

Saint Victor's Preschool

8634 Holloway Dr. West Hollywood, CA 90069 (310) 652-6843

Parent Handbook

June 2019-June 2020 (Ver 8.0)

Mission Statement

Saint Victor's Preschool is a Catholic institution which assists parents in laying down a solid moral and academic foundation, thus fostering in the children, self-confidence, love of neighbor and love of God through prayer, play and study.

"Behold, Children are a Gift of the Lord" ~~ Psalm 127:3a

Section 1

Enrollment Procedures and Policies

Admissions

Children are selected for enrollment at Saint Victor's Preschool based on the date they complete and submit their application. Should a waitlist become necessary, first priority will be given to members of Saint Victor Parish, children who have a sibling currently enrolled in the preschool, and lastly by date of a submitted application and/or the needs of the center to fill vacancies (i.e., days and program choice). Parents must agree with and abide by the rules and regulations of Saint Victor's Preschool as outlined in this handbook. There is a form at the end of the handbook, which all parents or guardians must sign as acceptance of this agreement before their child (ren) may begin at Saint Victor's Preschool.

Custody and/or Court Orders

In the event of custody arrangements or ongoing custody issues through the courts during the course of your child's tenure at Saint Victor's Preschool, we will require an official copy of the agreement be included in your child's file (which is required by the state of California). Should your agreement or arrangements change, it is imperative that you supply the preschool office with the most recent arrangement.

Immunizations

All new students are required to provide an up-to date immunization record. This policy serves to keep Saint Victor's preschool in compliance with the Los Angeles County Health Department. Immunization records should be obtained from your health care provider.

Tuition

Saint Victor's Preschool tuition is calculated on a yearly basis. For your convenience, we have divided the annual amount due into 12 equal and affordable monthly installments/payments (according to our 12 month school calendar). Regardless of the amount of days your child is absent from St. Victor's preschool (due to sickness, vacation, holidays, etc.) for the duration of your child's enrollment in Saint Victor's Preschool program, you are required to pay the monthly tuition installments which contribute to the total annual cost of tuition.

Enrollment Guarantee

Your child's continued enrollment in our preschool program is guaranteed only if **both** of the following criteria are met:

1. Unless tuition is paid in full, your child's monthly tuition **must be paid each and every month** of the school year – regardless of missed attendance due to traveling/vacations, sickness, etc.
 - a. The only exception to this policy is if you are permanently withdrawing from Saint Victor's preschool mid-year. In this instance, we require a 30-day written notice of withdrawal.
2. All families are required to pay the annual continuing student registration fee (**\$300**) **before** the beginning of the new school year.

If either of the above are not met – your child's place in our program will be given away to a family on the waiting list.

Tuition

Your child's monthly tuition is due the **1st of each month**. If tuition is not paid by **10:00 a.m. on the 5th** of the month it is considered late, and you will be assessed a **\$45.00 late fee**. If tuition is not paid by **10:00 a.m.** on the second Wednesday of the month, your child (ren) will not be allowed to return to school until your balance is paid in full.

Saint Victor's Preschool collects monthly tuition via scheduled automatic charges directly to your credit card/debit card. Other acceptable forms of payment are:

- 1.) Payment may be made in personal check and/or cash.
- 2.) Electronic bill pay— set up through your personal banking institution.

Financial Aid

While **Saint Victor's Preschool** does not currently offer financial aid for monthly tuition — we do offer various discounts in certain situations. Please call the Preschool Office for more information regarding tuition discounts. **(310) 652-6843.**

Removal from the Preschool

Should it become necessary to withdraw your child from Saint Victor's Preschool, a written notice must be given to the Director **30 days** prior to your child's permanent departure.

Separation of a child from the program may be enacted by Saint Victor's Preschool when:

- Payment is delinquent
- The child's behavior becomes abusive to other children, and the consultations with child and parents have failed to rectify the situation
- The child's behavior requires more attention than our adult/child ratio allows, and the consultations with child and parents have failed to rectify the situation.
- The child's parent's (s') or guardian's (s') behavior is disruptive, negative, or abusive to any staff member or child in the classroom or on St. Victor Catholic Church premises.
- Parents or guardians fail to cooperate with the staff, and/or fail to adhere to the policies and procedures of the Preschool.
- Repeated late pick up.
- Immunizations and/or required paperwork are not current.
- Parent(s) or guardian(s) fail to sign the Preschool Parent Handbook Agreement form
- Upon implementation of the grievance procedures, the family's needs cannot be met, as defined by the Preschool Director.

Section 2 **Saint Victor's Preschool Policies**

General Operations Information

Days and Hours of Operation

Saint Victor's Preschool offers instruction and care Monday through Friday, 8:00 a.m. to 5:30 p.m.. The Preschool closes at 5:30 p.m.; therefore, all families are required to leave the preschool grounds no later than 5:30 p.m.

Parking

Parents may park in the Church Parking lot.

Drop-Off and Pick-Up Policies

Children may arrive between **8:00 and 9:00 a.m.** each day. Please help to empower your child by encouraging them to walk into the preschool (resist the urge to carry them). After 9:05 a.m. the preschool gate will be closed to late arrivals. Your child will not be admitted to preschool for the entire day.

Children who attend the half-day program (8:00am-12:00pm) may be picked up between 11:45 a.m. and 12:00 p.m., and must leave the preschool no later than 12:00 p.m. This helps support a smooth transition for the full-day students who will begin their lunchtime at 12:00pm. Children attending the full-day program may be picked up between 3:00 and 4:00, and must be picked up no later than 4:00 p.m. to ensure a smooth transition from our full day program to our aftercare program.

Please make every effort to keep your drop off routine to less to 10 minutes or less.

Late Pick Up Policy

Parents and guardians are required to pick-up their children at the appointed time at the end of each school day. If parents/guardians do not pick-up their child(ren) within twenty minutes of dismissal, a fee will be assessed as follows: \$1.00 fee per minute late (beginning five minutes after dismissal). Late pick up fee is due upon arrival.

If serious circumstances are present which have prevented a parent/guardian from picking-up their child(ren) within the seven minute grace period, the parent should notify the school office. Such situations will be taken under consideration for a fee waiver. The true purpose of our late pick-up fee is to ensure students are picked up on time. Chronic late pick-ups will be up for review to be removed from the program at the discretion of the director. Please be considerate of our staff in following the program times, with the exception of an extreme emergency. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible.

State licensing mandates that children be signed in and out each day with a full legal signature and the time of arrival or departure (Licensing Regulation 1012291.1). The sign-in sheets are in the classroom.

Emergency Contact Form

In any emergency, Saint Victor's Preschool Staff will release children only to people who 1.) Are listed on your child's Emergency Form that has been designated by the parent and guardian, **and** 2.) Who can provide a government issued photo identification 3.) Know the family security password or phrase.

We are only permitted to release children to persons over the age of 18. Please inform the Director in writing if someone other than a person you have authorized on the Identification and Emergency Information Form will be picking up your child. Any person who is picking up your child will be asked to provide the staff with a government issued photo ID and will be asked to follow the same sign-in and sign-out procedures.

Special custody situations should be brought to the attention of the Director upon enrollment or as the situation arises. Without court documentation, Saint Victor's Preschool will not refuse a parent the right to pick-up his/her child.

Miscellaneous

*All personal items from home i.e. clothes, lunchboxes, utensils, etc. must be labeled with your child's first and last name.

*Toys from home are not allowed at preschool except on designated "Show & Tell" days. Toys that are brought from home to preschool on non "Show & Tell" days – will be kept in the preschool office.

Health and Safety Issues

Sickness/Medical Policies

The health and well being of the children in our care is of the utmost importance. We rely on the families enrolled to abide by our health policies to support this effort. A teacher will conduct a brief health assessment of each child every day upon arrival and before parents leave. This allows them to determine your child's general health and mood. Please stay until one of the teachers has done a quick visual check and initialed the sign-in sheet. If a child exhibits any signs of illness that would exclude him/her from school, he/she will be sent home. In general, a child who is not able to participate in all school activities is not well enough to be in school.

If a child becomes ill during the day, the school will contact the parent(s) or guardian(s). An ill child will be excluded from the group and must be picked up from school within an hour.

The following are the most commonly seen symptoms that require a child's exclusion from school:

- A fever (a temperature over 100.0)-the child must be fever-free for **24 hours** (without medication) before returning to school.
- Conjunctivitis (Pink Eye), Redness of the Eye(s), Mucus or Watery Discharge from the Eye(s)-**a physician's clearance** is required before a child can return to school.
- Unexplained Rash-**a physician's clearance** is required before a child can return to school.
- Impetigo (a strep or staph rash)-**a physician's clearance** is required before a child can return to school.
- Diarrhea (defined as two loose and/or uncontrollable bowel movements)-the child must be **diarrhea free for 24 hours** before returning to school.
- Vomiting must **cease for at least 24 hours** before a child can return to school.
- Evidence of nits or lice-a child must be **nit or lice free** before they can return to school.
- General Lethargy or Discomfort-any child who is too ill to participate fully in all school activities should not be at school.
- Other Communicable Diseases (including but not limited to chicken pox, strep throat, continuous cough and ringworm)-**a physician's clearance** to return to school.

If your child contracts any communicable disease or condition, please notify the director of the preschool of the doctor's diagnosis. A notice will be posted (child's name confidential) so that teachers and other families can watch for symptoms in their own child (ren).

Food Allergies

Please provide the preschool office with a list of all known or potential allergies that your child has experienced or currently experiences. Please consult the monthly Snack Menu to provide a substitute for any food that your child has an allergy to.

Modified diets prescribed by a child's physician as a medical necessity will be provided.

- The licensee shall obtain and follow instructions from the physician or dietitian on the preparation of the modified diet.
- A child shall not be served any food for which the child's record indicates he/she has an allergy (Licensing Regulation 101227).

Children will not be permitted to share foods brought from home.

If a child (currently enrolled in Saint Victor's Preschool program) has a severe food allergy (supported by a pediatrician's note) – the foods which the child is allergic to shall not be permitted at Saint Victor's preschool for either snack or lunch.

Any family that wishes to provide their own snack from home are free to do so at any given time.

Medication Administration

The preschool will administer prescription and non-prescription (over the counter) medications with appropriate approval.

Prescription medications may be administered if ***all*** of the following conditions are met:

- Medication is provided in the original container, with the prescription label attached-medication will ***only be administered in accordance with the label directions***
- Written approval and instructions are provided by the parent or guardian
- This documentation will be kept in the child's file
- The medication is prescribed for the child attending St. Victor's Preschool only – medications prescribed to siblings will not be accepted.

Nonprescription medications may be administered if ***all*** of the following conditions are met:

- Medication is provided in the original container -medication will ***only be administered in accordance with the product label***
- Written approval and instructions are provided by the parent or guardian
- This documentation will be kept in the child's file
- Medication will not be administered for the purpose of reducing fever in order for a child to remain at school

A child taking any new medication must be on the medication for at least 12 hours before returning to school.

Sun Protection

To protect against the harmful UV rays of the sun, sun block will be applied when necessary. If you object to this policy, please put it in writing so that we may place the note in your child's file.

Emergency Preparedness

Earthquakes

- Children and staff will crouch under tables until the shaking stops
- If we need to evacuate, we will follow the procedures outlined below.

Emergency Evacuation Procedure for Earthquake:

- When it safe to do so, staff will quickly move children out of the building through safe designated exits.
- The senior staff will:
 1. Stay behind and scan all areas to ensure that all children have been taken out of the building.
 2. Get roll book and emergency pack located on the shelf (First Aid Kit, emergency medication, Emergency Consent Cards, sanitary supplies, pain relievers, spare keys and cell phone).
 3. Tape child-care cell phone number notice on front door.
 4. Join the others.
- All will meet at the designated meeting spot -- ***the center of the parking lot***.
- Once outside and clear of the building, at the designated meeting spot, roll call will be taken.
- If we are unable to re-enter the building for an extended time, we will walk to the designated off site disaster meeting place, the ***Sunset Plaza Parking lot, across Holloway Drive***.

- If we go to any place other than the child care parking lot or the designated meeting place, parents can reach staff by calling the cell phone number posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children

Emergency Earthquake Drills

The staff at Saint Victor's Preschool will practice monthly emergency drills with the children. The drills will include the following:

- Practice Emergency Evacuation Procedure during monthly drills
- Staff will record monthly emergency drills (around the 15th of every month) in bound logbook. Include date, time and any comments.

Emergency Supplies for Earthquake

The following emergency supplies are required in the event we need to remain at the facility for up to 72 hours in case of an earthquake. These supplies are stored on site.

- Children have their own emergency kit, purchased upon enrollment. Each kit is comprised of a backpack with the child's name on it, and contains the following:
 - Food-2400 calorie food bar, 12 servings
 - 6 Aqua Blox water boxes with straws (8.45 oz. ea.)
 - emergency thermal blanket
 - hygiene supplies
 - snap light-stick
 - whistle
 - bandages
 - orange safety vest
 - wet wipes
 - earthquake activity book
 - crayons
 - notepad
 - I.D. tag
 - Special note from loved one (a sheet filled out by family)
 - 1 long sleeve shirt
 - 1 pair long pants
 - 1 pair of underwear
 - 1 pair of socks
 - Any medications that child may be required to take
- Medication:
 - list of children with allergies or medical conditions – their medications and instruction forms are in the child's own pack
 - pain relievers for children and adults
 - hot/cold packs

Fire

Emergency Evacuation Procedure for Fire:

- When the alarm is sounded, staff will quickly move children out of the building through safe designated exits.
- The senior staff will:
 1. Stay behind and scan all areas to ensure that all children have been taken out of the building.
 2. Get roll book and emergency pack located on the desk (First Aid Kit, emergency medication, Emergency Consent Cards, sanitary supplies, pain relievers, shed key and cell phone).
 3. Tape childcare cell phone number notice on front door.
 4. Join the others.
- All will meet at the designated meeting spot -- **the middle of the parking lot.**

- Once outside and clear of the building, at the designated meeting spot, roll call will be made
- We will return to the classroom when the all-clear is given
- If we need to leave the premises, we will walk to the offsite designated meeting spot, the **Sunset Plaza parking lot, across Holloway Dr.** If we need to go any place other than the school or the offsite meeting spot, parents can reach staff by calling the cell phone number posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children

Emergency Fire Drills

The staff at Saint Victor's Preschool will practice monthly fire drills with the children. The drills will include the following:

- Practice Emergency Evacuation Procedure during monthly drills
- Staff will record monthly emergency drills (around the 15th of every month) in bound logbook. Include date, time and any comments

Medical Response

Emergency Medical Response

- For medical emergencies call 911.
- Retrieve child's Emergency Medical Information Card from file
- Call parents and have them meet the child.

Emergency Lockdown Procedures

Should an event ever occur which threatens the safety of the daycare children and staff; the following lockdown procedures will be followed. All doors into the classroom/hall home will be locked from the inside. Children will be moved into the kitchen where there are no windows or doors to the outside, and parents will be called immediately, in that order. The Director or Lead Teacher will remain with the children to keep them safe in the kitchen area.

Medications

Every six months, or every year of re-enrollment, parents will be required to update the emergency information for their child/ren. This includes replacing any medications that may be out of date and/or expired, as well as updating any medical instructions. The director will put notices and new forms in each parent mailbox.

Emergency Preparedness – Staff and Family Responsibilities

When a child is admitted to Saint Victor's Preschool they are required to purchase one of the Emergency Kit backpacks we have stored on site. This is part of the enrollment cost. Hopefully, the need to utilize these kits will never arise. Each child will take their emergency kit with them upon departure from Saint Victor's Preschool.

In case of a major emergency such as fire or earthquake, we must be prepared to respond appropriately. Our emergency preparedness procedures include doing fire and earthquake drills with the children, practicing our emergency evacuation procedure and storing emergency supplies.

- If we have to evacuate the classroom/building in case of a fire or earthquake, all the children will meet at our designated meeting spot, which is located in the middle of the parking lot. If we are unable to re-enter the building for an extended time, we will walk to our designated off site meeting spot, the Sunset Plaza parking lot, across Holloway Dr.

If we go to any place other than the school or the offsite location, parents can reach staff by calling the cell phone number that will be posted on the front door. If possible, a staff member will return to the center to direct parents to their children.

In our emergency preparations we are asking parents to send the following provisions for each child. These provisions will supplement the supplies in each child's emergency kit in case of an earthquake. In a large plastic bag, please include:

- A picture of the family
- A comfort note
- 1 pair of long pants
- 1 long sleeve shirt
- 1 pair of underwear
- 1 pair of socks
- Any medications and instructions for administering the medications

In the event that a major emergency occurs, we ask parents to come and pick up their child immediately at either the preschool or the designated offsite meeting spot.

Addressing Concerns

Program Concerns

Concerns about the curriculum should be directed toward the Lead Teacher. Unresolved questions concerning curriculum or concerns about preschool policies and/or procedures should be directed to the Director. Unresolved policy issues may be taken to Fr. John-Paul Gonzalez at anytime via standard mail.

Attn: Fr. John-Paul Gonzalez, JCL
8634 Holloway Dr.
West Hollywood, CA 90069

Behavior and Discipline

Guidelines for Behavior

The guidelines for behavior in the preschool program are based on the philosophy that all children in the program have the right to share in the learning process in a positive manner. Therefore, it is necessary for each child to take responsibility for his/her own behavior so as not to disrupt the learning process. The Saint Victor's Preschool staff feels that through designated authority, high expectations, and consistent follow through with procedures, self-discipline is developed--thus helping to maintain an environment that promotes effective learning. Such discipline will help to produce responsible citizens. There is no better place to learn these lifelong skills than at the preschool level.

Basic School Rules:

1. Follow directions the first time; respect and obey all authority. 2. Keep hands, feet, and objects to oneself and off another person's property. 3. No obscene or crude gestures, words, art, writing or articles. No name-calling, teasing, or put-downs. No possession of any obscene material, or any other overt behavior, which would indicate a lack of respect and reverence for other persons or things. 4. Remain on school grounds and in assigned areas during school day. 5. No fighting or physical or verbal assault. 6. Walk and use indoor voices in school. 7. No spitting in school or on the playground. 8. No gum chewing in school or on the playground. 9. No throwing of stones or other harmful objects, including snow and ice, while coming to or from school and during school hours. 10. No items should be brought to the school or on the playground that could be considered weapons. This includes, but is not limited to, knives, guns, and sharp objects whether real or of a play variety. Please note that squirt guns of any kind are not allowed. 11. No using or possessing matches, lighters, firecrackers, tobacco, drugs, alcohol, or any other harmful objects. 12. Follow all classroom and playground rules.

STUDENT/FAMILY CONFLICT

If children are unable to resolve a conflict at school with the help of the classroom teacher or the assistance of the director should be sought. A parent may at no time approach another parent or student (other than their own child) in an attempt to resolve a preschool related conflict between families or students on school grounds, at after school activities, sporting practices, and sporting events. If parents feel the need to become personally involved in the conflict resolution process, they should do so through the coordination of the preschool Director.

Confidentiality

The use or disclosure of any information pertaining to an individual child and/or his/her family, both at home and in the school setting, shall be restricted to the purposes directly connected to the program planning. Disclosure of a child's records beyond family members, program personnel, and consults having an obligation of confidentiality shall require written familial consent (except in cases of child abuse and neglect).

To protect all children in our care, in the event of a conflict between children, Saint Victor's Preschool will not disclose the name of the child (ren) involved in the situation.

Child Abuse Mandated Reporting

Under State Law, all staff members of Saint Victor's Preschool are ***Mandated Reporters***, and are obligated to report all suspected incidents of child abuse. These include physical injuries inflicted by other than accidental means, as well as sexual abuse, and neglect.

The Department of Social Services (DSS) has a right to interview children and staff, to inspect and audit child or facility records without prior consent. DSS has the authority to observe the physical condition of the child or children, including conditions that could indicate abuse or neglect, and to have a licensed medical professional examine a child if they feel it is necessary.

Section 3 **Program Details**

Philosophy

We, the administration and staff of Saint Victor's Preschool, dedicate ourselves to providing an environment in which we may nourish the spiritual, cognitive, psychological, social, physical and aesthetic potential in each of our preschool students. Furthermore, we believe that each child is a unique, creative, and responsive person who grows and learns through interactions with others in an atmosphere of faith, thereby fostering true Christian living. In a positive, caring and supportive environment, therefore, we work to facilitate the development of our preschool students as caring, productive, and responsible members of their church and community.

We emphasize learning through play. It is through play and our hands on approach that we introduce literacy, early mathematics, science, social studies, and faith formation. Play is critical to all aspects of development, and it is the primary vehicle through which children learn. Play stimulates creativity. It is an inherently self-expressive activity that draws on the child's imagination. Finally, and perhaps most importantly, play is highly enjoyable! By being a careful observer of children's play, the teachers have the opportunity to discover the child's interests and abilities.

Curriculum

Our curriculum emphasizes growth and learning in all major areas of development – social and emotional development, physical development, cognitive development and language development. To instill the love of learning is a priority at Saint Victor's Preschool. This includes the empowerment of one's own ideas and feelings, leading to success in school and life. We promote an anti-bias curriculum through multicultural education. We strive to maintain an environment where everyone is welcome. Saint Victor's Preschool is also dedicated to Early Childhood Faith Formation. *Every child is a gift from God, and should be given the time and resources to realize and appreciate their own innate goodness and self-worth.*

Religion in the classroom – God is love

Once monthly, the children will either 1.) Proceed to Saint Victor Church to attend the scheduled noon mass (15 minutes maximum) or 2.) a special guest Spiritual speaker will speak with the children specifically about Jesus and his teachings. It is our ultimate goal that the children learn and become familiar with God's love and its many forms through various activities that include, but is not limited to: Listening to short child friendly biblical stories, learning various prayers, and singing religious songs reflecting our innate goodness and God's love.

In addition to the activities previously mentioned, the children will learn faith formation through various activities in the classroom, i.e. Listening to short biblical stories, having faith related toys, and books available and creating numerous faith related arts and crafts. The preschool will acknowledge and celebrate all major Christian holidays, i.e. Lent, Easter, Christmas, etc. through various art forms. Saint Victor's Preschool will be implementing and following the religious curriculum entitled "Stories of God's Love".

Prayer

Throughout your child's time at Saint Victor's Preschool, he/she will learn specific prayers that will coincide with certain large group activities. These prayers and large group activities include: the Morning Prayer at the beginning of circle time, a mealtime prayer before both snack and lunchtime, and a naptime prayer before quiet time/. In addition, the children will also learn and become familiar with the "Our Father" and "Hail Mary" prayers.

Daily Schedule

The following is the general daily schedule

8:00 – 9:00	Arrival Time, Activity Center/Free Play/Active Play
9:15 – 9:45	Circle Time
9:45 – 10:00	Snack
10:00 – 11:30	Group Curriculum Time
11:30 – 12:00	Free Play/Active Play/Goodbye to half day friends
12:00 – 12:30	Lunch
12:30 – 12:45	Story Time/Lay Down for Nap
12:45 – 2:30	Naptime
2:30 – 3:00	Wake Up/Wash hands/potty/Snack
3:00 – 4:00pm	Curriculum Activity/Goodbye

After Care Program

4:00pm – 4:30pm	After Care activity
4:30pm – 4:50pm	Wash hands/ after care snack
4:50pm - 5:20pm	Indoor/outdoor free play
5:20pm - 5:30pm.	Good bye friends!

Meals and Snacks

Eating together plays an important role in everyday life. Children and teachers have a chance to come together as a group for lunch and morning and afternoon snacks. Children can also enjoy sharing their success after cooking projects. Certain lessons of responsibilities (hand washing, cleaning up, and packing-up lunch) are also practiced during these times. Just as with any other habit, healthy eating habits start from a young age. We want all our children to eat healthy, well-balanced meals. Foods that contain a lot of sugar are allowed only during birthday and special holiday celebrations. Special Holidays are to be determined by the Director.

Daily Snacks

Saint Victor's Preschool provides three snacks a day (Licensing Regulation 101227). The first one is in the morning at 9:30 a.m., and the second is in the afternoon at 2:30 p.m. and the last snack is in aftercare at 4:30pm. Examples of snacks include but are not limited to; fruits, vegetables, cereals, applesauce, crackers, cheese, pita slices, yogurt, etc.

Upon enrolling into Saint Victor's Preschool program, each family will be assigned one week in the school year to provide snack for the entire preschool. Every family will provide enough food for 3 snacks a day for 30 children for all five days of their assigned week. The number of days your child is enrolled in the program does not relate to the amount (quantity) of snacks you are required to provide. A child that attends 3 full days a week must provide the same amount of snack as a child

who attends 5 full days a week. In other words, every family must provide the same amount of snack for their assigned week regardless of the number of school days their child is enrolled.

Lunch

Parents will provide lunch daily. Please include an ice pack for perishable foods, or place food in a thermos. If a particular item in your child's lunch necessitates the use of a microwave - please make sure to send the item in a microwavable safe container. Lunchtime is a delightfully social experience for the children; therefore it is easy for them to get carried away with conversation and neglect to eat their lunch. Teachers will remind the children to continue eating, however we will not spoon feed your child (this policy is in effect to foster self-help skills and independence). We urge all the children to eat the healthiest foods first followed by all others. Please make every effort to pack as many nutritious items as possible. All uneaten food will be left in your child's lunchbox unless requested otherwise. Candy, chocolate, gum and food from fast-food restaurants are not permitted at Saint Victor's Preschool.

Birthdays

A child's birthday is very special day and we at Saint Victor's Preschool want to be a part of it. Our birthday policy enables us to recognize and celebrate different cultures, backgrounds, and traditions that are so prevalent in the world today. Birthday celebrations are to be approved and coordinated with your child's teacher, the director (or both) in advance.

Birthday celebration guidelines:

- Celebrations are to fit into the afternoon snack schedule (a.m. snack for those only in the mornings).
- Keep it simple
- Goodie bags may be distributed if there are enough for every child (confirm with the teacher)
- Goodie bags will be put in cubbies to be opened at home
- Good bags must not have any toys or stickers that promote violence
- NO PRESENTS are to be brought to school for any children
- Open flames on candles are strictly prohibited

If you are having a party for your child outside of school, and intend to invite the entire class - you are more than welcome to distribute invitations at school. Otherwise, you must mail the invitations from home.

Field Trips

The Archdiocese of Los Angeles insurance carrier requires written consent of parents before a student is permitted to go on a field trip with a school group. A permission slip will be sent home to be signed by the parent and must be returned promptly to school. We utilize parent volunteers for all field trips. Teachers take a copy of each student's signed field trip emergency form on every outing.

School Uniform and Personal Items

Uniforms and personal appearance

The purpose of a school uniform code and personal appearance guidelines is to provide a school environment in which clothing items and hairstyles are not a focus of attention. Student individuality is not encouraged in this area. Saint Victor's preschool students are expected to wear the designated uniform on all days. It is the responsibility of the parent that the child is dressing according to the uniform. Students coming to school out of uniform code will be asked to call home for an appropriate change of clothing. Parents must check with the school office before purchasing items or permitting hair coloring and hairstyles not specifically addressed in the uniform code. All clothing worn should be of a correct size, neither too tight nor excessively

baggy. Skirts may be no more than one inch above the knee. Pants may not drag on the floor. Frayed or overly worn clothing may not be worn.

Uniform Girls: Navy polo shirt (short or long sleeve) with Saint Victor's Preschool logo shirt and Khaki pants, shorts or skirt. **or** Navy Jumper with preschool logo and white polo shirt.

Uniform Boys: Navy polo shirt (short sleeve or long sleeve) with Saint Victor's Preschool logo and Khaki pants, shorts or skirt

Hoodie/Jacket: Navy hoodie or jacket

Shoes & Socks: Tennis shoe any color. Solid navy or solid white socks must be worn at all times

To have on Hand

Each child should have a full change of clothes in their cubby. This includes: pants, shirt, socks, underwear and an extra pair of shoes. If your child needs to change clothes during the school day, we will send the soiled pair home and expect replacement clothes the next day. Teachers may have additional, specific requests depending on their curriculum or a child's needs (check with your child's teacher). Also, when replacing or updating your child's cubby (with extra clothes) please make sure they are both size and weather/season appropriate.

Cots

Each child will be assigned a cot for naptime/Quiet Time and have their own separate naptime cubby for blankets, pillows or soft toys only. ALL sleep items must be placed in a small backpack or medium sized zip lock bag that can fit easily in the naptime cubby. All children will be in charge of putting away their own belongings; therefore it is imperative that all items fit neatly into the cubby (to avoid any frustration). All items should be washed on a weekly basis (Items go home Friday and are returned Monday). If any personal items need to be washed mid-week, they will be placed in a plastic bag in your child's cubby.

Inappropriate Items for School

Saint Victor's Preschool is fully equipped; therefore children should not bring toys from home. However, children are welcome to bring transitional objects, such a comfort toy or blanket for naptime/quiet time, or if they need comfort or calming down. These will be kept in their cubby, and not utilized on an ongoing basis. Children many never bring items to school that pose and obvious or imaginary danger to other children, such as sharp objects, guns, swords, knives, necklaces or fine jewelry, etc. Saint Victor's Preschool is not responsible for any items brought from home.

Separations and Goodbyes

No matter the age of a child, saying good-bye can be difficult. Saint Victor's Preschool might be your first experience in leaving your child (ren) in extended care, or it might be the next step in care. Please ALLOW YOUR CHILD TO WALK INTO THE CLASSROOM UNASSISTED (i.e. not carrying them into the classroom). This allows them to feel confident, independent and secure about the environment and especially the teachers you have chosen to care for your child while you are away.

There are several different types of disengagement behavior:

“The leg-hugger”: will cling to you like it's the last time they are going to see you. This child will transition slowly into the classroom. Feel free to call about thirty minutes after you've left to check on your child.

“Bye, see you later”: this child will react positively to separation. If this is your child, please mirror their carefree attitude, even if you do not feel it. It is important to keep the child feeling comfortable, secure and independent.

“Leg Gripper: If your child is crying and has secured an extremely firm grip on your leg, please signal a teacher immediately. Once the teacher has successfully transitioned your child away from you, please let your child know that you will return later. Never sneak out on your child without saying goodbye.

Rest assured; we will assist your child in engaging activities and help them transition comfortably into the preschool environment. The following are some helpful tips for a successful home to school transition on your child's first day of school:

- Visit the classroom a few times with your child before they begin the program
- Talk to your child about the new routine and what to expect, in advance of beginning school
- Meet with your child's teacher prior to the first day to share any information or clarify questions you may have
- Consider starting with shorter days or fewer days for the first month if this is your first experience with extended care
- Though you may be tempted to "sneak out" without being noticed, it is essential to your child's development of security and trust that you say good-bye.



Section 4

Parent Participation and Support

Service and Fundraising

Service

Saint Victor's Preschool regards parent participation in the classroom very highly. Each family is required to volunteer **40 hours** of service to the preschool per school year. Both immediate and extended family qualifies to meet the required service hours.

All volunteers are required to keep track of their own volunteer hours (actual time volunteered will be verified by supervising teacher). If a family is unable to meet the service requirement, a donation of **\$440** may be paid in lieu of the 40 hours of service to Saint Victor's Preschool. Volunteering activities can include but is not limited to; general help in the classroom, supervising the children during field trips, support during fundraisers, etc. The Lead teacher on a day-to-day and as needed basis will assign all volunteers to their specific activities in the classroom.

In the instance that a family joins the preschool mid -year, the Director shall calculate volunteer hours owed according to how many months are left in the school year at the time of enrollment.

All parents/family members wanting to volunteer their time **must complete a Virtus training course** provided by the Archdiocese of Los Angeles. The class is titled "Safeguarding Our Children" and runs three to four hours. In addition, those who wish to volunteer are required to be fingerprinted, and the Archdiocese must have these fingerprints on file. Virtus courses are offered through the Archdiocese. You can log onto their website and find and register for classes. Fingerprinting is also required. Both the class and fingerprinting are free. In addition, the volunteer must provide a negative TB test result to the preschool Director. Evidence of all of the above will be kept on file in the preschool office.

Fundraising

The financial well being of Saint Victor's Preschool is only partially provided by tuition. We rely on our bi yearly fundraising and the generosity of our families to help meet our financial obligations. Monies received via fundraisers are 1.) Factored into our annual budget and are used according to the needs of the school and 2.) Help to keep our tuition rates low and competitive.

Parent/Teacher Communication

Open communication is an essential part of our success at Saint Victor's Preschool. Parents have many opportunities to speak with the teacher(s) and/or Director about matters of concern. We ask that parents keep up to date with any changes at home or events that might affect their child (i.e., separation, moving, a difficult weekend or morning, house guests, death, etc.).

You can expect the following communication from us:

- **Curriculum Updates**- You will receive consistent information regarding activities and special events.
- **Parent Board**-Please keep abreast of information posted on our parent board located at the sign-in/out station. This board will also have announcements for the week.
- **Informal Daily Communication**-Check in with us every morning and at pick-up time. It is important for us to communicate with you about anything at home or at school that may affect your child's day at school or at home after school.
- **The Website** - It will be updated frequently and parents can keep up with what their children are doing on a daily basis. In addition, upcoming events, curriculum updates, current research and news pertaining to early childhood education, and other relevant and important information will be posted on the website.
- **Emails** – Parents can expect the bulk of the information to be communicated via email. The Director will send out regular emails regarding matters of administration, policy, and events. The Lead Teacher will send out emails regarding curriculum and the student's progress, etc.
- **Parent Conferences**- Two parent conferences will be scheduled each year, one in the fall and the other in spring. You may (at any time) request an additional conference with your child's teacher and or the Director.

CONFLICT RESOLUTION:

Good communication between home and school is vital to all of us. If there is a misunderstanding, or a difference of opinion between the parents, teachers, or administration, contact should be made as soon as possible so that information can be clarified. If a parent wishes to reach a teacher, teachers are available via email and by appointment only. Parents are strongly encouraged to work out classroom difficulties directly with the classroom teacher. If the parent/teacher meeting does not bring about a satisfactory solution, the director should be contacted to help with the resolution of the problem.

Family Involvement

Children benefit immensely when their home and school experiences are integrated. Aside from the planned family events held at the center, parents are strongly encouraged to share talents, hobbies and/or their occupation with their children. Please see the Director of the preschool if you would like to spend time with us sharing your talent(s).

Archdiocese Zero Tolerance Policy

Any parent or guardian who is a registered sex offender must contact the Director to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. More information regarding this policy is outlined in the Staff section of this handbook, and can also be found at <http://www.archdiocese.la/protecting/policies/megans.html>

Section 5



Preschool Staff and Contact Information

Saint Victor's Preschool

8634 Holloway Dr.
West Hollywood CA 90069
Phone: (310) 652-6843
Email: Preschool_St.Victor@yahoo.com

Preschool Staff

The staff of Saint Victor's Preschool consists of experienced and qualified educators and administration. The staff is dedicated to a quality preschool experience. The entire staff-the Director, teachers, and classroom aides-participates in ongoing staff development training and regular staff meetings. Saint Victor's Preschool also offers opportunities to attend workshops and/or symposiums to further skills. Continued career development is part of every job description at Saint Victor's Preschool, and is considered necessary to ensure a quality experience for the children who attend the school.

A criminal background check, which includes fingerprinting -is conducted for all staff members prior to employment. All staff members' posses CPR and First Aid Training, as well as having completed the Virtue training course.

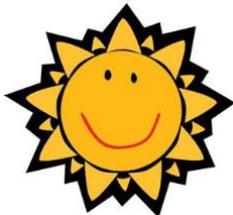
Archdiocese of Los Angeles "Zero Tolerance Policy"

As members of the Archdiocese of Los Angeles, we want to ensure that we are in compliance with both Megan's Law and our Zero Tolerance Policy. The Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18 years of age:

- May not have any paid or volunteer assignment in any ministry or the Archdiocese.
- May not volunteer in any non-ministerial activity or event where he/she has any possibility of more than incidental contact, or supervisory or disciplinary power over minors.

Morning Prayer

“Give us, Father, every day work to do and time for play Help us to be kind and good to act like your children should”. -Amen



Quiet Time Prayer

“The sun still shines but I'm still in bed because I need to rest my head. So, God, please bless this quiet time and when I wake, I'll feel just fine”. - Amen



Snack & Lunch Prayer

“Thank you for the world so sweet, thank you for the food we eat. Thank you for the birds that sing. Thank you God for everything”. - Amen

Saint Victor's Preschool Parent Handbook Agreement

Child's Name:

Our family has received and read Saint Victor's Preschool Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook at anytime as needed, and we agree to follow the policies and procedures as they are added and/or amended. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Parent/Guardian Signature:

Relationship to Child:
Date:

Parent/Guardian Signature:

Relationship to Child:
Date:

Parent/Guardian Signature:
Relationship to Child:
Date:

This form will be placed in the student's file.

