

St. Vincent de Paul



**Catholic Pre-School, Pre-Kindergarten
& Extended Care**

2018-2019
Parent Handbook

**3130 N. 51st Avenue
Phoenix, AZ 85031
623-873-8060**

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St. Vincent de Paul School Pre-School & Pre-K

Mission Statement

Inspired by the life of St. Vincent de Paul, we provide a Catholic education that promotes Gospel values, academic excellence, and a life of Christian charity.



Philosophy

Recognizing that parents are the primary educators of their children, the community of St. Vincent de Paul works together to educate the whole child: spiritually, morally, physically and intellectually. We inspire students to reach their full potential, to be contributing members of their community, and to nurture a personal relationship with God.

We encourage each other to become aware of the dignity of all people as children of God. We are each gifted with life and talents, destined to form God's kingdom on earth.

In an environment that meets our changing needs we, as a community, integrate Catholic values into all aspects of our lives through the Gospel message.

St. Vincent de Paul School wide Learning Expectations (SLE'S)

S

Service-Oriented

- Practice Discipline With Purpose Skills
- Contribute to home, school, parish, and society

V

Vincentian Active Learners

- Demonstrate understanding of Catholic teachings and traditions and use that knowledge/skill in everyday living
- Implement the principles of Catholic Social Teachings
- Participate at Mass

d

Demonstrating Responsibility and Respect

- Respect themselves and others
- Know their strengths and weaknesses
- Assume ownership of their actions

P

Proficient Learners

- Apply critical thinking skills
- Demonstrate a strong foundation in all aspects
- Use various resources, skills and strategies to solve problems and reach goal

PRE-SCHOOL (PS) PRE-KINDERGARTEN (PK)

DAILY SCHEDULE

PS & PK

8:00 – 8:15	Morning Prayer and Assembly
8:15 – 8:25	Potty Break
8:25 – 8:40	Attendance, Welcoming, Circle Time, Counting, Songs
8:30 – 9:00	Formal Religion Lesson (Fridays)

Pre-School

8:40 – 9:10	Small group lesson
9:10 - 9:20	Snack time
9:20 -9:35	Planning, work-time,
9:35 – 10:15	Potty break, Outdoor Play
10:15 – 10:25	Potty break Prep for Lunch
10:25 -10:45	Story Time /Lesson Review

Pre-Kindergarten

8:45 – 9:45	*Outdoor Play / Small group lesson *Pre-K A will recess for the first 30 minutes while Pre-K B is working on small group lesson then they will have the second 30 minute recess period
9:45 – 10:10	Lesson Review
10:10- 10:45	Planning, work-time, snack

PS & PK

10:45 – 11:00	Bathroom Break Prep for Lunch (PK classes)
11:00 – 11:30	Lunch, Clean up
11:30 – 11:45	Potty break prep for rest time <u>Full-Time</u> students
11:50 – 12:00	Farewell, Dismissal <u>Half-Day</u> students (Pre-3)
12:00 - 1:45	Rest Time
1:45 - 2:00	Potty Break, store cots & sheets
2:00 - 2:30	PK-B recess (Preschool & PK-A Snack time)
2:30 - 3:00	Preschool & PK-A Recess (PK-B Snack time)
2:45 _ 3:00	Dismissal Full Time students

3:00 – 3:15	Circle Time Prayer (Pre-School & Pre-K classes combine in room 306 for <u>Extended Care</u>)
3:15 - 3:45	Small group lesson
3:45 - 5:00	Planning, Work-time, Teacher/Student directed activities, Clean up, Dismissal

Schedule subject to change at Teacher’s discretion

EXTENDED CARE K-8th Grade

A.M. SCHEDULE Monday – Friday

6:30 – 7:30	Sign in, Free choice, read, finish homework, play board games
7:20 – 7:50	Breakfast served, K-8 grades eat in Sharpe Hall, <u>Pre-School & Pre-K eat in their classrooms</u>

P.M. SCHEDULE Monday –

Thursday

3:15 – 3:30	Sign In
3:30 – 4:00	Free choice indoor games and activities.
Outdoor play	
4:00 – 4:30	Homework, quiet study
4:30 – 5:00	Wash hands, Prayer, Snack Clean Up, Dismissal

FRIDAY P.M. Schedule

2:15 – 2:30	Sign In (Pre-School & Pre-K remain in classrooms)
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2:30 – 3:30	Free choice indoor games and activities.
Outdoor play	
3:30 – 4:00	Wash hands, Prayer, Snack
4:00 – 5:00	Movie, Out-door Activities, Clean up,
Dismissal	

EARLY DISMISSAL DAYS 12:30 P.M. SCHEDULE

Extended Care is not available on 12:30 p.m. early dismissal days. Please refer to the calendar included in this handbook.

The Pre-School & Pre-Kindergarten students will remain in their classrooms during Extended Care. They will not be combined with the K-8th school age children in Sharpe Hall.

Schedule subject to change at Teacher's discretion



1. We strive to: (At the developmental level of each child)

- Present main areas of scripture, doctrine, prayer and liturgy within the scope and sequence proper to each age level.
- Promote an atmosphere of self-respect and loving concern among parents, students, teachers, and staff.
- Plan prayerful and social events to celebrate life.
- Create an atmosphere in which students feel free to express their own thoughts and feelings.
- Provide both structured and creative materials, which allow for the development of individual learning styles.
- Facilitate student knowledge of basic skills necessary to function in our world today.
- Aim for a level of achievement at which students can integrate skills to seek new solutions to the problems and responsibilities of today.
- Encourage student participation.
- Emphasize that friendship is a basic human relationship that *can* be extended to everyone and that courtesy *should* be extended to everyone.
- Guide students to discover acceptable alternative behavior.
- Affirm verbally, acts of self-discipline as signs of growth and maturity.
- Provide occasions when students can be of service to others.

- Encourage and compliment the development of special talents, skills and hobbies.
- Model a sense of humor.
- Develop sensitivity to the emotional needs of others.
- Foster proper conduct while playing and encourage good sportsmanship.



2. Registration Requirements and Enrollment Procedures:

Pre-School & Pre-Kindergarten:

- Only complete registration packets will be accepted. Birth Certificate, Shot Record and Emergency Form required.
- \$100.00 non-refundable registration fee due at time of registration. (\$50.00 returning students)
- **Pre-School:** Child must turn 3 years of age prior to September 1,. **Pre-K:** Child must turn 4 years of age prior to September 1,
- Child is required to be toilet trained and able to take care of his or her own toileting needs, which includes changing out of soiled clothing without the assistance of a staff member. We are not licensed for diapering children, which includes wiping, or cleaning of toileting accidents. **A child who demonstrates inability to meet the toilet training criteria will be dis-enrolled in order that we, the facility may remain in compliance with our Licensing requirements.**
- Signed and dated **Receipt of Acknowledgement of Pre-School, Pre-Kindergarten/ Extended Care Parent Handbook Policies** Form on file with the program.



Extended Care Pre-School – 8th grade Students: Space is limited, acceptance is based on availability and on a “First come, First served basis”.

- Open to students enrolled at St. Vincent de Paul School
- Extended Care Registration Form, \$10.00 Registration Fee per child, Complete Emergency Form, Shot record on file in the Extended Care Program.
- Signed and dated **Receipt of Acknowledgement of Pre-School, Pre-Kindergarten/ Extended Care Parent Handbook Policies** Form on file with the program.

3. Required Withdrawal procedures for all students in Pre-School, Pre-K & Extended Care (Parallels K – 8th grade procedures):

A St. Vincent de Paul student will be asked to leave our program if at any time...

- He or she displays behavior that is, threatening or disrespectful towards another student or staff member.
- Injures another student or staff member.
- A parent, relative or emergency contact person of any enrolled St. Vincent de Paul School student displays behavior that is threatening or disrespectful towards a student or staff member of St. Vincent de Paul School
- A staff member or student is assaulted in any manner by a parent or relative or emergency contact person of an enrolled student.
- **If, without prior communication with the Director or Principal** a student's tuition / fees becomes past due.
- **Repeated Tardy Pick Up.**



4. Pre-School & Pre-Kindergarten Hours of Operation:

(Monday-Friday during calendar school year. Refer to calendar attached to this handbook for specific dates school is not in session).

- 8:00 a.m. – 2:45 p.m. Mon- Thurs, 8:00 a.m. – 1:45 p.m. Fridays, 8:00 a.m. – 12:15 p.m. on Early Dismissal Days (**Full time students only**)
- Half-day 8:00 a.m. - 12:00 noon. (**Pre-School**)
- **Students enrolled in the Pre-K program must attend 5 days per week.**
- Tardy fees will be assessed to any family whose child (ren) remain (s) after their scheduled dismissal time or after closing time. (See fees section # 6)

5. Extended Care Pre-School & Pre-Kindergarten: Hours of Operation:

Only students who are enrolled in this additional program will be permitted to use this service. Space is limited, therefore acceptance is on a “*first come first served basis*”. The **After School Extended Care** is **NOT** available for the Half-day students.

- Option “A” ONLY Before School 6:30 a.m. – 7:30 a.m. Monday - Friday
- Option “B” ONLY After School 3:00 p.m. - 5:00 p.m. Monday –Thursday,
2:00 p.m. - 5:00 p.m. Friday
- Option “C” Before AND After School
- After school Extended Care is not available on 12:30 p.m. dismissal days.

The Before-School child-care is optional and students must adhere to the enrollment policy for the program. The instructional / academic portion of the day begins promptly at 8:00 a.m. Punctuality is stressed and your cooperation is appreciated. All students may arrive on campus after 7:30 a.m.

Only those students registered in A.M. Extended Care may arrive before 7:30 a.m. Under no circumstances will a child be allowed to remain unsupervised while on campus.

6. Extended Care Fees Pre-School & Pre-Kindergarten: *Payment for the program you select for your child/dren will be deducted through TADS once a month in addition*

to all other Tuition/Fundraising/ Volunteer fees regardless of vacations, absences or illness.

- Registration Fee: \$10.00 per child
- Option “A” \$30.00 monthly per child
- Option “B” \$56.00 monthly per child
- Option “C” \$86.00 monthly per child
- Tardy fees at the rate of \$1.00 per minute, per child will be assessed to any family whose child (ren) remain (s) after their scheduled dismissal time or after closing time. Upon the third tardy pick up, we, the school reserve the right to contact the local Police Department to bring your child home and also the loss of Extended Care privileges.



7. Extended Care Hours of Operation; Kindergarten – 8th Grade:

Only students who are enrolled in this additional program will be permitted to use this service. Space is limited, therefore acceptance is on a “*first come first served basis*”.

- Option “A” ONLY Before School 6:30 a.m. – 7:30 a.m. Monday – Friday
- Option “B” ONLY After School 3:00 p.m. - 5:00 p.m. Monday –Thursday
2:00 p.m. – 5:00 p.m. Friday
- Option “C” Before AND After School
- Early dismissal days: **After-school** Extended Care is not available on 12:30 p.m. dismissal days.

All students may arrive on campus after 7:30 a.m. **Only those students registered in A.M. Extended Care may arrive before 7:30 a.m. Under no circumstances will a child be allowed to remain unsupervised while on campus.**



8. Extended Care Fees Kindergarten -8th Grade: *Payment for the program you select for your child/dren will be deducted through TADS once a month in addition to all other Tuition/Fundraising/ Volunteer fees regardless of vacations, absences or illness.*

- Registration Fee: \$10.00 per child
- Option “A” \$30.00 monthly per child
- Option “B” \$56.00 monthly per child
- Option “C” \$86.00 monthly per child
- Tardy fees at the rate of \$1.00 per minute, per child will be assessed to any family whose child (ren) remain (s) after their scheduled dismissal time or after closing time. **Upon the third tardy pick up, we, the school reserve the right to contact the local Police Department to bring your child home and also the loss of Extended Care privileges.**



9. Volunteering Requirement

The P.i.E. officers coordinate many volunteer opportunities throughout the school year. Volunteers are needed to help with the Walk-a-thon, Track & Field Day, Book Fair and parish Fiesta. The school is in need of daily supervision assistance especially at meal times, recess, and parking lot supervision. Each family is required to give a minimum of 40 hours of volunteer service each year.

In order to volunteer with the children for any activity, including chaperoning on field trips, **each adult must participate in the Safe Environment Training** offered by the school or parish under the direction of the Diocese of Phoenix. **This training must be renewed annually. Failure to keep this commitment may jeopardize the possibility of your children's continued attendance at SVdP.**

10. Fundraising Requirements Pre-School & Pre-Kindergarten:

Each family is required to participate in the success of our fundraising events. It is through this that we are able to maintain our school while remaining committed to making Catholic Education possible for all those who desire it.

The yearly family fundraising requirement is \$400.00

11. Tuition and Fees Pre-School & Pre-Kindergarten:

The sponsorship of our school by the Daughters of Charity requires all families to use TADS (this is the company that will collect tuition from your bank account). This helps to cover the cost of education, to streamline the process of registration and gives you the ability to see your account information online and make payments. Therefore parents will be:

- Required to complete an online TADS application.
- Set up an appointment with Administration to discuss fees and sign tuition agreement.
- Tuition negotiation will be held with each family on a case by case basis.

If payments are not received according to the financial agreement or other agreed upon financial payments, be aware that you risk the following consequences:

- Families will be responsible for all BANK AND TADS LATE FEES

- To be accepted as a transfer to another Catholic school or into a Catholic high school, your financial obligations must be paid.
- Families who are not current with tuition payments and financial responsibilities throughout the year, will be required to speak with administration and may be asked to find another school for their child (ren).

Pre-School (3 year old) Monthly Tuition for the 2018-2019 school year is as follows:

- ❖ 5 Full days per week (Mon. - Fri.) \$ 490.00 per child
- ❖ 5 Half days per week (Mon. - Fri.) \$ 300.00 per child
- ❖ 3 Full days per week (Mon. Wed. Fri.) \$ 375.00 per child
- ❖ 3 Half days per week (Mon. Wed. Fri.) \$ 215.00 per child
- ❖ 2 Full days per week (Tues. & Thurs.) \$ 270.00 per child
- ❖ 2 Half days per week (Tues. & Thurs.) \$ 170.00 per child

Pre-Kindergarten (4 year old) Monthly Tuition for the 2018-2019 school year is as follows:

- ❖ 5 Full days per week (Mon. - Fri.) \$ 490.00 per child



12. Attendance Policy Pre-School & Pre-Kindergarten:

On all school days, SVdP students are required to be in attendance during all school hours, and on time, so that they may receive the full benefits of their education. The parent/guardian is responsible for the child's daily attendance and to inform the school of absences in a timely manner. Classes begin with community prayer at 8:00 a.m. If arriving tardy you must enter through the school office and then proceed to the Pre-K office next door to room 306. The doors to Sharpe Hall will remain locked. Excessive tardiness/absenteeism may endanger scholastic achievement and result in potential withdrawal from our program.



13. Pre-School / Pre-Kindergarten Breakfast, Lunch and Snack (all are eaten in classrooms only) :

- Breakfast is available daily from 7:20 a.m. until 7:55 a.m. All Pre-School and Pre-Kindergarten students will eat breakfast in their classrooms. Our younger children require more time to eat

so we kindly ask that you arrive with plenty of time to allow your child to finish his/her breakfast. Your child will need to bring his own lunch or may eat a hot lunch provided to them from the lunch program. Refer to the **Cartwright School Meal Program Information Packet**, which is available from the food services department for more information. Lunch will be served daily at 11:00 a.m. for the Pre-School/Pre-Kindergarten students.

- If your child brings his or her own lunch, please make it a nutritious one, **no candy or soda**, a lunch which is ready to eat. Heating or cooking a meal from home is not permitted. **NO GLASS** containers please.
- The preschool will provide a healthy snack every day, two snacks are provided if your child is registered in a full-day program. The snack menu will be posted in the classroom.
- You may bring pre-packaged, healthy treats for your child's birthday, (cakes, cupcakes, ice-cream and candy **are not** permitted) however, due to student allergies **prior written notification** to the teacher is required if you plan to send a snack for the class. Please notify your child's teacher about your child's specific food allergies. **Home cooked treats are not permitted. Birthday gifts, balloon arrangements are not permitted.**

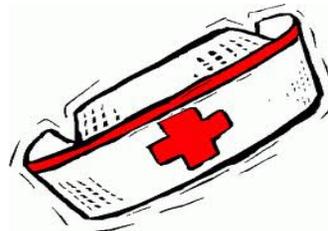
14. Transportation:

- We do not provide transportation for children to or from our school.



15. Field trips:

- Field trips may be planned in conjunction with a teacher's curriculum. Information regarding field trips will be sent home by the teacher. No student may attend a field trip without a written form signed by the parent or legal guardian. Telephone calls do not meet the legal requirements for permission.



16. Health, Illness & Safety:

- All enrolled students in Pre-School – 8th grade are required to have a current **Emergency / Health Card** “Blue Card” on file in the program. Emergency contacts listed on the Emergency / Health Card must be 18 years of age or older, and only those listed on the card

will be allowed to sign a student out of the program. All persons listed on the card should be ready to present a photo I.D. upon request. **Phone calls for the release of a child will not be accepted UNDER ANY CIRCUMSTANCES, NO EXCEPTIONS!**

- It is required for each child to be immunized according to Arizona health laws or have an **Exemption to Immunization** form filled out and on file at school. Each child will receive a health card that must be filled out and returned prior to being admitted to our program.
- Your child **WILL** be sent home **if we believe** he / she may have an illness, which is contagious, or a fever of 100 degrees or over. In the case of contagious illnesses, a physician's note to release child back to school **WILL** be required.
- If your child shows any signs of illness such as runny nose or eyes, a persistent cough, vomiting or a fever, please do not send him or her to school. If your child is not feeling well enough to participate in classroom activities or has a temperature above normal they must remain at home until their temperature has remained normal (98.6) for at least 24 hours **without the use of fever reducing medication.**
- If your child has a potty accident, parents will be notified by telephone and are required to arrive within one hour to assist their child if the potty accident is fecal matter. If the child has diarrhea or loose stools, or has a "poop" accident, the child **WILL** be sent home. **Required withdrawal from our center due to health regulations will result if a child has 3 fecal ("poop") potty accidents.**

Please call the Pre-School at 623-873-8060 if your child will be absent for any reason.



17. Medications:

- A "Medication Consent Form" **must** be completed, signed and dated before a **Teacher, School Nurse** or the **Director** may begin administrating / dispensing any prescribed medication. The form is available in your child's classroom. It will be the responsibility of the **Teacher, School Nurse** or the **Director** to administer / dispense prescribed medications as required on the Medication Consent Form.
- All prescribed medications must remain in their original container. **We will not administer / dispense ANY over the counter medications.**
- All prescribed medications must be given to the **Teacher** along with the completed, signed and dated "Medication Consent Form" to administer the prescribed medication. No prescribed medications are to be put in a lunch box or backpack or be given to a student to bring to school.
- All prescribed medications will remain locked in the Pre-School / Pre-K Closet.



18. Dress-Code Pre-School 3 year olds' (PS) & Pre-Kindergarten 4 year olds' (PK):

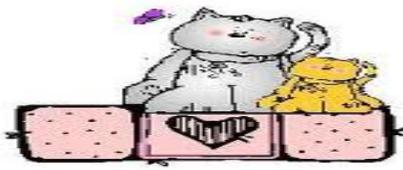
- **Uniform:** All PS & PK students **are required** to wear the official SVdP School P.E. uniform during warmer weather. The official SVdP sweat pants and sweatshirts or plain navy or plain red sweatpants/sweat shirts may be worn during cooler weather. Long sleeve shirts may not be worn under the uniform. Children out of uniform will be sent home.
- PS & PK students will also be required to have an extra school P.E. uniform including socks and underpants at school in a plastic zip lock bag. Accidents occasionally do occur due to messy art project, spilled lunches and “wet accidents”. If an accident does occur, the child will be taken to the restroom where he/she will be required to change into the extra clothing provided by you. **We cannot provide extra clothing for your child nor can we assist your child in changing into or out of their soiled clothing.**
- **Shoes:** Children are required to wear closed-toe athletic shoes. **No flip-flops, sandals, slippers, bare feet, or high-heeled shoes are allowed for the child’s safety.**
- **Socks:** Socks must be worn. No logos allowed. Socks must cover the ankle and be at least 1” above the top of the shoe.
- **Jewelry (Boys and Girls):** 1 ring, 1 cross or religious medal on a simple chain may be worn. NO bracelets, other necklaces or wristwatch may be worn.
- **Only Girls allowed the following:** Only **1 pair** of **post style pierced** earrings may be worn on the ear lobe. **No hoop style or dangling earrings may be worn.**
- **Make up (Boys and Girls):** None allowed. This includes nail polish, sculptured nails or any body glitter or any form of body art including body piercings other than those listed above.
- **Tattoos (Boys and Girls):** Real or pretend NONE allowed.
- **Hairstyles girls:** Hair must be clean and natural in color and be kept out of the face. Dyed or bleached hair is inappropriate for elementary students and is not allowed. Hairstyles are to be kept simple. No part of any haircut is to be shaved. Hair spray, gel and mousse are not allowed on campus.
- **Hairstyles boys:** Hair must be simple, clean and natural (not dyed or bleached), no longer than collar length. No “designer haircuts or spikes (or using any product to attain long, spiked hair or “tails”). No part of any haircut is to be shaved, nor shorter than a # 2 cut.

19. Dress code Kindergarten – 8th grade:

- Students are to remain in the official school uniform in accordance with school policy. (Refer to the *Parent/Student Handbook* in your child’s agenda)

20. Insurance Coverage:

- A copy of our insurance coverage certificate is attached to the handbook.



21. Emergency Medical Procedures:

- If an injury requires immediate medical attention, **911 will be called first**. The Director or another Pre-School staff member will then contact the parent. If the parent is not available, the persons listed, as the emergency contact will be contacted. **Every attempt to contact a parent will be made.**
- If a child becomes ill while at school, the parents or emergency contact person will be contacted and asked to take the child home for the day.
- Should a “minor” injury occur, an Injury Report Form will be sent home. This will include what occurred and what steps to remedy the situation were taken. Any injury to the head however minor will result in a phone call to the parent/guardian. Your child may remain at school at the discretion of the Director.
- Parents will be notified verbally and in written form if exposure to contagious illness or infestation occurs in the Pre-School, Pre-Kindergarten or Extended Care Program.



22. Communication:

- Parents are asked to make an appointment with the Teacher or Director if you have any questions or concerns you would like to discuss. Please call **623-873-8060 or (623) 247-8595 ext. 655** to set up an appointment.
- We would like to stress the importance of good communication with staff / parents and we are willing to assist you in every way to make the transition for both child and parent as pleasant as possible.
- All St. Vincent de Paul Catholic School information is accessible on **School Speak**. As parents/guardians, you are required to update your child’s profile and remain vigilant in checking your **School Speak** account information daily.
- You will receive daily **School Speak Summary E-mail**, if you are not receiving **Summary E-mail**, it is your responsibility to contact administration in order to remain in compliance with school policy.

23. Discipline Pre-School Pre-Kindergarten:

For many of our students, this may be their first experience in a Pre-School setting. In addition to the Discipline With Purpose Philosophy the following may apply.

- If needed, a behavior chart will be used, a behavior folder, which will include a daily log and comment sheet for both the parent and teacher to use if, needed.
- Re-direction of a child/children who are demonstrating difficulty working together.
- We will use a “time out” method as our last recourse if a child has difficulty following the class rules or excessive “poor choice” making. Time out will consist of between 3 and 5 minutes, depending on the age of a child.

- If there is a behavior that may require a conference, we will discuss the situation with the parent and **together** set up an appropriate plan to help remedy the behavior.

23. (cont.) Discipline Extended Care (K-8th grade):

In addition to the Discipline With Purpose Philosophy, the following will apply: (In order of Seriousness of Infraction)

- Minor infractions of a student will result in a discussion between the student and a staff member. The student will then be redirected to a different activity / area in order to help prevent the student from repeating the infraction.
- Time out if necessary, a phone call and incident report to parent/guardian.
- After school detention, detention report will be given to parent/guardian.
- Repeated infractions / phone-calls & notices to parents / detentions, will result in suspension from Extended Care Program. Suspension to be determined by the Principal and Director. A conference with the Director and Principal will be required before re-admittance to the program. A behavior improvement plan will also be required.

Serious / Severe infractions will result in immediate loss of privileges from the Extended Care Program for the school year.

24. Toys:

- **We ask that children refrain from bringing toys to school.** They often times get lost or broken and feelings get hurt. Small children sometimes have difficulty sharing “their” toys. We have many educational materials for all the children to enjoy and sharing “school” materials is easier for them to accept.

25. Arizona State License: License:

St. Vincent de Paul Pre-School / Pre-Kindergarten , License # CDC – 14375 / and St. Vincent de Paul Extended Care Program, License #CDC 14376 are licensed and regulated by:

- Arizona Department of Health Services – Bureau of Childcare Licensing
150 N. 18th Avenue Suite # 400
Phoenix, AZ 85007
Telephone # (602) 364-2539 fax # (602) 364-4768
<http://www.azdhs.gov/als/childcare/index.htm>
- The license is posted in the classroom. Inspection reports are available upon request.
- Parents/Guardians: have access to the areas on our facility premises where their child is receiving childcare services.
- **Federal Tax ID # 300515209**

26. Admissions and Release of Children Pre-School & Pre-Kindergarten:

- Parents / Guardians or adult 18 years or older, must bring the student into the classroom and record the correct time in and correct time out. A complete signature must accompany the recorded time in/ out. **The signature must be a complete one, initials are not acceptable.**
- If someone other than the parent is picking up the student they must be listed on the emergency card on file IN the Pre-School, Pre-Kindergarten / Extended Care Program. Any person **including** parents must be ready to present a valid form of PHOTO identification upon request **BEFORE** the student will be released. **NO EXCEPTIONS!**
- **Phone calls for the release of a student will not be accepted. NO EXCEPTIONS!**

- **NO ONE UNDER THE AGE OF 18 WILL BE ALLOWED TO PICK UP A STUDENT FROM THE PRE-SCHOOL, PRE-KINDERGARTEN OR EXTENDED CARE PROGRAMS. NO EXCEPTIONS!**

27. Admissions and Release of Children K-8th Grade:

- **K-8th Grade students may sign in for themselves, in addition to guidelines in section #25.**

28. Suspected or alleged child abuse or neglect:

- As required by Arizona State law, the staff must report and document all suspected or alleged cases of child abuse or neglect to the appropriate authorities.

29. New Students:

- To better serve your child, it is crucial to alert Administration at registration if your child currently has an IEP. At that time, the Administration team will review the information you provide to determine proper placement of your child. All new students will be screened to determine readiness/placement into our program.

30. Promotion/Retention (Enrolled Students):

Pre-School

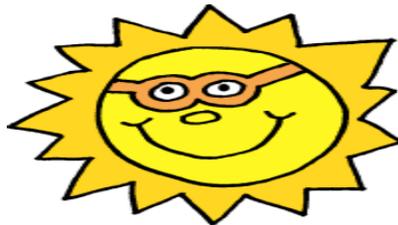
- Pre-School students will be evaluated/ assessed for readiness for promotion into Pre-Kindergarten, students will need to display readiness both academically and socially for promotion. In rare cases, a child may need to be retained in the Preschool program for the next year.

Pre-Kindergarten

- Pre-Kindergarten students will be assessed using the MAP (Measures of Academic Progress) and teacher created evaluation tools to determine readiness for promotion into Kindergarten. All students are required to meet the requirements both academically and socially for such placement. In rare cases, a child may need to be retained in the Pre-Kindergarten program for the next year.

31. Notification of Pesticide Application

- Parents and Guardians will be notified in accordance with Arizona Revised Statutes (A.R.S. § 32-2307) **within 48 hours of application of pesticides by a Licensed Pesticide Applicator. Notice of application of pesticides will also be posted on premises.**



32. Sun Safety Policy

- St. Vincent de Paul Catholic Pre-School & Pre-Kindergarten staff are committed to children's health and protection from the sun's rays during outdoor activities. In keeping with this philosophy, our facility will:
 - ✓ Ask you to apply sunscreen prior to arriving at school.
 - ✓ Recommend that parents / guardians provide a hat for your child to wear while playing outdoors.
 - ✓ Provide shade during outdoor activities.

- ✓ Limit outdoor activities when the UV rays are at the highest level, check the UV index to monitor the intensity of the sun's rays and plan outdoor activities accordingly.
- ✓ Be role models for sun-safe practices.



33. Tobacco Free Facility / School

- We at St. Vincent de Paul Catholic Pre-School & Pre-Kindergarten are committed to providing a smoke-free environment for students, parents, volunteers, visitors and staff. Due to acknowledged hazards arising from exposure to second-hand smoke and as a recognized EMPOWER child care facility; it shall be the policy of our facility to provide a tobacco-free environment, prohibiting smoking and the use of tobacco products by students, parents, volunteers, visitors and staff at all times while on the premises.

34. Reasonable Contact

- **The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect to escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing or continuing to do, any of the following:**
 - a. Committing a criminal offense;**
 - b. Causing personal injury to, or damage to the property of, any person (including the student him/herself);**
 - c. Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.**

Notice: St. Vincent de Paul Catholic School reserves the right to amend any information outlined in this handbook.

St. Vincent de Paul Catholic Pre-School & Pre-K / Extended Care Receipt of / Acknowledgment of Parent Handbook

We, the undersigned Parents, Guardians of the following child / children _____, have read the Parent handbook for this school year and **AGREE** to work with the school in upholding its **CATHOLIC PHILOSOPHY**.

SPECIFICALLY, WORKING WITH TEACHERS AND STAFF, WE WILL,

- I. Support the school in its Directives, Codes and Guidelines.
- II. Be faithful in our Religious Commitments.
- III. Strive to develop strong prayer lives.
- IV. Be punctual and responsible with tuition and fees.
- V. Arrive on or before scheduled dismissal / closing time.
- VI. Support Home and School Functions.
- VII. Present legitimate concerns to the Teachers, Director and Principal.

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

THIS SIGNED AND DATED FORM MUST BE ON FILE PRIOR TO
YOUR CHILD'S ADMITTANCE INTO THE EXTENDED CARE
PROGRAM