



PRE-KINDERGARTEN PARENT HANDBOOK

All Saints Catholic School

1425 E. Yaqui St

Sierra Vista, AZ 85650

PH: (520) 378-7012

SY 2023-2024

All Saints Catholic School Pre-Kindergarten program is comprised of two classrooms with maximum capacity of 25 children (3-year-old to 5-year-old) per classroom providing full-time/part-time services.

1. School hours are 8:00 a.m. to 3:00 p.m. full day and
2. 8:00 a.m. to 11:30 a.m. half day

The before/aftercare program hours for school age children are: 7:00 a.m. to 7:45 a.m. and 3:00 p.m. to 5:00 p.m.

Registration Fee:

A non-refundable annual registration fee (\$150.00) must be paid with the child's tuition once the child is enrolled in the school.

Monthly Fees:

Full Day School: \$650.00

Half Day School: \$365.00

Before/After care: \$5.00 an hour

Enrollment Procedures:

Online enrollment procedures: Go to All Saints Catholic School website: www.acscsaz.org – enrollment/inquiry – log into admission. It will direct the parent/guardian to the enrollment process.

Tuition Policy:

Tuition payments are electronically deducted from the parents/guardians account once they create a FACTS account during the enrollment process. A \$30.00 late fee will be charged if there are insufficient funds on the parents/guardians account when payment is due. A payment account has to be set up during enrollment for the child to start school.

Admission Policy:

All Saints Catholic School is open to students who seek a faith-based education. Because every child has a right to religious instruction and formation in the Catholic faith, preference will be given to Catholic students. Students will not be refused admission to Catholic schools based on sex, race, color, or ethnic origin.

- a. No person shall be admitted as a student to All Saints Catholic School unless that person and the parents/guardians adhere to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Tucson.
- b. Catholic and non-Catholic students must agree to participate in religion classes and attend the religious activities conducted in the school.
- c. Students shall not be denied admission to All Saints Catholic School because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the student.
- d. A student entering school, having English as a second language, may not be denied admission based solely on language skills. Assessment of the child's academic and language proficiency levels may determine appropriate placement.
- e. Parents/guardians who wish to enroll their children in special programs outside of the school, academic or otherwise, during the school day may do so only with the written consent of the principal. Such requests shall be reviewed on a case by case

basis. Granting this type of enrollment is solely at the discretion of the principal.

Order of Admission:

1. Siblings of currently enrolled students
3. Parishioners from Our Lady of the Mountains, St. Andrews the Apostle, Holy Family Parish
4. Non-parishioner

Admission Documentation Needed:

1. Birth Certificate
2. A copy of any court order awarding custody of the child (when applicable).
3. Current Immunization Records
4. Baptism Certificate
5. Previous report card/other school documents (if applicable).

Withdrawal Procedures:

1. Parents may come to the office at any time to withdraw their child. Parents will be required to fill out withdrawal paperwork. If a parent does not come to the office to withdraw the child; the child will automatically be withdrawn on the 10th day of absence.

Tuition for that month will not be refunded.

2. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. The State of Arizona abides by this law. All Saints Catholic School follows this law. Generally, schools must have written permission from a parent/guardian or eligible student in order to release any information from a student's educational records. However, FERPA allows schools to disclose those records, without consent, to the following organizations or under the following conditions:

- School officials with legitimate educational rights
- Other school to which the student is transferring
- Specified officials for audit or evaluation purposes
- Organizations conducting certain studies for or on behalf of the school
- Accreditation organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within juvenile justice system, pursuant to specific state law.

Child Classroom Admission/Release procedures:

1. To admit a child in the pre-school/pre-kindergarten classroom parents/guardians must bring the child to the classroom and sign the child in noting the time the child came in. **(Please sign legibly)**
2. To release the child to a parent/guardian, the parent/guardian must come into the classroom and sign the child out, noting the time the child is leaving the classroom. **(Please sign legibly)**

Discipline:

1. If there is a discipline issue in a classroom, the staff will make sure that the child is redirected appropriately. If after all attempts to redirect fail, the staff should call the director to come to the classroom. If re-direction still fails, the director and the staff should contact the parents/guardians immediately.
2. Children will not be restrained unless they pose a danger to themselves/others.
3. Teachers/classroom aides should act as role models for children.
4. The staff will not use abusive or derogatory language toward any student.
5. There will be no corporal punishment at All Saints Catholic School.
6. Time out will be no longer than 3 minutes. The child will be in the company of an adult at all times. If more time is needed the teacher/staff member will notify the director.
7. Discipline will not interfere with basic necessities (eating, napping, sleeping, toileting, or medication).
8. No mechanical restraints will be used.

Transportation Procedures:

Parents/guardians or an adult designated by the parents/guardians transport their children to and from school daily.

Field Trips:

If a field trip is scheduled by the staff, parents will transport the children to and from the field trip location.

Responsibilities and participation of parents/guardians in facility activities:

Parents/guardians are encouraged to volunteer and participate in all facility activities. Volunteers and parents/guardians must have fingerprint clearance through the Diocese of Tucson. (There will be no volunteers and parents in the classroom during school hours, unless the parent is picking up the child.)

Activities and programs:

Children participate in a variety of activities:

- a. Prayers/Pledge of Allegiance
- b. Circle Time/Learning Centers, Art, Free Play, Storytime
- c. Bathroom/water breaks
- d. Learning hygiene (washing hand, toileting habits)
- e. Music
- f. P.E.
- g. Outdoor Play
- h. Lunch
- i. Nap/Rest
- j. Snacks

Liability Insurance:

Certificate of Liability Insurance is in the office and can be inspected at any time.

Medication administration procedures:

When it is essential for a student to take medication in order to remain in school, the following requirements must be met.

- All medication forms to include the Medication Consent Form from the Department of Health Services, are to be completed on an annual basis for each school year.
- Each medication, including prescription and non-prescription /over the counter to be given to a student at school must have:
 1. A licensed medical provider's written order and
 2. A completed Parent's Consent for Giving Medication Form. The reverse side of the Consent form contains the Medication Record where the administration of the medication is documented.
- Each prescription medication must be provided by the parent/guardian in the original pharmacy container, labeled with the child's name, date, medication, dosage, time and directions for administration at school, the prescription number, and the prescriber's name. If medication samples are given by the medical provider, they must be accompanied by that provider's written order, containing complete administration information.
- Each prescription/over the counter medication must be in the original, unopened container, labeled with the student's name and instructions for use.
- No loose pills in baggies, envelopes, or other containers will be accepted/ administered.
- A separate Parent's Consent for Giving Medication form for each medication to be given to each child shall be on file at the school for each child receiving medication. The form contains the following information; student's name, name of the medication, prescription number and name of pharmacy, route of administration, dosage and time of day to be administered, expected duration of treatment, medical provider's name, and reason for medication, possible side effects, and storage instructions.

- Pre-School students are not permitted to have medications in their possession.

Accidents and Emergency Procedures:

Refer to the Crisis Plan. (Attached)

Inspection Reports:

Inspection Reports are available for review in the school office.

Point Scale Statements:

(OWL) Opening the World of learning Curriculum and Early Childhood Curriculum from the Diocese of Tucson Department of Catholic Schools are used in the All Saints Catholic School Early Childhood program. During Parent/Guardian/Teacher conference this curriculum is shared with parents.

The checklist used for student assessment is from OWL Planning and Assessment Teacher's Guide.

A newsletter is sent home on a monthly basis to inform parents about what children are learning and different topics of interest.

The Sierra Vista Unified School District (SVUSD) Student Screening Report is completed by the lead teacher by the 40th day of enrollment. If there are any areas of concern identified on the report, parents/guardians will be notified and a referral for screening submitted to SVUSD for preschool screening to ensure that all developmental milestones are progressing.

Conferences are conducted twice a year. If parents/guardians have any questions or concerns, they can request to meet with the teacher. Parents/guardians can also contact the teacher by telephone or email at any time.

If the teacher has concerns, she will contact the parent by email or telephone to schedule an appointment to discuss the teacher's

concerns. Documentation of that communication must be kept on file.

Transition Plan:

1. Entering the program: Open all year: Families are invited to take a tour after the school day is over. If the teacher is available he/she will meet with the parents/guardians and share daily schedule and curriculum.
2. Moving within the program: The Kindergarten teacher will visit the classroom throughout the year and become familiar with the children and families.
3. Transition out of the program: Takes place in May. Teachers plan activities accordingly and ask the Kindergarten teacher to visit the classroom or plan a day for children to go visit the Kindergarten classroom.

Parent/Guardian Notification in case of Pesticide Use:

Parents/Guardians will be notified by email at least 48 hours before pesticides are applied on the facility/premises. The following is SY 2023-2024 schedule for pesticide use: Pesticides will be applied the first Tuesday of the quarter starting with September 2023.

Illnesses:

If a child complains of any illness, parents/guardians will be informed immediately. Children with a fever of 100.4 degrees or experiencing stomach ache, nausea, diarrhea, or vomiting must go home. Parents/guardians will be called to pick up the child. The child must not return to school until he/she is symptom/fever free without medication for 48 hours. All Saints Catholic School follows the guidance of the Arizona Department of Health Services.

NOTE: All Saints Catholic School Pre School is regulated by the Arizona Department of Health Services, Bureau of Child Care Licensing; 400 West Congress, Suite #100, Tucson, Arizona 85701 (520) 628-6540

I _____ acknowledge receipt of the Parent/Guardian Handbook and agree to abide it.

Signature _____ Date_____