Milk (6oz) Vanilla wafer cookies (4)

Curriculum Overview

SPIRITUAL DEVELOPMENT

- to learn about *God's* love for them
- to develop natural curiosity and wonder about *God* and the world
- to shape attitudes of love and respect for self and others
- to learn prayer and songs

SOCIAL DEVELOPMENT

- to be responsible for behavior, classroom materials and school routine
- to learn how to share
- to participate in group activities
- to begin to develop relationships with others

COGNITIVE DEVELOPMENT

- to develop listening and speaking skills related to self expression
- to utilize play to order, generalize, and interpret experiences
- to utilize thinking skills and process information
- to begin to understand symbolic relationship between written and spoken forms of communication
- to develop the basic math concept of number patterns
- to be exposed to the concept of proceeding from concrete to the representational to the abstract

EMOTIONAL DEVELOPMENT

- to develop a positive self image
- to relate to others in group situations
- to develop self help skills
- to utilize quiet and reflective moments

PHYSICAL DEVELOPMENT

- to utilize activities to develop gross motor skills
- to utilize activities to develop fine motor skills
- to employ these skills in cooperative outdoor play
- to promote the development of coordination through specific activities

Discipline Policy

"Discipline is the slow, bit by bit, time-consuming task of helping children see the sense in acting in a certain way."

-Dr. James Hymes

We believe that discipline puts the adult in the role of advisor and helper, ready to step in and rescue children from the mistakes which will harm them physically or emotionally, but willing to let them make the mistakes will enable them to grow.

The child is made aware of the rules and is given time to adjust to the new environment. Redirection is an effective way that a staff member may change a child's unacceptable behavior. We encourage all children to "use your words". If the unacceptable behavior continues, redirection and/or a change of play space will be the next course of action. If the behavior continues, the Director and/or teacher will speak with the parent and a notice will be written for the child's file. We review the child's needs and appropriateness of this program to his/her well-being.

Discipline in a Catholic School is designed to provide a classroom situation conducive to learning and is to be considered as an aspect of moral guidance and character training. Children are expected to be respectful and considerate of teachers and classmates. They are to be cooperative, industrious and courteous at all times. A child's manners are a reflection of his training. He/she is expected to show courteous conduct toward teachers and classmates. Every child will be treated with dignity, and no corporal punishment will be inflicted.

The preschool rules for the classroom and playground are as follows:

1. Keep hands and feet to self.
2. Follow directions.
3. Give everyone personal space.
4. Listen while others are speaking.
5. Share and wait your turn.

6. No inappropriate language or gestures.

Consequences of Transgressions:

1st Transgression - Verbal warning by teacher or aide

2nd Transgression - Note sent home that day with the child to inform parents.

3rd Transgressions - Redirection - Parents will be called by the director that evening.

4th Transgressions - Redirection - Parents will be called by the director and expected to attend a parent conference to set up an action plan for positive behavior.

5th Transgression - Redirection - Parents called and conferenced - Incident is recorded on a discipline card to be kept on file.

Severe Clause:

Severe misbehavior such as fighting in the classroom or yard or bad language will result in a child's parent being notified immediately. Continued misbehavior of this sort will require the student be removed from the program.

Consecutive Transgressions

Children who have problems following rules and whose parents have been notified consistently will be placed on probation. If improvement is not forthcoming, the parents will be asked to remove the child. (Improvement means that parent and child show an effort to cooperate with the discipline policy).

Positive Rewards

Children who daily behave will receive reward certificates, stickers, stars on a chart and/or verbal acknowledgments.

No other form of discipline but what is outlined in this discipline policy may be used. No corporal punishment or violation of personal rights may ever occur. All discipline must follow the discipline policy.

Provisions for parent conferences are as outlined above.

Dismissal of a student may only occur if all procedures of the discipline policy have been followed. As stated above in the policy, dismissal only occurs as a last resort or in a severe discipline problem.

Parent Signature

Admission Policy

Non-Discrimination Statement

The Preschool does not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in the administration of its educational policies, scholarship, and loan programs, and other school administered programs.

Admission Priorities

All incoming students will be admitted as follows:

- Priority 1: Siblings of children previously enrolled in the preschool or currently enrolled in the school.
- Priority 2: Students whose families are registered and active parishioners, who regularly attend Mass at this church, and whose registration forms are submitted by the required dates.
- Priority 3: If a room is available, transferring Catholic preschool students whose families register and become active parishioners.
- Priority 4: If a room is available, Catholic preschool students from outside the parish who will support the school.
- Priority 5: If a room is available, other students who by their behavior and attitude demonstrate an acceptance of the Preschool philosophy will be admitted.

Admission Criteria

Following the priority determination listed above, admission to Preschool will be determined by these criteria:

Criteria 1: The applicant must be potty trained and:

four years of age by September 1st(preferred) for the Pre-K program.

Criteria 2: The applicant family must fill out all required forms and provide a birth certificate and proof of the child having had a physical examination within last year.

Criteria 3: It is of the utmost importance that parents understand and agree that their support of the preschool, especially in regards to prompt payment of tuition and a willingness to give of their time and talent in the preschool, is required for admission and continued good standing with the school.

Criteria 4: All applicants and their parent(s) may be interviewed by either the Principal or Director. Those students accepted for Preschool will be placed on probation for 2 months. The administration and faculty of the Preschool wish to remind every family that this preschool is not designed to accommodate behavioral problems. We will do all in our power to facilitate specialized testing where deficiencies may be caused by specific learning difficulties. During the 2-month trial period, it will be determined if the program meets the child's best interests. At the end of the trial period, the child may be withdrawn at the request of the Principal or Director.

Regulation On The Administration Of Medication During Preschool Hours

A. GENERAL POLICY

1. No student shall be given prescribed medications during school hours except upon written request from a licensed physician who has the responsibility for the medical management of the student. All such requests must be signed by the parent/guardian.

B. RESPONSIBILITY OF THE PARENT OR GUARDIANS

1. Parents or guardians will assume full responsibility for the supplying of all medications.
2. No medications may be brought to school by students.
3. Parents or guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy.

C. RESPONSIBILITY OF THE PHYSICIAN

1. A request form for each prescribed medication must be completed by the student's physician, signed by the parent or guardian, and filed with the school administrator or his/her designated representative.
2. The container must be clearly labeled with the following information:
 - Student's full name
 - Physician's name
 - Physician's telephone number
 - Name of medication
 - Dosage, schedule and dose form
 - Date of expiration of prescription
3. Each medication is to be in a separate container labeled as above.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. Students taking medication will be assisted by authorized school personnel. This shall be done in accordance with the physician's instructions.
2. All medications administered by school personnel must be kept locked in a secure place under appropriate temperature conditions.

E. ASPIRIN AND OTHER OVER-THE-COUNTER DRUGS

The dispensing of aspirin will be treated as a prescription drug. No aspirin will be administered to students by any school personnel without written authorization from the student's physician.

No over-the-counter drugs (with the exception above) will be administered to students by any school personnel.

Application Form

(Please Print or Type)

Date _____

Catholic _____

Non-Catholic _____

Family Name_____
Date of Birth_____
Child's Name (Last) (First) (Middle) Male _____ Female __________
Address City State Zip_____
Home Phone_____
Local School District_____
Nearest Public School_____
Previous Preschool Attended_____
Address_____
Phone_____
Date of Baptism_____
Place of Baptism_____
Other Siblings
Name(s) & Age(s)_____
Siblings who previously attended this preschool_____
Father:_____
Last Name, First Name_____
Place of Birth_____
Religion_____
U.S. Citizen - Yes () No ()_____
Occupation_____
Employer_____
Bus. Phone

Admission Agreement Form

1. This agreement is between St. Simon Preschool and

_____ (parent or guardian) for the care of

_____ (name of preschool student).

2. Tuition:

The parent or guardian agrees that s/he is contracting for the services *which are check marked* below and *agrees to pay the identified annual tuition.*

\$5500 Pre-K AM Mon. - Fri. 8:15 - 11:15 am

\$4750 3's & 4's M-F Mon. - Fri. 8:15 - 11:15 am

\$3000 3's & 4's Three day program 8:15 -11:15 am

\$2500 3's & 4's Two day program 8:15 - 11:15 am

Extended care is offered. The times will be from 7:00 - 8:15 and 11:15 - 6:00. This will be an hourly rate of \$8.00 an hour. Check here if interested in extended care. _____

Tuition is due and payable one month in advance.

3. Registration Fees

Preschool

A non-refundable registration fee of \$ 75.00 is due and payable at the time of acceptance

Pre - K

A non-refundable registration fee of \$ 200.00 is due and payable at the time of acceptance

4. Fundraising/Time and Talent Hours

Parents will be expected to participate in fundraising events and/or volunteering their time and talent.

5. Parents are welcome to visit the preschool class. They are asked to report to the office first before going to the classroom. Parents will be denied access if they are disruptive to the activities of the preschool or pose a risk to children in the facility. A non-custodial parent may be denied access if the custodial parent has requested in writing that the non-custodial parent not have access to the child.

6. St. Simon Preschool reserves the right to modify any of the conditions of this agreement upon thirty (30) days of notice to the parent or guardian.

7. Each child is accepted into the program on an introductory basis. During this time, the child may be dismissed and any unused prepaid fees will be refunded within forty-eight (48) working hours.

8. The parent or guardian is aware that the State of California Licensing Agency (Community Care Licensing) has the following authority:

- a. To interview children or staff, and to inspect and audit child or facility records without prior consent;
- b. To observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

9. The parent or guardian agrees that s/he has received and read a copy of the Parents Handbook of St. Simon Preschool and agrees to all the operating policies and procedures as described therein.
10. St. Simon Preschool requests that parents submit a recent picture of their child along with this admission agreement.
11. This agreement may be terminated by St. Simon Preschool for the following reasons:
 - a. Parents/guardian has not cooperated with St. Simon Preschool regarding the child's discipline needs.
 - b. Parent/guardian has not paid the agreed upon fee or has been late paying fee more than twice in a six month period.
 - c. In the opinion of the Director and faculty, the Preschool is not meeting the needs of the child.
12. The parent or guardian consents to have the child participate in walks or rides away from St. Simon Preschool grounds to nearby points of interest. Parents will be notified in advance of all field trips and excursions.
13. If the payer does not meet the obligations of this agreement, the signer of the agreement shall be financially responsible.
14. Parties to this agreement:

Licensee or Director or Authorized Representative

Date

Parent or Guardian

Date

Sign In/Out Procedures

1. The parent/guardian shall bring the student to the classroom and wait for the child to be greeted and met by the teacher or director. After the student has been greeted and it has been determined that the child is in good health the parent will sign the sign in sheet putting the time of arrival and students name and their age.
2. When picking the student up from school the parent/guardian will sign the sign out sheet stating the student's name, time of departure, parent/guardian full signature.
3. Student will only be signed in/out by their parent/guardian unless written notification has been given to the director in advance signed by the parent/guardian that the student may be admitted or released to the named adult.
4. Violation of this sign in/out procedure is reason for termination.

I have read the sign in/out procedure and will follow it.

Parent/Guardian

Date

Child's Name

Required Parent/Student Forms Checklist

STUDENT NAME: _____

Enrollment application _____

Admission agreement _____

Pre-Admission Health History (LIC 702)* _____

Physician Report (LIC701)* &
Immunization history _____

Notification of
parental right (LIC995)* _____

Personal Rights (LIC 613A)* _____

Identification and Emergency
Information (LIC700)* _____

Consent for Medical Treatment (LIC627)* _____

Handbook _____

Sign-In/Sign-Out Procedures _____

Parent/Guardian Signature

Date

Pre-School Signature

Date

*These forms can be obtained from the Admissions and Development Office of St. Simon School or by visiting www.cclid.ca.gov and clicking on the forms tab.