

# 2020-2021

## Immaculate Conception Catholic Preschool Family Handbook



### Mission Statement

Inspired by Roman Catholic Tradition, Immaculate Conception Catholic School provides a Christ-centered environment; offering the highest quality academic education. By emulating the teaching of Jesus Christ, we prepare morally responsible leaders who think critically and value service within the community through a partnership with students, parents, and staff.

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### Student Learning Expectations

- Learn the Catholic Faith
- Exhibit Respectful Effective Communication
- Achieve Academic and Intellectual Excellence
- Demonstrate Morally Responsible Leadership

**Immaculate Conception Catholic Preschool**  
750 N. Bill Gray Rd., Cottonwood, AZ 86326  
(928) 649-0624 (928)649-1191- fax jillbarteau@iccs-k8.org

# **Immaculate Conception Catholic Preschool Program**

(CDC-17430)

## **Statement of Services**

### **Immaculate Conception Catholic School Mission Statement**

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### **Our Vision**



At Immaculate Conception Catholic Preschool, we will provide our students with a developmentally appropriate early childhood education in a loving environment, which inspires confidence, respect, honesty, as well as a lifelong love of learning. We will encourage and model a loving relationship with God to help our students grow in their faith and enable them to become caring members of our community and the world.

### **Our Program**

Immaculate Conception Preschool and Pre-Kindergarten programs serve children ages 3-5. Children may attend our preschool program after they turn 3 and are potty trained. Children may attend our Pre K program if they are 4 years old by September 1<sup>st</sup>. The schools in the Diocese of Phoenix believe quality faith-based early childhood education is of great benefit to young children and their families. Child-centered programs for young and older preschool children provide opportunities for discovery, exploration, observation, and experimentation in the manner in which young children learn best. . . through the vehicle of play. Play is the work of the young child and is supported through standards based curriculum. Curriculum strives to address the needs of the total child and provides age/developmentally appropriate activities and interactions that foster human growth and development on a continuum.

We offer After Care programs for both our Preschoolers and our school age children. Our preschool After Care program follows a developmentally appropriate schedule which includes free play, snack, outdoor play as well as arts and crafts. Our school age after care program is a structured program for students in grades K-8. This program includes homework time, snack, outdoor play, arts and crafts, and indoor games and activities which are appropriate for students in grades K-8.

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### **Our Catholic Formation**

Our children learn about our Catholic faith through age-appropriate religious instruction. This includes weekly Mass, daily prayer, prayer at mealtimes, and curriculum which meets the education standards of the Diocese of Phoenix.

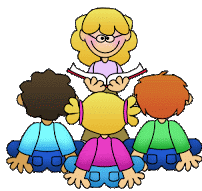
Families are encouraged to discuss the lessons and projects with their children, model a faith-filled home environment, engage their children in family prayers at mealtime, bedtime and throughout the day and attend Mass regularly. Families are encouraged to develop a life of prayer and personal devotion for each member of the family.

Together we work to build communities strong in Gospel values, faith, and life-long love of learning.

### **Enrollment/Disenrollment**

To enroll in one of our programs, families may visit our website at [www.k-8.org](http://www.k-8.org) and complete our enrollment packet or pick up a packet from the school's front office. Along with the packet, current immunization records, child's birth certificate, emergency information cards must be returned before the child attends their first day of class.

To disenroll for any reason, please contact your child's teacher as well as the preschool director as soon as possible. If a child has not attended class for 10 consecutive days without contacting the school or providing medical evidence, the child will automatically be disenrolled.



### **Our Preschool Staff**

Pre-kindergarten Lead Teacher - Jylian Beery

Pre-kindergarten Teaching Assistant – Michaela Sims

Preschool Lead Teacher – Angela Reyes

Preschool Teaching Assistant – Melissa Douglas

After Care Provider – Michaela Sims

## 2020-2021

### Preschool and Pre-Kindergarten

### ***Tuition Policy & Fee Schedule Agreement***

|   |                                       | Monthly Tuition |
|---|---------------------------------------|-----------------|
| <b><u>Pre-Kindergarten Classroom</u></b>  |                                       |                 |
| <b>5 Full Days <u>Only</u></b>  | Mon.-Thur. 8:30-3:00, Fri. 8:30-12:30 | \$530           |
| <b><u>Preschool Classroom</u></b>   |                                       |                 |
| <b>Full Day Options:</b> Full day hours are Mon. –Thurs. 8:30-3:00, Fri. 8:30-12:30 |                                       |                 |
| <b>5 Full Days</b>  |                                       | \$530           |
| <b>4 Full Days – Mon.-Thurs.</b>  |                                       | \$460           |
| <b>3 Full Days – <u>Choice of days:</u></b>   | Mon. Tues. Wed. Thurs.                | \$390           |
| <b>Half Day Options:</b> Half day hours are 8:30 – 12:30                            |                                       |                 |
| <b>5 Half Days</b>  |                                       | \$339           |
| <b>4 Half Days - Mon.-Thurs.</b>  |                                       | \$305           |
| <b>3 Half Days – <u>Choice of days:</u></b>   | Mon. Tues. Wed. Thurs. Fri.           | \$270           |

### **After Care**

After Care is available Monday through Thursday from 3:00-5:30 and on Fridays from 12:30-3:30 at a rate of \$15/week per child for 2 days or less and \$30.00 per week per child for 3 days or more. There is a \$1 per minute late charge for each minute that you are late picking your child up from After Care. Late charges will be added to your account and must be paid in full on the first of the month. We understand that emergencies happen and if you find yourself in an emergency situation please call the school to let us know. You may register your child for After Care on your designated registration day.

## Sign-In and Emergency Contact Information

**Parents are required to sign their child in and out each day.** Parents must sign their **first initial and last name**. This is an Arizona Department of Health Services regulation and we appreciate your cooperation with this.

If anyone other than the parent is picking up the child, their name and phone number must be on the child's pink emergency form. That person will be asked to show a picture ID. The child will not be allowed to leave with anyone except a parent, guardian or designated adult. Our student's safety is so important to us so **no exceptions** are made to this regulation.

Please inform us if there are any changes in your vital information...a move, phone number, allergies, medications, etc. If we need to contact you, the information must be current. ***Please let us know if your child has any type of allergy to any food, insect, animal, or plant.***



### Drop Off

Our doors open at 8:00 am for our families who need to drop off a bit earlier in order to get to work on time. One of our teacher assistants will be in the classroom at this time. **Our teachers will be available to greet students and families at 8:15.**

When your child begins the year with us we understand that they may need some time to transition from their parents. Our staff is well trained to help each child calm and transition into their day. Once your child has become accustomed to the classroom we ask that you please drop your child off and allow them to independently begin play with their peers. When parents linger beyond drop off it can become an expectation that you will always do this and it can make it very difficult for them to accept your leaving. Our staff will always provide you child with the loving support that they need during this time. Smooth beginnings make for a great day!



### Absences and Illnesses

Please call the school by 9:00 am if your child will be absent from school.

If your child is experiencing a fever, vomiting, diarrhea, excessive coughing or runny nose, and is otherwise miserable, please keep your child at home. With Covid-19 we are being extra cautious with illness amongst our students and staff. During this time students will receive a temperature check and general health screening when they arrive each morning. If a child has a temperature above 99.7, is coughing or sneezing excessively, or has a very runny nose they will not be able to attend class that

day. If a child begins to exhibit any of these symptoms throughout the day he/or she will need to be separated from the other students and picked up from school. We understand that this can be very difficult for working parents and that children many cough and sneeze for other reasons so we will use our best judgement when it comes to sending a child home. For the sake of safety we hope that you will understand that we just need to be more cautious during this time.

Preschool staff are trained in First Aid and CPR and are also trained to handle minor medical emergencies.



### **Medication Policy**

- All medications (over-the-counter and prescription) must be provided by the parent or guardian. No “stock” medications will be available for student use.
- A medical consent form must be signed by the parent or guardian and the doctor for over-the-counter and prescription medication.
- A medical consent form must be signed by the parent or guardian for any product to be applied at school to the child’s skin, such as lip balm or sunscreen.
- All medications must be brought to school and returned home by a parent or legal guardian and checked in with the Director or child’s teacher.
- Medications must be in their original containers, with all directions and warning labels intact. They are to be labeled with the student’s name, dose and instructions for use. Medication label directions must match permission slip directions.
- **No** medication will be administered if it is in anything other than the original container and properly labeled, even if accompanied by written permission.
- Students may not have possession of any medication, including cough drops, in their personal belongings. They may not administer medication to another student. EPI pens and inhalers with a doctor’s order and the school’s agreement, and are kept in the classroom away from all students.
- All medications sent to the preschool will be kept in the Director’s office.
- Only the Director or designated individual will dispense prescription or non-prescription medication to a student.
- A medication record will be kept for any student needing to take medication during school hours.
- At the end of the school year, medication must be picked up by the parent or guardian, or it will be destroyed.
- No homeopathic medication will be given in school.



## Curriculum

Play is the vehicle through which young children learn best. Immaculate Conception Catholic Preschool provides fun, play based learning experiences all throughout the day as they engage in both free choice learning center activities and small group and large group activities with their teachers. Our Preschool uses the Teaching Strategies Creative Curriculum for Preschool on a regular basis. This curriculum uses the Project Approach to learning and meets all of the AZ Early Learning and Diocesan Standards in the context of meaningful, real world experiences.

Teachers also use standards-based thematic units with the interests of their students in mind. Our students are regularly engaged in STEAM (Science Technology, Engineering, Arts, Math) learning in the classroom as well as outdoors. The goal is to develop and enhance student learning by encouraging critical thinking, problem solving, and cooperative learning. Weekly lesson plans are posted in each classroom for parents to review.

Our Preschool uses the Sadlier Religion Curriculum for Preschool. This wonderful program includes a family engagement piece that involves parents in their child's learning. Students learn about the Catholic faith through stories, hands on activities, and attending Mass each Friday. Our Preschool encourages students to develop a personal relationship with Jesus through daily prayer which is modeled by their teachers and learning that God created all that is good especially His children whom He cares for lovingly.

## Sharing Your Child's Progress

Parent/teacher conferences will be held in October and March. Please see our school calendar for specific dates. Your child's teacher may schedule additional conferences during the school year if there are specific topics that they would like to discuss with you.

Students will be assessed on an ongoing basis using the Observation Tool in Hi Mama. Students will be assessed in the following skills: Language & Literacy, Mathematics, Social & Emotional, Creative Arts, Approaches to Learning, Science, and Physical Health & Safety all of which aligns with the Arizona Early Learning Standards.

Students will also be assessed in September using the Ages and Stages Questionnaire 3 (ASQ3). The ASQ3 is a developmental screening tool which helps us to identify developmental delays in our students. This assessment is sent home for parents to administer to their child and returned to school. It is also administered at school by your child's teacher or the Preschool Director. The results of these assessments are shared with families during parent teacher conferences. By signing the Statement of Understanding attached to this document, you are providing consent for this screening to be administered to your child.

Parent's input about their child's development will be collected when the child is enrolled using our Home Inventory, informally at pick up and drop off, and formally at parent teacher conferences.

## Screening and Referral

If developmental concerns are noted through daily observations or the ASQ3 developmental screening, which is administered in the Fall and Spring each year, the teacher will schedule a formal meeting with parents/guardians. If further evaluation is deemed in the best interest of the child, and with parents'/guardians' permission, the teacher and/or Director will make referrals to the appropriate early childhood resource programs such as Child Find or Smart Support. Parents/guardians may also be referred to their family physician depending upon the area of concern.

## Social-Emotional Support

Our Preschool has adopted the **Pyramid Model**, an evidence-based-practice framework that promotes young children's healthy social and emotional development. Under the Pyramid model, we strive to do the following:

- Create learning environments where EVERY child feels good about coming to school, children experience far more praise than correction.
- Encourage child engagement so that children have the comfort of knowing: a) What is expected of me right now? b) How will I know if I'm doing it right? c) How long will it last? And d) what will I be doing next?
  - Focus on teaching children what TO DO rather than what not to do by: Teaching behavioral expectation and routines, and skills that children can use in place of challenging behaviors.
  - Encourage parents to do the same things at home, starting simply by praising your child at every opportunity ("Nice job getting in your car seat". "Thanks for sharing with your sister").



## Dress Code/Sun Safety/Extra Clothing

School dress code is the same as the K-8 portion of the school; navy blue dress pants or shorts (no cargo pants or shorts) and our hunter green logo polo shirt. Girls may wear our school's plaid jumper with a white Peter Pan collared shirt or our plaid skirt with a hunter green polo shirt. Both the jumper and skirt can only be purchased at Educational Outfitters. Skirts and jumpers should be no shorter than knee length. Our logo polo shirts are available for order in the school's main office (we do have some in stock as well). Shoes must be closed toe and soft soled. Sneakers are best. Socks and tights should be white, black, or navy.

**Mass Dress Code** - Friday is our all school Mass day and we also attend many Holy Day Masses. Girls must wear plaid and boys must wear navy blue pants (no shorts) on Mass days. We ask that students wear a nice pair of shoes for Mass as well. You may send a pair of comfortable shoes for your child to change into after Mass if you would like.

**Sun Safety** - We have a Sun Safety policy that requires parents to apply sunscreen of at least 50 SPF to their child before bringing them to school. We do limit their sun exposure during the hot months by transitioning



to the shady area of our playground. Please make sure that your child's name is on their jackets and lunch boxes.

**Please send a full set of clothes in a large zippered baggie for that occasional accident to keep in your child's cubby. This extra set of clothing does not need to be uniform attire.**



### **Lunch and Snacks**

Parent/Guardians should pack a healthy lunch and morning snack for school each day. We will provide an afternoon snack for all full day students. Please keep your child's lunch simple, with healthy foods you know they will eat. Milk or other dairy product should be included in your child's lunch every day unless your child has a dairy allergy. If you send juice for lunch it must be 100% fruit juice and should be limited to twice a week. Each lunch must contain a fruit and/or vegetable, a protein, and a healthy grain. Please save sweet treats for home. We cannot allow our students to eat any sweets that are packed in a lunchbox. Teachers will occasionally serve treats to students for birthday celebrations or other special times. Our preschool is licensed by the Department of Health Services and we are part of their "EMPOWER PROGRAM" which requires that we firmly enforce these healthy nutrition guidelines.

### **What to Bring to School Each Day**

Each day students should bring a lunch box and appropriate outerwear for the weather. Your child will not need to bring a backpack to school. Our cubbies have a limited amount of space and backpacks tend to fall out of cubbies and become a tripping hazard in the classroom. **Parents should bring a change of clothes in large Ziploc bag in the event of an accident to leave in their child's cubby.** The change of clothes does not need to be another uniform. Please include socks and underwear.

### **Visitors**

Parents are welcome to observe their child at anytime. If you have a child in the Preschool Classroom there is a viewing window located through the Director's office in the preschool kitchen which allows you to observe your child without the child being aware as well as a monitor in the Director's office for viewing. If you have a child in Pre-Kindergarten you will be able to view them on the monitor in the Director's office.



### **Volunteering**

We love having volunteers in our school! We welcome any parent or family member who would like to help out in the classroom or on the playground, help with parties, go on field trips, or come in to share a special skill or talent. **All volunteers are required by the Diocese of Phoenix to take the "Safe Environment:**

**Called To Protect” class and must show proof upon completion. Volunteers must also submit to a complete background check.**

Confidentiality must be maintained at all times. Anyone who is privy to information or situations pertaining to a preschool child or family is expected to maintain the utmost level of confidentiality and professionalism at all times.



### **Smooth Transitions**

It is very important to us that our students feel comfortable and confident in all phases of our program.

#### **Home to Program Transition:**

Before the school year begins we will host an open house for our families so that children can come in to explore their new environment and meet their teachers with the comfort of having their parents by their side.

#### **Within the Program:**

Our Preschool and PreK classrooms spend time together participating in various activities throughout the year. For example, the classrooms spend time together weekly with both teachers for singing practices to prepare for our Veteran’s Day, Our Lady of Guadalupe Celebration, Christmas and Easter Programs. They are together on the playground each day with both teachers interacting with all students. Our 3 year old preschool students who will be moving on to PreK will become familiar and comfortable with the PreK teacher, making for an easier transition the following year.

#### **Exiting the Program:**

Beginning in February, our Pre K students will have the opportunity to spend time in the Kindergarten classroom getting to know the teacher and becoming familiar with the routines and activities that they will be experiencing the fall of next year. Each child will spend one hour each week in the Kindergarten class on a regular schedule. They will participate in circle time activities, as well as share a snack with our Kindergarteners as they interact with our Kindergarten teacher.

In March of each school year our Pre-Kindergarten students are screened by our Kindergarten teacher to assess Kindergarten academic readiness. This combined with a teacher’s ongoing assessments in all domains of learning will determine overall Kindergarten readiness. If there are any concerns about a student’s readiness for Kindergarten the teacher and director will meet with the family to decide together on the best placement for the child for the next school year.



## Preschool/Pre-Kindergarten Enrollment Requirements

### Preschool:

- Students must be three (3) years of age by the first day of school.
- Children must be potty trained and able to independently use the toilet. Pull-Ups are not allowed as we are not licensed for diaper changing.
- All Preschool students are required to have age- appropriate immunizations as set forth by the Arizona Department of Health Services.
- Class size is limited to eighteen (18) students.
- See tuition and fee schedule page for available scheduling options for this classroom.

### Pre-Kindergarten:

- Students must be four (4) years of age by September 1<sup>st</sup> of the current school year.
- Children must be potty trained and able to independently use the toilet. Pull-Ups are not allowed as we are not licensed for diaper changing.
- All Pre-Kindergarten students are required to have age- appropriate immunizations as set forth by the Arizona Department of Health Services.
- Class size is limited to twenty (20) students.
- Students must be enrolled full time in our Pre-Kindergarten classroom.



### Safety and Lockdowns

In case of an emergency at Immaculate Conception Catholic Preschool, the following procedures will take place.

First and foremost is the safety of our children and staff. Plans and procedures have been created in great detail to ensure that each child is safe and secure, and that they will remain with the staff from the preschool until it is safe to release them to their parents. Emergency personnel will be present to assist all of our needs.

#### 1. Lockdown

A lockdown would occur if a person enters our campus with the intent of causing harm to individuals. This could occur if our facility was considered a target if someone is leaving the scene of a crime in the vicinity, or a dangerous animal is in the area.

Procedures are in place to secure the children inside their classrooms and lock down the rooms and buildings. Doors will be locked, windows will be covered and the children will remain in their classrooms for the duration of the lockdown.

Parents are asked to stay away from the facility if a lockdown should occur. Parents will not be allowed to remove their child from the classroom because the doors will remain closed and locked to protect students and staff from intruders. Parents are also at risk if they are walking through the parking lot, and should therefore stay away. Having parents rush to the preschool also prevents all emergency personnel from doing their jobs to keep us safe.

## 2. Shelter-In-Place

A Shelter-In-Place is similar to a lockdown, however, only the outside doors to the building are locked and the staff is free to move around inside of the building.

## 3. Evacuation

An evacuation would be necessary if there were serious damage to our building due to severe weather conditions, gas leaks or other conditions whereby the building is considered unsafe.

The entire preschool and school would evacuate to Immaculate Conception Catholic Church. Parents would be notified and parents can pick their children up in the main sanctuary at Immaculate Conception Catholic Church.



### **Early Release, Holidays and Other Non-School Days**

September 7, 2020 – Labor Day

October 12-16, 2020 – Fall Break

October 22, 2020 – Early Release – Parent/Teacher Conferences

November 25-27, 2020– Thanksgiving Break

December 21, 2020 - January 1, 2021 – Christmas Break

January 18, 2021 – M.L.K. Jr. Day

February 15, 2021 – President’s Day

March 12, 2021 – Spring Teacher Inservice

March 15 - 19, 2021- Spring Break

March 25, 2021 – Early Release – Parent/Teacher Conferences

April 1-2, 2021 – Holy Thursday, Good Friday

April 5, 2021 – Easter Monday

### **Affiliations**

1. Immaculate Conception Catholic Preschool is under contract with the Association for Supportive Child Care as a Quality First Provider.
2. Valley of the Sun United Way provides partial scholarships for those in need. Funding comes from First Things First. See the director for more information.

### **Licensing**

This facility is licensed by the Arizona Department of Health Services, 150 N. 18<sup>th</sup> Street, Ste. 400, Phoenix, Arizona, 85007, 602-364-2539. ADHS License CDC-17430

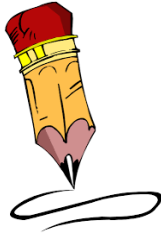
Annual inspection reports are available upon request in the Preschool Director's office. Parents have access to all areas on our facility where their child is enrolled.

Immaculate Conception Catholic Preschool carries general and excess liability, as required by DHS. Documentation of liability insurance is available for review on the facility premises. Please contact the Administrative Assistant Kris Ange.

Parents will be notified at least 48 hours before a pesticide is applied on our premises. Postings will be on both preschool doors. Pesticide chemical information is available upon request. Pesticide application procedures are available at the preschool office and the business office.

We are a mandatory reporting agency for neglect and abuse.

**Updated July 2020**



## Preschool Handbook Statement of Understanding

The preschool handbook may not include all directives. The administration reserves the right to impose restrictions and consequences it may deem necessary to ensure the safety and best practices for the welfare of our children in both preschool and pre-kindergarten. The directives are to insure a positive, healthy environment where educational and spiritual growth can occur with freedom and order as well as mercy and forgiveness.

Parents are to read and verify in writing that they will adhere to the policies and regulations of our school community. By signing this statement, the parent or guardian is also giving consent to administer the ASQ3 developmental screening tool. After reviewing the Preschool Family Handbook please sign and return this form along with your enrollment packet.

Student's Name: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

