

QUEEN OF ALL SAINTS PRESCHOOL FAMILY HANDBOOK



2391 GRANT STREET
CONCORD, CALIFORNIA 94520
Preschool: 925-483-2073
Main Office: 925-685-8700
FAX: 925-685-2034
WEBSITE: www.qasconcord.org

TABLE OF CONTENTS

PURPOSE, GOALS, MISSION STATEMENT & PHILOSOPHY.....	3
ADMISSION POLICY	4
NON-DISCRIMINATION POLICY.....	4
ADMISSIONS	4
DAYS AND HOURS OF OPERATION.....	5
FEES AND OBLIGATIONS	6
ADDITIONAL OBLIGATIONS	7
VOLUNTEER INFORMATION	7
CURRICULUM	8
FIELD TRIPS AND TRANSPORTATION	9
REST PERIODS	9
SIGN IN/OUT PROCEDURES	10
PARENT COMMUNICATION	10
BIRTHDAYS AND CELEBRATIONS	10
HEALTH AND SAFETY	11
HEALTH AND IMMUNIZATION RECORDS	11
NUTRITION	11
EARTHQUAKE/EMERGENCY	12
EMERGENCY KITS	12
STUDENT PHOTOS	13
LICENSING RIGHTS	13
MEDICATIONS/MEDICAL	13
MEDICAL APPOINTMENTS & MEDICATIONS	13
MEDICAL/DENTAL ILLNESS OR INJURY AT SCHOOL.....	15
VISITOR PASSES	16
SCHOOL POLICIES	16
ABSENCES	16
DISCIPLINE	16
GROUND FOR DISMISSAL	16
MOVING/CHANGE OF ADDRESS	17
VOLUNTEER IMMUNIZATION AND SAFE ENVIRONMENT REQUIREMENTS... 17	
CUSTODIAL RIGHTS & STUDENT RECORDS	18
FAMILY RESPONSIBILITY	18
DAILY ACTIVITIES	19
UNIFORMS AND DRESS CODE	20
CLOTHING REQUIREMENTS & CHANGE OF CLOTHES	22
AMENDMENT POLICY	23

APPENDIX	24
· TUITION FEE SCHEDULE	25
· REQUEST FOR RECORDS	27
· VOLUNTEER INFORMATION AND REQUIREMENTS	28
· VISITORS DURING SCHOOL HOURS	29
· INCIDENTAL MEDICAL SERVICES PLAN	30
· PRESCHOOL PERMISSION FORM	33
· ACKNOWLEDGEMENT AND RECEIPT OF HANDBOOK	34

MISSION STATEMENT

Queen of All Saints School is a culturally diverse Catholic community dedicated to developing the whole child with compassion and integrity. Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

SCHOOL PHILOSOPHY

*Our children are entitled not only to the right of
bodily and mental development, but also religious.*

Fr. Laurence Hennessy, 1948

As a community of educators at Queen of All Saints School we:

- Teach and model Catholic values and traditions
- Support families as the primary educators of their children
- Provide a strong academic foundation at all levels
- Commit to the spiritual, intellectual, physical, social and emotional development of each child
- Believe and appreciate that each person at Queen of All Saints is uniquely gifted by God with potential for greatness
- Encourage responsible involvement in the larger community

PURPOSE AND GOALS

Queen of All Saints Preschool is a happy, loving and joyful environment where children are encouraged to develop at their own pace under the guidance of dedicated and nurturing teachers. The teachers provide learning experiences to guide children in their development, and strive to meet the social, emotional, cognitive, academic and spiritual needs of each child with developmentally appropriate programs.

The goal of Queen of All Saints Preschool program is to provide developmentally appropriate challenges to enhance and build upon each child's strengths. Children will learn through structured as well as supervised free play, in a busy, friendly and secure environment. Our primary focus is to help children acquire social competence and the skills they need to succeed as learners, with a healthy self-esteem and self-knowledge.

ADMISSION POLICY

NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students in the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, sex, color, national or ethnic origin, age, or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school programs.

Likewise, the Catholic schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color, or national and/or ethnic origin.

ADMISSIONS

Queen of All Saints Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Queen of All Saints Preschool is open to admitting children who are, at the minimum, 36 months old by September 1st of the current school year. If children turn 5 years old between September 2nd and December 1st of the current school year, they may be eligible for the Queen of All Saints School Transitional Kindergarten (TK) Program.

All students must be potty-trained, as Queen of All Saints Preschool is not licensed to change diapers or pull-ups. Children may not be sent to school in pull-ups. Students are considered potty-trained if they are able to:

- Tell the teacher/aide that they need to use the restroom
- Unbutton/button their pants and pull down/up their undergarments
- Wipe their private areas clean after using the restroom

Staff may assist students in buttoning their pants but may not assist in wiping their private areas or checking if they are clean.

Students shall be re-admitted for the next school year upon verification by the Administration that the family has fulfilled their commitments as outlined on the Parent Commitment form.

New student registration will be held in the spring for the following school year. Applicant families shall complete the prescribed application forms and participate in an interview conducted by the Administration. Decisions regarding admission will be based upon the criteria set forth in the application and academic testing. The Administration will make all registration decisions.

Children will be accepted for admission based on the following order of priority:

- Siblings of continuing students whose families demonstrate active participation by regular attendance at Mass and use of the parish envelope system and are in good financial standing
- Active participation in Queen of All Saints parish as evidenced by regular attendance at Mass and use of the parish envelope system.
- All others

A waiting list of students who have met the criteria in the Application form and Parent Commitment will be maintained. Priority on the waiting list will be established by the Administration. The waiting list will be updated each year in conjunction with spring registration.

** Regular use of the envelope system has been defined as: at least 35 times a year, which computes to more than twice a month.

Queen of All Saints Preschool will be open August to June, with the calendar aligned with the regular school year, to educate and serve your preschooler. The 10-month contract will expire in June in accordance with the regular school year program (see annual preschool and school calendar).

PRESCHOOL Days and Hours of Operation

5-Day Option:	Monday – Friday
3-Day Option:	Tuesday, Wednesday, Thursday
Full Day:	7:40 a.m. - 5:00 p.m.
Half Day:	7:40 a.m. - 12:00 noon

FEES AND OBLIGATIONS

Information regarding current fees may be found on the Queen of All Saints website (www.qasconcord.org) under the Preschool tab. Queen of All Saints Schools uses a tuition management company, FACTS, to collect tuition and all school fees/incidental expenses. All families must have a FACTS account and be enrolled in Auto Pay for both tuition and incidental expenses. It is the family's responsibility to read all correspondence from FACTS Management regarding any billing on their account.

Please see the current *Queen of All Saints Preschool Tuition Fee Schedule* for information on annual tuition rates and corresponding fees.

Application Fee: a non-refundable application fee must be paid upon submission of application.

Registration Fee: a non-refundable registration fee must be paid upon acceptance to insure your child's spot in preschool.

Tuition: A year contract/commitment to attend Queen of All Saints Preschool is required. Tuition may be paid in one payment or in ten monthly installments. If you choose to pay tuition in full, payment is due June 1. If you choose a 10-month payment plan, your FACTS account will be billed monthly, with payment due on the 5th or 20th of each month, with the first payment due in August and the final payment in May.

No refunds are made for registration fees, tuition, or other fees.

Mandatory Fundraising: a minimum sale/purchase of \$100 in annual Auction Raffle Tickets is required of each family. A fee of \$100 will be applied to any family that does not sell/purchase the raffle tickets. Preschool families are welcome, but not required, to participate in other school fundraising opportunities such as popcorn sales and Fun Run.

Late Pick-Up Fee: Please arrive early enough to pick up your child by 5:00 p.m. If it is unavoidable to be late, please call the preschool (925-483-2073) to let them know when to expect you. A late pick-up fee of \$1.00 per minute will be charged if your preschool child is not picked up at their time of dismissal. There is a 5-minute grace period. Repeated instances of late pick up may be grounds for disenrollment.

Insufficient Funds: FACTS Management charges a \$30 Insufficient Funds fee. Families are responsible for any bank charges/fees for returned checks.

ADDITIONAL OBLIGATIONS

All Queen of All Saints Preschool families are required to attend any mandatory parent education meetings, including Back to School Night and parent-teacher conferences. Meeting information will be sent home with preschool families, posted in the classroom, and available on the school website under the preschool tab.

Family Participation Hours:

Queen of All Saints Preschool families are expected to assist in school activities that help to reduce operating costs and/or provide enrichment opportunities for students. A minimum of 10 volunteer hours per year is required for each preschool family. If a preschool family has students enrolled in Queen of All Saints School TK-8th grade, the family's preschool participation hours will be covered by completing their required 25 hours of service.

**Families may purchase requested items for the classrooms and school events in lieu of volunteering. Please check with the front office prior to purchasing items for the classroom or preschool. Purchases will be calculated as follows and must be accompanied by the original receipt to qualify: Families will receive 1 hour of service for every \$20 spent. Please bring receipts to the school office and attach them to the Volunteer Log.

All service hours must be completed and recorded by April 30 of the current school year. Any hours completed after that date will count for the following school year. Families who do not complete their hours by April 30 of the current school year will be assessed a fee of \$25.00 an hour for each hour not worked. The assessment is payable upon receipt.

VOLUNTEER SIGN-IN BINDER:

A Volunteer Sign-In Binder is available at the front counter in the main office. When you volunteer on campus or for any school event, please use this binder to sign in and out and to log your volunteer hours. It is the parent's/volunteer's responsibility to remember to record their hours and provide receipts for all purchases.

See volunteer requirements and expectations in the handbook appendix.

CURRICULUM

Children are provided with a wide range of activities that support fine and gross motor skills, social communication, and speech and language skills.

MOTOR DEVELOPMENT

Indoor and outdoor activities will help develop gross and fine motor skills. A variety of activities (i.e. beading, cutting, and pasting) will strengthen hand-eye coordination and hand muscles. The large open-space area, playground equipment, and the school garden will foster the child's natural desire to move, run, dig, carry, and climb. Indoor and outdoor equipment and materials allow for a variety of large and small muscle activities. Games are also incorporated into the classroom to help develop balance, coordination, flexibility, strength, and agility.

PRACTICAL LIFE

Practical life is the task that involves self-care and care of the environment. Practical life activities are an important part of the child's development because they serve to focus the child's attention, promoting concentration, a sense of order, fine muscle coordination, and independence.

SENSORIAL

Classroom materials will help enhance the development of the child's senses, which will enable the child to make comparisons and contrasts. Matching, sorting, identifying positions of objects, recognizing the differences in sounds, and other activities will help develop the child's senses. As the child refines sensory and perceptual awareness, he/she acquires the ability to discriminate and appreciate the world.

LANGUAGE

The preschool child will explore oral and written language. Activities will provide practice in preparation for reading and writing, phonics, spelling. All activities will be available to each child in accordance to their readiness and interest.

MATHEMATICS

Mathematics materials will provide a variety of hands-one materials to help the child explore the world of numbers. The child will be exposed to concrete experiences of quantity, sequencing, numeral recognition, one-to-one correspondence, and counting.

SCIENCE, GEOGRAPHY, AND SOCIAL SCIENCE

The preschool child will be exposed to history, diverse cultures, and contributions of people, and communities of today and yesterday. The child will be introduced to maps, the globe, people of the world, and their cultures.

Physical and natural sciences are explored at an experimental level throughout the year. The child will enjoy science through hands on experiments that will foster the love of Nature.

ART AND MUSIC

Through free art and music, the child will have the option to explore different media.

RELIGION

Students will begin to learn prayers, such as the Sign of the Cross, Our Father, and Hail Mary. Students will practice how to talk to God through prayer and how to thank Him for all of God's blessings. Bible stories will be incorporated through the arts (i.e. songs, art, and plays). Catholic values and love for God will be incorporated throughout the curriculum.

FIELD TRIPS AND TRANSPORTATION

Queen of All Saints Preschool will organize activities that will enhance the content of curriculum. These planned experiences may involve learning outside of the classroom or be conducted by community partners who come into the classroom. These activities and experiences may require the preschool children to participate in all-school activities including, but not limited to attending mass, enrichment activities, walking to nearby facilities, as well as specific events such as the Blessings of the Animals and the Christmas Program. Parents of preschool aged children will be made aware of each event involving Queen of All Saints School students at least one week prior to the event. The parent has the option to keep their children from participating in an activity by notifying the school in writing.

The school does not provide transportation to or from campus.

REST PERIODS

All full-day preschool children will participate in a period of rest each afternoon. The children are required to bring a crib sheet with their name clearly written on it. Sleeping mats will be provided for each child. Crib sheets will be sent home at the end of each week to be washed and returned to school on the next school day.

SIGN-IN/OUT PROCEDURES

Attendance records and daily attendance tracking is required. The parent or authorized representative must record the child's time of arrival and departure.

Students may be dropped off in the preschool classroom starting at 7:40 a.m. Please park your car on Almond Avenue or Mt. Diablo Blvd., enter through the Almond Avenue doors and walk into the preschool classroom with your child. After 8:00 a.m., you must enter through the main office on Grant Street. Note the time of arrival and sign your child into class. State law requires a *full signature*, not just initials. Leave your child with a staff member in the classroom who must do a visual health check. A brief and confident goodbye conveys to your child that this is a safe place.

Follow the same procedures for pick up. Keep in mind that the school cannot release your child to anyone other than parents and people listed on the emergency form, State of California Form LIC700 – Identification and Emergency Information, unless you have furnished us with written authorization. Identification may be required.

PARENT COMMUNICATION

- Weekly SAINTS Scoop online school newsletter (www.gasconcord.org)
- School website under the Preschool heading (www.gasconcord.org)
- Parent bulletin board in the preschool room

Birthday Celebrations and Party Invitations

Students whose birthdays occur during the school year are welcome to bring a class treat or, in lieu of a treat, gift the class with sports equipment or a book for the classroom library. If parents choose to send a treat (we recommend fruit, veggies, yogurt parfaits or 100% frozen juice bars), we ask that the following guidelines be followed:

- We are Nut-Free Classroom and campus. Please check with the preschool director prior to bringing any food treat to preschool in case of food allergies (dairy, nuts, eggs, etc.)
- Please do not send a birthday cake, pizza or other lunch items, or attempt to have a birthday party in the classroom or schoolyard. Treats must be individual servings.
- Students may wear free dress on their birthday.
- Please refrain from celebrating your child's birthday in the form of a school party.
- Treats should be brought to the preschool classroom. The treats will be served at the teacher's discretion.

- Balloons, flowers, decorations, or other party items should not be sent or brought to school.
- Goody Bags are not encouraged, but if provided they will be distributed at the end of the school day by the preschool teacher and sent home with the children.
- If you are organizing an off-campus party and passing out invitations at school, the entire class, or all boys/girls, must be invited. The invitations must be given to the preschool teacher who will distribute them to the students at the end of the school day.
- Students with summer birthdays may choose to celebrate their half-year birthday.

Class Celebrations

A variety of celebrations may be held in class throughout the year. These are organized by the classroom teacher or with assistance from the room parents. They may include holiday parties, ethnic traditions, and celebrations to mark the accomplishment of goals.

HEALTH AND SAFETY

Health and Immunization Records

The State of California requires that several health forms be on file at the school. A physical exam and TB test must have been administered within a year of the child's first day at school. Immunizations must be up to date. Appropriate forms (State of California Form LIC701 – Physician's Report) must be returned to school before your child's first day of class. Do not wait until the last minute to schedule appointments, or your child may have to miss time at school.

Nutrition

The school will provide a healthy morning and mid-afternoon snack. Full-day preschoolers must bring a lunch. Please label your child's lunchbox and pack healthy food choices. Queen of All Saints is a Nut-Free school. Glass containers, fast food, sugary drinks (including all sodas) and food containing nuts are not allowed at school. Students are asked to bring a labeled reusable water bottle that will be sent home daily to be washed and returned to school the following day.

Fast Food should not be brought to school at lunchtime. If this occurs, the child will be required to eat separately from their classmates as it causes a distraction to the other

children. Students are not allowed to drink soda on campus. If you are dropping off a bagged lunch for your child, please bring the lunch to the front office, clearly labeled with the child's name and grade. Students will come to the office at lunchtime to retrieve their lunch.

Earthquake / Emergency

Parents are required to fill out an Emergency Dismissal Form. It is important that parents be familiar with the school's Emergency Disaster Policy. In the event of a serious disaster, all students will remain at school until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. In order to provide safety for all, children will not be released to any adult who is not listed on the Emergency Dismissal Form. It is recommended that you check with the preschool and school office to make sure your information is current and correct.

In the case of a whole school evacuation, families will be notified using the school's automatic messaging system. Families must have current and updated emergency contact information on file, including phone numbers and email addresses, where they can be reached to receive evacuation information.

The school has a cellular telephone available for emergency purposes. This will be used to access emergency information as well as secure the dispatching of emergency vehicles, if needed, to the school premises.

Turn on the radio/TV and follow instructions for the civic community. For the sake of communication, Queen of All Saints Preschool will follow the local public school district's decision. Call the following numbers for information about your child/children: Parish Church: 925-825-0350 or Red Cross: 415-427-8000
DO NOT CALL THE SCHOOL NUMBER so that the phone may be free for outgoing calls only.

INDIVIDUAL STUDENT EMERGENCY KITS

The school's Emergency Preparedness Plan requires us to practice various drills, including fire and earthquake drills, throughout the year.

We require that each child in the Queen of All Saints Preschool have an Individual Student Emergency Kit containing the following – a gallon size Ziploc bag that holds packaged nutritious food in case they remain at school for an extended period during an emergency. The contents should provide nourishment for 8 hours. The food bags will be stored for the school year, and sent home with the children on the last day of school.

Suggested contents – no perishables:

- 2 high-energy granola or cereal bars (no products containing peanuts or nuts)
- 1 fruit cup or 2 Jello cups (non-refrigerated)
- 1 individual-sized package unsalted crackers or wafers
- 2 fruit roll-ups
- 2 small canned juices (no boxed or soft-sided containers)
- 1 pint sized plastic water bottle
- 2 small pocket-size Kleenex
- a note and/or family photo
- 1 small book, puzzle or toy that will fit into the Ziploc bag

Student Photographs

Photographs/videos of students may appear on the school website, on the preschool website or in other school publications. Student identifications will not be associated with the photos. Parents who do not wish their children's photographs to be placed in public media must make that determination when registering their children for school.

Licensing Rights

The parties to this agreement are aware of the Community Care Licensing agency's right to interview the child and school staff, and to inspect and audit all records maintained by the school without receiving prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect.

MEDICATIONS/MEDICAL

Medical Appointments

When picking up a child for an appointment, please come to the school office and sign an early withdrawal slip. The slip is then taken to the classroom, given to the teacher, and the child will then be released. The child will then be signed out according to sign-in/out procedures.

Queen of All Saints Preschool prefers to not administer any medications while a child is in our care, however it is understandable that there are times where it may be necessary to do so for the health and welfare of a child. Medications will be administered under the following conditions, and with written permission per the Request for Medication form (see appendix).

Prescription Medications: Only school personnel, with written consent from a physician, can administer prescription medication.

If a child must have medication during the school day, the following procedure must be followed:

1. A signed release from doctor or parent must be on file stating the medication and dosage to be given, the time(s) to be given, and the length of time medication will be necessary (Request for Medication form: see Appendix). The consent form will be placed in the child's file.
2. Medication must be in original container.
3. A child's medication will be identified by school personnel and then be administered to the child in the presence of an adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication to school personally.
5. All medications need to be picked up from school at the end of each school year.

Over the Counter Medications

1. A signed release form completed by the parent must be on file stating the medication and dosage to be given, the time(s) to be given, and the length of time medication will be necessary (Request for Medication form: see Appendix). The consent form will be placed in the child's file.
2. Medication must be in original container.
3. A child's medication will be identified by school personnel and then be administered to the child in the presence of an adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication to school personally.
5. All medications need to be picked up from school at the end of each school year.

Other Medications

Epi Pens, Inhalers, Nebulizers, Diabetic testing and medications will be given to the child with a prescription and according to a physician's instructions (see prescription medications).

Epi Pens – require an allergy list to be kept in a child's file. Parents will be notified if an Epi Pen is used.

Glucose Chart – the child's glucose chart will be kept in their file with testing equipment.

Storage of Medications

Medication will be kept in a locked box and stored in a locked cabinet the preschool room. Medications that require refrigeration will be kept in a locked box in the refrigerator. It is the parent's responsibility to collect medications at the end of the day. Medications will be brought on field trips and to evacuation sites in the case of an emergency.

Precautions

Gloves will be worn while administering medication. Hands will be washed after removal and disposal of gloves, and any instruments will be disposed of properly.

When a child is administered medication at school, a notation will be made on their Medication Administration Log and filed and kept in their file.

ILLNESS

According to County Health Department regulations, a child must be fever free without medication for at least 24 hours before returning to school.

Please call the school office no later than 8:30 am if your child will be absent. Contagious conditions, such as communicable diseases, parasites, etc must be reported immediately. The State of California requires that we report some conditions to the local health authorities.

If your child has a fever, thrown up or had diarrhea he/she must be symptom free for 24 hours before returning to school.

Upon returning to preschool, you must provide a note listing the dates of absence and the reason for your child's absence.

MEDICAL/DENTAL ILLNESS OR INJURY AT SCHOOL

Should your child become ill or injured at school and sustains an injury more serious than a minor cut or scratch, we will contact you immediately and take whatever steps you indicate. Failing to reach you we will follow instructions and contact the people you listed the State of California form LIC700 – Identification and Emergency Information. Families must complete the Consent for Emergency Medical Treatment LIC627.

The Preschool staff will call to inform you of any injuries requiring first aid that your child suffers at school or any indications of impending illness. Parents will be sent, via their student, written notification of any non-medical treatment (ex. band-aid, ice, etc.)

VISITOR PASSES

Visitors must sign in and obtain a visitor pass from the school office located on Grant Street. This pass should be worn during the entire duration of the visit. Before leaving campus, all visitors must sign out in the office.

SCHOOL POLICIES

ABSENCES

To ensure your child receives all the benefits that Queen of All Saints Preschool has to offer, it is important that your child attends school on a regular basis. If your child is not going to be at preschool on a day they are scheduled to attend, you must call the school office by 8:30 a.m. to report your child's absence. When a child is marked absent and the school has not been notified by the family, families will receive an automated phone call notifying them of their child's absence. Families should phone the office immediately upon receiving the automated phone call to provide an excuse for the absence, and should follow up with a formal email or letter of excuse when the child returns to school. If a child is tardy and has been marked absent in Power School, families may receive a phone call stating that their child is absent prior to the system updating attendance.

DISCIPLINE

Discipline is attained in a classroom or a school when pupils work cooperatively with the Principal, the teachers and their companions toward the attainment of the class and school objectives. Discipline is positive when the students begin to manifest a growth in self-discipline which will help them to function successfully as Catholics in society, growth in charity and compassion, showing respect for one another and a willingness to share one another's burdens.

Children are encouraged to learn problem-solving skills and become self-correcting. Ground rules and certain limitations will be imposed by adults in the following areas:

- Respect for other people, as shown by courteous, respectful behavior
- Respect for the environment, as shown by carefully handling of materials for their intended purposes

Please note that Queen of All Saints Preschool will not use corporal punishment.

Grounds for Dismissal - If the school determines that it cannot serve the needs of the child, the child cannot benefit from its programs, or due to the repeated uncooperative

or destructive behavior of the student or parent/guardian, the school maintains the right to not accept the child for continued enrollment.

Family Cooperation – Parents, for the benefit of their children, agree to support the philosophy/efforts of Queen of All Saints School as addressed in the school handbook:

- Provide an environment rich in Catholic values
- Develop life skills such as accountability, responsibility, attendance and punctuality
- Agree to work in cooperation with teachers and administrators for the benefit of their children

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

MOVING/CHANGE OF ADDRESS

If a Queen of All Saints Preschool family moves, the following needs to be done:

- Notify the school office of the change in address.
- Update Emergency forms.
- Update the Disaster Emergency forms.
- Notify the director.

VOLUNTEER IMMUNIZATION AND SAFE ENVIRONMENT REQUIREMENTS

SAFE ENVIRONMENT - Virtus

Every adult wishing to volunteer at Queen of All Saints Preschool must be screened through the Oakland Diocese Safe Environment for Children Project. There are three components to this screening process.

- The “Virtus” online course is required. Certification of completion of the course must be brought to the school office. Recertification is required per Queen of All Saints School’s 3-year cycle.
- LiveScan Fingerprint Clearance: Every volunteer who has contact with children and young people must have Live Scan clearance through the California Department of Justice prior to serving the school community.

IMMUNIZATION

- Health Screening for volunteers who work at the school site twelve (12) or more hours a month must have a TB assessment performed by their physician. The

screening results must be submitted to the school office. Clearance for volunteering will be given based on the results of the screening.

Anyone who does not wish to comply with these regulations may not participate in activities sponsored by school/parish while children are present.

CUSTODIAL RIGHTS

The school requires the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

STUDENT RECORDS

Queen of All Saints Preschool abides by the provisions of the Buckley Amendment. This amendment is also known as the Family Educational Rights and Privacy Act. It allows a parent the right to access their child's cumulative record. At Queen of All Saints Preschool, we give parents the right to access their cumulative records. The parent may not remove the student's records from the premises. Queen of All Saints Preschool parents must complete and submit a Parent Request for Access to Student Records to the school office to request an appointment to access student records. See form in the Appendix.

Queen of All Saints Preschool also abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Queen of All Saints Preschool will provide the non-custodial parent access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide an official copy of that court order.

FAMILY RESPONSIBILITY

Families with children in Queen of All Saints Preschool are expected to be cooperative and supportive of both the school's curriculum and its discipline policies. As their primary teacher, parents are expected to provide a good example of living the faith, actively participate in their parish, support school activities and programs, and pay all tuition and fees as outlined in the Parent Commitment Form and Tuition Contract. The willingness of the family to meet these responsibilities will be considered when evaluating the family's application for admission or readmission.

DAILY ACTIVITIES

8:00am	Children Arrive to School
8:00 – 8:05 am	Morning Announcements and Prayer
8:05 – 8:45 am	Indoor/Outdoor Open Play and Exploration
8:45 – 8:55 am	Clean Up
9:00 – 9:10 am	Bathroom Break
9:10 – 9:30 am	Morning Snack
9:30 – 9:40 am	Book Look
9:40 – 10:00 am	Circle Time
10:00 – 10:40 am	Small Group Structured Activities
10:40 – 11:10 am	Indoor/Outdoor Open Play and Exploration
11:10 – 11:20 am	Clean Up
11:20 – 11:30am	Bathroom Break
11:30 – 11:40 am	Book Look
11:40 – 11:55 am	Circle Time
12:00 pm	½ Day Dismissal
12:05 – 12:35 pm	Lunch
12:35 – 12:45 pm	Bathroom Break
12:45 – 1:00 pm	Nap Prep and Set Up

1:00 – 2:30 pm	Nap / Resting Time
2:30 – 2:40 pm	Bathroom Break
2:40 – 2:50 pm	Afternoon Snack
2:50 – 3:00 pm	Closing Circle
3:00 – 5:00 pm	Indoor/Outdoor Play and Small Group Activities
5:00pm	Final pick up

This schedule is an example of a typical day and may be adjusted in both morning and afternoon to accommodate special events.

PRESCHOOL UNIFORMS AND DRESS CODE

UNIFORMS

All students are required to adhere to the following dress code unless otherwise noted in the weekly SAINTS Scoop Newsletter. Please label all clothing with your child's name – including underwear, socks, and pants.

Preschool Polo, sweatshirt and uniform Khaki pants/shorts must be purchased through Classic Designs Uniform, 1551 Taraval Street, San Francisco 94116. Skorts and navy blue chino pants/shorts may be purchased from local retailers.

<p>BOYS</p> <p>Shirts (required): QAS Preschool Polo Students white long-sleeved turtleneck under polo</p> <p>Pants (required): Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) Must be hemmed to proper length and fit properly (not tight or sagging pants) **Khaki pants may be purchased from Classic Designs Uniform</p> <p>Shorts (optional) Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) **Khaki shorts may be purchased from Classic Designs Uniform</p> <p>Sweatshirt/Sweater QAS Navy Blue Long Sleeve sweatshirt Navy Blue or White Cardigan</p> <p>Shoes: close-toed, rubber bottoms, flat soled and velcro. No laces; no lights or wheels, etc. Boots are not allowed. Blue, brown, white shoes are preferred.</p>	<p>GIRLS</p> <p>Shirts (required): QAS Preschool Polo Students white long-sleeved turtleneck under polo</p> <p>Skort Navy Blue or Khaki skort</p> <p>Pants (optional): Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) Must be hemmed to proper length and fit properly (not tight or sagging pants) **Khaki pants may be purchased from Classic Designs Uniform</p> <p>Shorts (optional) Navy Blue Chino pants Pleated or plain front Reinforced knees Must have elastic waist (no belts) **Khaki shorts may be purchased from Classic Designs Uniform</p> <p><i>Preschool girls may wear a Skort, pants or shorts. Navy Blue Skirts are not recommended but may be worn with shorts or leggings.</i></p> <p>Sweatshirt/Sweater QAS Navy Blue Long Sleeve sweatshirt Navy Blue or White Cardigan</p> <p>Shoes: close-toed, rubber bottoms, flat soled and velcro. No laces; no lights or wheels, etc. Boots are not allowed. Blue, brown, white shoes are preferred.</p>
--	--

OTHER CLOTHING REQUIREMENTS

Socks Navy blue, black or white

Leggings/Tights Navy blue or white. Leggings must be worn to the ankle and with socks. Leggings/tights may not be worn alone as pants.

Make-Up/Nails No make-up, lip gloss, artificial nails or nail polish

Jewelry For safety reasons, no jewelry except for post earrings

Hair Styles Extremes of fashion in students' hairstyles is not permitted. Close shaved heads and patterns cut into hair are not acceptable. Hairstyles such as spiked hair and Mohawks (where some hair is very short and the rest isn't) are not acceptable. Hair should be cut to the same length – not cut/shaved short on part of head and left long on another.

Students may also not use hair products to style their hair to look like a Mohawk or any other extreme style.

- Fashion hair accessories, such as feathers and other items that are part of a fad are not permitted, as they are a distraction in the classroom.
- Hair must be neat, clean and of the student's natural color. Hair must not cover the eyes or face. (Constantly pushing long bangs off the forehead and away from eyes is a distraction for the student and teacher. Please keep bangs short.)
- Boys' hair must not touch or extend beyond the top of the collar.
- Extreme hairstyles on boys or girls are not permitted. i.e. Mohawk, hair overly gelled or spiked, designs shaved into hair, shaved heads. When in doubt, please check with the administration.
- Students may not have any embellishments/accessories in their hair or on their body/clothes that will cause distraction to other students or teachers.
- Please contact the Principal for clarification.

CHANGE OF CLOTHES

Preschool students are required to provide two extra changes of clothing including underwear and socks and a plastic bag to contain soiled clothes. A change of shoes is encouraged, but not required. All clothing and bags must be labeled with your child's name. We ask for multiple changes of clothes due to potty accidents. If clothing becomes soiled, they will be sent home at the end of the school day. Clean clothes in a new plastic bag must be sent to school the following school day. Change of clothing will be kept in your child's cubby. If your child soils their clothes and does not have a change of clothing, you will be called to pick them up from school or bring them a change of clothes.

AMENDMENT POLICY

The Principal of Queen of All Saints School retains the right to amend the Queen of All Saints Preschool Handbook for just cause. In the event that changes are necessary, all parents will be given prompt notification in writing.

APPENDIX

Tuition Fee Schedule 2018-2019

Tuition Rates and Days of Operation

5-day Option Monday – Friday

3-day Option Tuesday, Wednesday, Thursday

Full Days: 7:40 a.m. - 5:00 p.m.

Half Days: 7:40 a.m. – 12:00 noon

**3-day option includes classes on Tuesdays, Wednesdays, and Thursdays only

5- days Full Day	5-days Half Day	3-days Full Day	3-Days Half Day
\$8100 \$810/month	\$6100 \$610/month	\$6450 \$645/month	\$4750 \$475/month

Tuition is to be paid in ten payments in accordance with your contract through FACTS tuition management. Tuition is paid in equal installments beginning in August 2018 and ending in May 2019, or in one payment due by August 15, 2018. Families agree to pay all fees and tuition in a timely manner.

Application Fee: A non-refundable application fee of \$50 must be paid when application is submitted.

Annual Registration Fee:

This non-refundable fee of \$250 is due upon acceptance

Supply Fee:

This non-refundable \$50 fee is due by the first day of school

Note: All fees and tuition are non-refundable.

Tuition Payment and Delinquency - Tuition is automatically debited from your account in accordance with your contract through the online FACTS tuition management service. New families must establish a FACTS account upon receipt of this Tuition Agreement and Contract. A \$30.00 penalty charge will be assessed to your account for any delinquent payments. *If payment is not made within forty-five (45) days after it is due, your child(ren) will be excluded from school until payment is made.* Queen of All Saints School reserves the right to terminate this agreement and exclude the child from school and school activities when such delinquency occurs. Tuition is an annual contract, and it is the obligation of the parents/guardians to pay the tuition and fees for the full academic year. No portion of such charges outstanding will be

refunded or cancelled due to absence, withdrawal, or dismissal of the student(s) from Queen of All Saints Preschool.

FACTS Tuition Management is the only acceptable tuition payment process. Tuition is due and payable on the 5th or 20th of each month. A \$30 fee will be assessed for each late payment, and there is a \$25 processing fee to move tuition payment dates. The \$25 processing fee must be paid in the school office prior to moving the payment date.

PARENT REQUEST FOR ACCESS TO STUDENT RECORDS

We/I the parent(s) of _____

hereby request to examine and review his/her school records, as provided under P.L. 94-142.

I understand that I will be contacted within five (5) days after receipt of this request to schedule an appointment.

Parent / Guardian Signature Date

Parent / Guardian Signature Date

For Office Use Only

Appointment date _____

Time _____

School Official Signature

VOLUNTEER INFORMATION

Implementation of United States Conference of Catholic Bishops (USCCB) Charter for Protection of Children and Young People in the Diocese of Oakland

The Diocese of Oakland, in implementing the mandates set forth by the USCCB in the Charter for the Protection of Children and Young People, has created a Safe Environment Project designed around three components: Screening of Employees and Volunteers, Training for Employees and Volunteers, and a Curriculum component to be taught to children, young people and young adults. The Principal, with the aid of a Safe Environment Site Coordinator, ensures that the project's compliance requirements are met in these areas.

Screening Requirements

- Megan's Law Screening: Every parent/family volunteer must be screened annually through the Megan's Law database of Registered Sex Offenders. Verification of this background screening is sent to the Safe Environment office by October 31st of each year. An excel list of the volunteers and the current screening date is kept on file in the school office.
- Livescan fingerprint clearance: Every volunteer who has contact with children and young people must have Live Scan clearance through the California Department of Justice prior to serving the school community.

Training Requirements

- The Principal ensures that every employee and volunteer on the site has met the training requirement for recognizing, preventing, and reporting abuse. All new employees/volunteers must take the training upon entering the school; retraining of all employees and volunteers is done on a 3-Year Cycle. The training requirement may be met by completing an online course through Virtus (<https://www.virtusonline.org/virtus/>) or in a training workshop. Everyone must review and sign *the Diocesan Code of Conduct Involving Interactions with Minors* in the Diocese of Oakland when registering either online or at the live training.
- All faculty and staff review Child Abuse Reporting Procedures every year and have signed the acknowledgement form.

Curriculum for Children, Young People and Young Adults •

- The Diocese of Oakland requires that all children, and youth K-12 receive age appropriate curriculum each year. Curriculum focuses on personal safety and abuse recognition and prevention. Circle of Grace, or an equivalent curriculum, is mandated for grades K-8.

- Curriculum Verification documents are completed and sent to the Safe Environment Office by February 28th of each year.

PARENTS/VISITORS DURING SCHOOL HOURS

We welcome all parents, as well as any other visitors who have a sincere and appropriate interest in the school. To get the most from a visit and for the welfare of the students, these rules must be followed:

All visitors, including parents/guardians, who are working in the school, upon arrival, are to sign the visitor's log in the office, receive a Visitor badge, and sign out when leaving. The Visitor badge must be prominently displayed at all times. Parents and visitors not wearing a badge will be told to return to the school office.

All visitors will enter the school through the main outside office door on Grant Street. All outside doors and gates are locked during the school day. Please ring the buzzer for entry.

To avoid interruptions to the children's school day, visitors and volunteers (including parents/guardians) are permitted in the classroom only by prior arrangement with the teacher, which includes checking in at the office and being announced to the visitors. The teacher will be contacted upon your arrival, and if you have an appointment or are expected, you will be directed to the classroom.

All business should be conducted in the outer office. Parents and visitors are only let into the inner office area if they have made an appointment with a member of the faculty or staff, or if they have made arrangements to volunteer in a classroom.

All volunteers must undergo an annual Megan's Law screening (conducted by the school), complete the Diocesan-required Virtus training (<https://www.virtusonline.org/virtus/>) and submit a record of TB clearance before serving as a volunteer in any capacity. A current Virtus Certificate of Completion must be on file with the office before a parent may serve as a volunteer, and must be renewed every three years in accordance with the Diocesan schedule. Further, all volunteers must complete a LiveScan fingerprint clearance, prior to the working at any event. The school is working to assist all families to comply with this fingerprint requirement, which is valid for all Diocesan functions.

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Board, PACE Board and committees, Annual Auction Committee, classroom assistance to teachers, hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population. Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, Parish, and Diocese with proper respect for those serving in ministries. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution.

Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come in contact. Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/Parish related issues, it is the responsibility of all involved parties to resolve the dispute through personal diplomacy and/or an executive decision by the school Principal and/or the Pastor of the Parish.

Any person who has a conflict with a school/Parish volunteer outside of the boundaries of school/Parish activities must settle that dispute outside of school and without involving or using school/Parish resources.

Finally, in order to comply with the California Health and Safety Code, volunteers and employees of a school are required to provide evidence of current TB clearance. Schools are required to keep an up-to-date file of certificates.

QUEEN OF ALL SAINTS PRESCHOOL INCIDENTAL MEDICAL SERVICES PLAN

MEDICATIONS/MEDICAL

Medical Appointments

When picking up a child for an appointment, please come to the school office and sign an early withdrawal slip. The slip is then taken to the classroom, given to the teacher, and the child will then be released. The child will then be signed out according to sign-in/out procedures.

Queen of All Saints Preschool prefers to not administer any medications while a child is in our care, however it is understandable that there are times where it may be

necessary to do so for the health and welfare of a child. Medications will be administered under the following conditions, and with written permission per the Request for Medication form (see appendix).

Prescription Medications

Only school personnel, with written consent from a physician, can administer prescription medication.

If a child must have medication during the school day, the following procedure must be followed:

1. A signed release from doctor or parent must be on file stating the medication and dosage to be given, the time(s) to be given, and the length of time medication will be necessary (Request for Medication form: see Appendix). The consent form will be placed in the child's file.
2. Medication must be in original container.
3. A child's medication will be identified by school personnel and then be administered to the child in the presence of an adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication to school personally.
5. All medications need to be picked up from school at the end of each school year.

Over the Counter Medications

1. A signed release form completed by the parent must be on file stating the medication and dosage to be given, the time(s) to be given, and the length of time medication will be necessary (Request for Medication form: see Appendix). The consent form will be placed in the child's file.
2. Medication must be in original container.
3. A child's medication will be identified by school personnel and then be administered to the child in the presence of an adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication to school personally.
5. All medications need to be picked up from school at the end of each school year.

Other Medications

Epi Pens, Inhalers, Nebulizers, Diabetic testing and medications will be given to the child with a prescription and according to a physician's instructions (see prescription medications).

Epi Pens – require an allergy list to be kept in a child's file. Parents will be notified if an Epi Pen is used.

Glucose Chart – the child’s glucose chart will be kept in their file with testing equipment.

Storage of Medications

Medication will be kept in a locked box and stored in a locked cabinet the preschool room. Medications that require refrigeration will be kept in a locked box in the refrigerator. It is the parent’s responsibility to collect medications at the end of the day. Medications will be brought on field trips and to evacuation sites in the case of an emergency.

Precautions

Gloves will be worn while administering medication. Hands will be washed after removal and disposal of gloves, and any instruments will be disposed of properly.

When a child is administered medication at school, a notation will be made on their Medication Administration Log and filed and kept in their file.



PRESCHOOL PERMISSION FORM

To the Principal/Director of Queen of All Saints Preschool,

I hereby request that my child _____ participate in all preschool field trips throughout the school year. The trips will all be local walking field trips and may include trips to theatrical productions, nature walks, performances, library, etc., I certify that my child is between the age of 3 years to entering Kindergarten (6 years). The staff will post notice of each trip including date, locations, and time, at least one week prior to the field trip. All field trips are located within a few blocks of the preschool.

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plan. Unpaid benefits can be submitted to Myer-Stevens as a secondary provider.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of **Queen of All Saints Preschool** to authorize an x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment hospital care being required but is given to provide authority and power on the part of the above-mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above-mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature: _____ Date: _____

ACKNOWLEDGMENT & RECEIPT OF FAMILY HANDBOOK

Please sign this form and return it to the Queen of All Saints Preschool Director by the first day of school. We have read the Queen of All Saints Preschool Handbook and agree to be governed by this Handbook for the 2018-2019 school year.

Print Name	Parent/Guardian Signature	Date
------------	---------------------------	------

Print Name	Parent/Guardian Signature	Date
------------	---------------------------	------