

Saint Rose Preschool Supplemental Parent Handbook 2024-2025



SAINT ROSE
CATHOLIC SCHOOL

Pursuing excellence in faith, knowledge, and virtue.

ST. ROSE PRESCHOOL

St Rose Preschool is fully licensed by the State of California.

We are located at 820 Creston Avenue, in Paso Robles.

Our mailing address: 900 Tucker Ave. Paso Robles.

Our phone number: 238-0304, #1 (119), #2 (107), Director (104)

Preschool hours are 7:30-12:30 half day; 7:30-4:30 full day; (or any hours within these time frames)

DIRECTOR/TEACHER: Lori Chamberlain

Classroom #1 Teachers: Michelle Bower; Emily Ezzo; Donna Felgenhauer;

(Aide) Hope Ellsworth

Classroom #2 Teachers: Ashlea Davis; Chris Alvino; Donna Felgenhauer;

(Aide) Melissa Edmunson

As a preschool teacher for many years, I know that we cannot teach your child to grow and learn at a developmentally appropriate level without the help of their primary educator - you! It is our goal to engage your children in a fun, faith filled, loving, and academic learning environment while partnering with you.

We are going to provide you with some essentials to help us to prepare for a successful school year. This supplemental handbook is designed to cover all important Licensing rules and regulations. It is meant to accompany the Saint Rose Family Handbook.

Admissions Policy

1. Children must be at least 2.8 years of age and potty trained when they start Preschool.
2. All Licensing documents, St. Rose school policy and all other important documents must be completed and returned before your child's first day of school. This includes copies of birth certificates for Catholic and non-Catholic students and baptismal certificates for all Catholic students. Please refer to the parent checklist that accompanied your licensing packet.
3. All children must keep their immunizations current and up to date. State law now requires you to have your child immunized in order to attend school.
4. All fees are due at the time of registration.
5. It is the parents' responsibility to make sure that all of your child's records are kept current. Please let the Preschool Director and School Office know when changes need to be made to our records.
6. Tuition is based on 180 calendar school days. Payments begin in August and end in May. If your child starts school mid month, that month will be prorated based on the number of days attended for that month, times the daily rate. The regular monthly rate will begin the next month. There are no deductions or refunds for illness, vacation days, or school closures. You will also be charged a supply fee that is determined yearly based on classroom needs.
7. Each child will start under a 30 day probationary period to determine if we can best meet the needs of your child. During this time, if needed, a meeting with parents, the director, and the principal may be held to discuss any concerns. If after

discussion it is decided that your child's needs are not being met, you may be asked to re-enroll your child at a later date.

8. The licensing agency has the right to interview children or staff and to inspect and audit the facility or children's records without prior consent. They also have the right to observe the physical condition of any child, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine any child.

Open Door Policy

The Preschool classroom always has an OPEN door policy as required by State Licensing. OPEN Door means that you are welcome to drop by at any time to check on your child. Keeping that in mind, in order to have a successful teaching environment and growth for your child we would like to invite you to sign up for volunteer hours to help out in the classroom. It is important for preschoolers to have a consistent routine so as to ease any anxieties that they may have and to provide a safe and comfortable learning environment. All visitors/volunteers must pick up a visitors/volunteers pass, and sign-in and sign-out in the school office. Other persons not authorized by the state licensing agency, school or the parent/guardian will not be allowed to visit the classroom.

First Day

The first day is an exciting experience for a young child, but it may also be scary and difficult. Even if your child is accustomed to playing with groups of children, or has had preschool experience, this is a new environment with many new faces and your child will need time to adjust. Sadness, fear, tears and sometimes anger often accompany this separation, but all of this is part of the normal developmental process. A little extra love and patience helps make this transition less stressful for the both of you.

When it is time for you to leave after dropping off your child, please say Good-Bye to your child. Give them a concrete time that you will pick them up (i.e. after lunch), say good-bye, and go. We will comfort your child, reassure them about your return, and then help them to become involved in activities when they are ready. Coming back continually to reassure your child, or for "one more hug" can often increase your child's discomfort because you are sending a message that you are not comfortable with leaving him/her at school. Given time and comfort, your child will learn to trust a new environment and understand that you will return.

Every child is affected differently by new situations. The first day of school can be wonderful since it is new and exciting, but on the second day, your child may be anxious since they recognize that this will be a set routine. Most children take approximately **two to three** weeks to adjust to their new environment, some a little longer. We will do all that we can to help make this transition as smooth as possible.

Always remember: The more relaxed the parent, the more relaxed the child!

Drop off and Pick up procedures:

STATE LAW REQUIRES THAT CHILDREN BE SIGNED IN AND OUT DAILY ON THE PRESCHOOL FORMS PROVIDED, **ENTERING THE ACTUAL TIME OF ARRIVAL AND DEPARTURE**, AND USING A **FULL LEGAL SIGNATURE**, FIRST AND LAST NAMES. **THIS IS VERY IMPORTANT!!!** If someone other than you is picking up your child, they will be asked to show picture identification the first few times until we get to know them, so please ensure they bring this. We must have **prior** permission from you to release your child to anyone and they must

be on your emergency card. *Please notify the school and classroom and leave a message if your child is going to be absent for any reason, illness (please indicate what the illness is) or family vacation etc. Sign in/out will be in the sign in/out binder, alphabetized by the family's last name.*

Full Day Child Care is available until 4:30 p.m. for Preschool students. This program provides nutritious snacks and structured activities. **Preschool students who attend full day child care are required to follow the same late policy as the rest of the school.**

Students who are not picked up by **4:30 p.m.** will be billed \$20.00 per hour (starting at **4:31 p.m.** per hour). A late notice will be issued to be signed and returned. After a student has been picked up late three times, a meeting will be scheduled with the Principal to establish a release plan. Failure to follow the release plan will result in the loss of Extended Care privileges

Health Check

State regulations also require that each child receive an informal health check upon arrival each day. If your child appears to be ill, we may ask that you make other arrangements. Please allow enough time in the morning for our staff to do this quick check.

Illnesses

Families must have a workable plan for providing for their child in the event of illness. If your child appears to have symptoms of illness upon arrival or at any time during the day, he or she may be sent home. If called to pick up your child due to illness, it is expected that your child will be picked up from school within **30 minutes**, due to teacher/child ratio requirements. Children with, or who have been sent home with, diarrhea, fever, or vomiting will not be accepted back at school until they are symptom free for a full 24 hours. The health and safety of all the children is our primary concern.

- **PLEASE call or email the Preschool Director** right away if your child is going to be absent, to report if your child has **any communicable illness or condition** such as a positive Covid-19 result, head lice, scabies, impetigo, chicken pox, measles, strep throat, ringworm, pinworms, etc. We are required by State Licensing to post a notice for all staff and families of exposure to communicable diseases and conditions.

Injuries/Accidents and Emergency Consent

- Although we take many safety precautions to prevent accidents, children begin testing their limitations and accidents sometimes happen. If your child is injured or has a minor injury, we will administer basic first aid and you will receive an accident/Boo Boo report. Please don't hesitate to ask us if something comes to your attention and you have not received a report. If your child needs non-emergency medical care, we will promptly call you so that you may arrange for him or her to be seen by a doctor. We will call 911 in the event of an emergency, and we will notify you as well.

Allergies

If your child has allergies of any type or any special needs, please let us know so that we may take the proper precautions. (These must be documented on the LIC 701 Physician's Report, LIC 627 Consent for Emergency Medical Treatment, LIC 702 Child Preadmission Health History Parents Report, Yellow Emergency Card, which are required for enrollment.)

Medication

Medication may be given during Preschool hours with written **MEDICATION CONSENT FORMS** signed by the parent or guardian of the child. The following procedure must be followed for a child to receive medication during the hours of attendance at Preschool. These rules are required by State Licensing.

1. **MEDICATION CONSENT** forms for each prescribed medication must be completed and signed by the parent or guardian and filed at Preschool. Forms may be obtained from your child's teacher. If your child needs an inhaled medication such as an inhaler or a nebulizer, an additional form must be filled out as required by licensing.
2. Medication must be in the original container, clearly labeled with the following information:
 - Child's full name
 - Doctor's name
 - Doctor's telephone number
 - Name of medication
 - Dosage, schedule and dosage amount
 - Date of expiration of prescription
3. Medication will be administered according to the doctor's instructions **only**.
4. It is the responsibility of the parent or guardian to deliver the medication to the credentialed teacher in charge or Program Director, **not** the school office.
5. If for any reason the prescription is changed, new **MEDICATION CONSENT FORMS** are required.
6. **No non-prescription medications will be given at Preschool without a doctor's written instructions as in #2 above.**

NUTRITION

1. St. Rose will provide your child with a morning nutritious snack, and afternoon snack if your child attends full day. Some healthy choices will include: crackers, cheese, yogurt, fresh/canned fruit, and veggies. We will provide water and/or milk to drink for your child as well. A menu will be posted weekly on our Parent Board, as required by licensing. As part of our educational goals, we have set a high priority on the importance of eating nutritional foods. During the school year, the children will have various opportunities to prepare their own healthy food items during our nutrition experiences. We will also be encouraging your child to drink water throughout the day. We ask that you please provide a washable, refillable water bottle (**no inner straws please**), clearly labeled with your child's name, to be kept at school. We will sanitize daily/weekly, or as often as needed.
2. The parents/guardians are encouraged to provide the child with a nutritious lunch that is clearly marked with their name. Eating is a social time for children and we invite parents to bring their lunch and join us if their schedule permits. We engage in a family style lunch setting. Children are encouraged to develop good manners and independence, not only in eating and serving themselves, but also in helping to set tables and cleaning up their space.
3. Your preschool child is growing rapidly and to promote good physical and dental health, your child needs foods and drinks that are low in sugar. Try to include one of each of the following in your child's lunch daily: meat, cheese or peanut butter, bread, crackers, fruits and vegetables. In other words, proteins, carbohydrates, vegetables and fruit.

PLEASE DO NOT SEND CANDY, CAKES, DOUGHNUTS, DING DONGS, TWINKIES, SOFT DRINKS, JUICE BOXES, OR OTHER FOODS WHICH CONTAIN EMPTY CALORIES, ARE HIGH IN SUGAR AND ARE OVER PROCESSED. THESE ITEMS WILL BE COLLECTED AND SENT HOME. Your cooperation is greatly appreciated as we have several students with allergies and special needs.

IF YOU FORGET TO SEND A LUNCH WITH YOUR CHILD, we will have some emergency food on hand for these circumstances.

Birthdays

Please feel free to arrange birthday celebrations for your child with us. We like to celebrate birthdays during snack or lunch times. We have to take into consideration each school year any children with special needs, so as to not exclude any child. Please take this into consideration when planning your child's celebration, check with the Director regarding appropriate food items. We highly suggest small party favors in lieu of a sweet treat.

If you would like to plan a party outside of school for your child, please be sure to consider all the children's feelings when sending invitations.

Discipline

Discipline means training by instruction or practice; especially to teach self control. Discipline at St. Rose Catholic School is considered an essential aspect of Christian development and moral guidance. Having a positive and respectful attitude towards self, staff, fellow students, and visitors is a must. We strive to provide a healthy atmosphere conducive to learning and personal growth.

- Our staff uses a positive approach to child discipline, following current Child Development practices and the California Penal Codes regarding child-rearing practices. We feel, as does the State of California, that every child has the right to a healthy, satisfying life and should be granted all of his/her Personal Rights as specified by Community Care Licensing.

Examples of positive discipline include the following:

- o Give praise, encouragement, and positive reinforcement for appropriate behavior.
- o Give reminders and verbal cues.
- o Set limits.
- o Model appropriate behavior.
- o Role-play appropriate behavior.
- o Redirect and provide a separate calm environment when needed.

Discipline will be provided when a child is exhibiting abusive, destructive, or other unsafe or inappropriate behavior toward him/herself, staff, and/or other enrolled children. Discipline is consistent with the age and needs of each individual child.

- If your child is experiencing a change in their life, their family, or their environment that may affect their behavior, please let your child's Teacher or the Program Director know. We will also keep you informed of any issues, in the best interest of your child, that we feel should be more consistently addressed both at home and at school. As partners, we will work with you to help resolve the situation. We want to keep you informed of your child's positive accomplishments as well as his/her struggles. We value your opinion and are open to any suggestions or questions you might have. Talk with us.

Please see attached Discipline Policy

Child Assessments

Each child is assessed twice a year, using the Department of Education's Desired Results Developmental Profile as a guide, within the first 60 days of enrollment (October) and again towards the end of the school year (April). Specific areas of growth and development are assessed in order to plan activities that are developmentally appropriate for each child enrolled in Preschool/Pre-K/TK, as well as to help children improve skills in identified areas.

Conferences

All parents/families will participate in **two** parent/child planning conferences per year. The purpose of our conferences are to get to know you and your child better and to inform you of your child's progress so we can work together to make preschool the best learning and social developmental environment for your child. If you would like to have a private conference about your child at any other time, please see your child's Teacher or the Program Director to request a time to meet.

Communication

We have a Family and Parent Board, next to the entrance door, where we post information about the program or special events and activities for children and families. We send weekly parent newsletters, which the Director will send via email weekly. You also have access to a school calendar on the website that will be updated frequently to help you not miss any important dates. The Director also sends home several helpful handouts a year on parenting and other fun topics. We are partners with you, open communication is very important to us. Please don't hesitate to contact us with any questions, comments, or concerns.

Rest Time

Children who stay for a full day are provided with a rest time after lunch each day. Children rest between 1:00 and 2:30 daily. Children who do not sleep will have a half an hour to an hour of quiet time/story time as required by Licensing to be a non instructional teaching period. Each child will have their own rest space, with a mat, sheet, and blanket that we provide. If your child has a special sleeping blanket for comfort, please label clearly with your child's name (**no pillows/stuffed animals, pacifiers, sippy cups, pull-ups, please**). Parents will launder their own child's bedding weekly or more often when needed, if your child has an accident you will be asked to launder their bedding that day.

Disaster Plan

A full Emergency Preparedness plan for the whole school has been developed. We work hard every year to make sure that the teachers and staff here at St. Rose School are prepared to care for your children in the event of an emergency. Emergency drills (earthquake, fire, and lockdown) are practiced regularly as required by Licensing/Diocese. A copy of the plan is posted by the South or Exit Preschool door and a full copy of the plan is located in the school office.

Parent Involvement

Service Hours

All families are required to contribute twenty hours of their time per school year to Saint Rose. There are many ways to serve: helping in the classroom, driving on field trips, fundraising committees, coaching, library assistance, PTO or SAC participation, office assistance, classroom prep work, etc. You will track your family's participation hours on the school Volunteer Form. It is the family's responsibility to submit volunteer hours to the school office. Preschool will also have a volunteer binder for parents; each family will have their own sheet to track their hours, for your convenience. It will be each family's responsibility to track their own hours, make copies, and turn into the office for credit. The same requirements for field trip drivers/chaperones are required for volunteers, except for the Insurance and DMV information, as required by State Licensing and the Diocese. All volunteers must have current fingerprint clearances for the Diocese **and** Community Care Licensing, TB clearance within the last 4 years, Immunization Records with proof of MMR and Pertussis (Whooping Cough), Completion of "Virtus" the link can be found on our school website, and a current Health Screen Form (Lic. 503). Please refer to the St. Rose Family Handbook for additional information. **Non-participation will result in a \$500.00 opt out fee charged to the family account.**

Field Trips

Local field trips are required (minimum of four per year) at St. Rose Preschool. We usually ask for parent support for driving and to help chaperone. All field trips will include:

- Written permission slips signed by the parents/guardian. All emergency information is pre-printed on the form. Please make sure that all your information is kept current.
- All chaperones and volunteers must have current fingerprint clearances for the Diocese and Community Care Licensing, TB test clearance within the last 4 years, a driver form, and all drivers must have a copy of proof of insurance coverage of \$100,000-\$300,000, and a current DMV printout.
- One seat belt provided for and used by each vehicle occupant. Children eight years old and under 4'9" must ride in a car seat or booster in the back seat. Please ensure that your child's car seat is appropriate for their height and weight.
- A first aid kit will be taken on every field trip.
- A packet with each child's name that will be in your vehicle, emergency information, and destination will be given to each driver before departure (must be returned after field trip).
- Any fees required for field trips will be collected before the day of departure.

Personal Items

Please **do not** allow your child to bring any personal items or toys from home. Toys from home create a distraction for students and usually cause conflicts. We cannot be responsible for items that are not Preschool property. We have many fun toys and activities here at Preschool to keep children occupied.

Share Day

Decided by individual class teachers, children will be assigned a share day that will occur once a month for each child, during the 2nd or 3rd week of each month (start time TBD). There will be reminders in the weekly newsletter. Please encourage your child to bring a meaningful share item, that either correlates with our classroom theme, or an item that has meaning to them. Some examples: a handmade item, a picture, a trophy etc. Again we are encouraging them to *not* bring toys to school. More information will be sent home regarding sharing when it gets closer. **No toy weapons of any kind including war toys or other toys of destruction are allowed at school, including violent action figures.**

Clothing

Although Preschoolers are not required to wear the school uniform, please send them in play clothes. We will be doing a lot of play involving paints and sand and your child will get messy. **Only tennis shoes** are to be worn to preschool; **Please no flip flops or cowboy boots.** This helps to ensure the safety of your child as they run, ride bikes and are active throughout the day.

Non Discrimination Policy for Catholic Schools: St. Rose Catholic School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. St. Rose Catholic School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. While St. Rose Catholic School does not discriminate against students with special needs, a full range of services may not be available. Likewise, St. Rose Catholic School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. St. Rose Catholic School reserves the right to be the sole judge of merit,

competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

- When it comes to your child there is no question, concern or comment that is too small. If you have a question, concern, or comment please don't hesitate to contact me via phone (voicemail ext.104), or email lchamberlain@saintrosecatholicsschool.org I will do my best to get back to you within 24 hours.
- Thank you so much for allowing us to share in the lives of your children and family. We are very blessed.

Sincerely,

Lori Chamberlain
St. Rose Preschool Director
805-238-0304 Ext. 104

St. Rose Catholic Preschool Preschool/Pre-K/TK Discipline Policy



Classroom Rules:

- Have Fun!
- Listen while others are speaking
- Be kind, respect others, be polite, and use good manners
- Keep to your own body space, keep hands, feet, and all body parts to yourself
- Work and play safely
- Follow directions, use inside voices, use walking feet inside

Examples of Positive Discipline:

- Earn stickers/stamps on sticker chart, when chart is full, take trip to the treasure chest; earn a warm fuzzy for the fuzzy jar to earn a class party
- Give praise, encouragement, and positive reinforcement for appropriate and desired behaviors; use of solution kit tool
- Give reminders and verbal cues
- Set limits, be consistent
- Role play and model appropriate behaviors
- Notes home

Consequences:

- Verbal reminders, redirection
- Address behavior
- Alone/break time to calm body and refocus
- Verbally let parents know, or send note home i.e., behavior note/letter
- Meet with principal - child, teacher/director
- Child may be sent home for unsafe/dangerous behaviors
- Parent conference - teacher, principal; refer to "Discipline Policy" in the SR Parent Handbook and "Discipline" in the preschool Supplemental Handbook
- We do not always alert parents every time a child needs a consequence, we do however alert parents when behaviors reoccur over time



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Signature Page for Supplemental Preschool Handbook

I have read and understand all information set forth in the Preschool Supplemental Handbook and Discipline Policy. I agree to follow all rules, regulations and guidelines required by Community Care Licensing of the State of California, the Diocese of Monterey, and Saint Rose Catholic School.

Print Child's Name _____

Parent/Guardian Print Name

Parent/Guardian Legal Signature

Date

(Please read the handbook and return this signature page by your child's first day of school.)