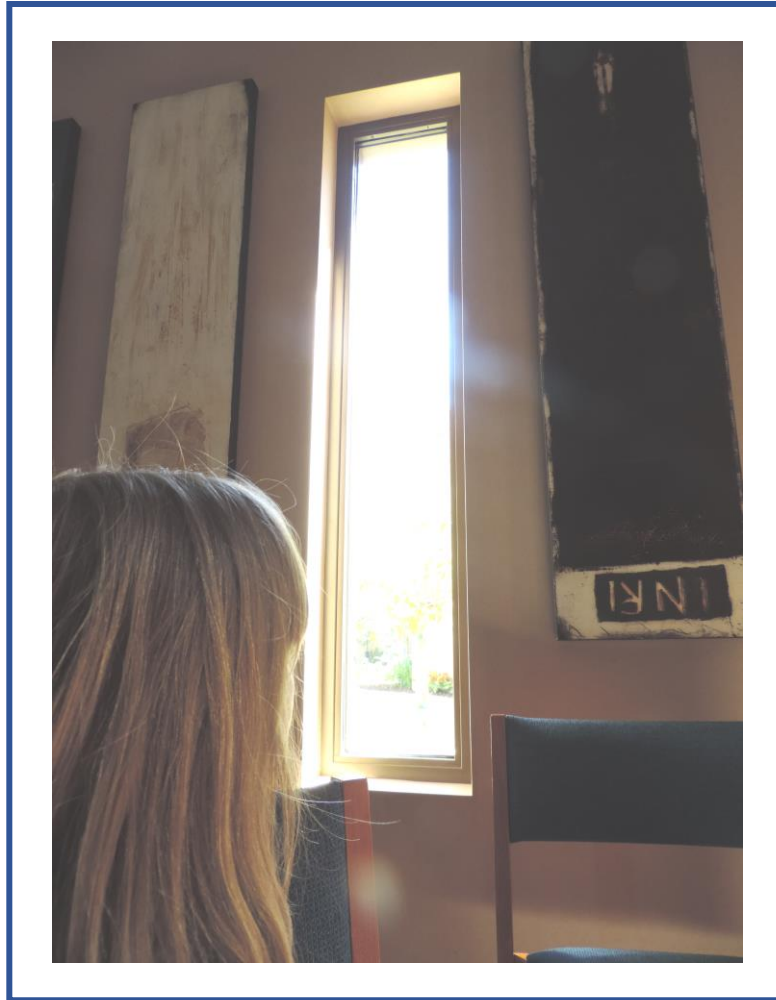


Holy Name of Mary Preschool Parent Handbook



Train up a child in the way he should go; even when she is old, she will not depart.

-Proverbs 22:6

Holy Name of Mary School
124 South San Dimas Canyon Road, San Dimas, CA 91773
(909)542-0449, extension 216
(909) 592-3884 Fax
www.holynamemaryschool.org

Pastor: Fr. Chris Santangelo, SS.CC.
Interim Principal: Miss Brenda Berumen

Preschool State License #198005306
Preschool Director: Mrs. Elvia Jiménez Montáñez

A Note from the Director...

Dear Parents and Guardians,

This handbook is furnished to provide you with an overview of the program offered to you and your child here at Holy Name of Mary Preschool. It has been compiled to ensure that all parents/legal guardians are aware of our school's philosophy, programs, and policies. The Los Angeles Archdiocesan Preschool Handbook appears as the first section of this handbook. **Please read all sections, sign and return the form at the end of this handbook stating you have read and understand the handbook.** Please keep this handbook available for future reference.

I am honored to be a part of educating your child. I would like to express my sincere appreciation to each of you for entrusting Holy Name of Mary School with your child. I, along with our teachers, will do our best to exceed your expectations in your child's first learning experience here at Holy Name of Mary.

Holy Name of Mary School had one of the first state-licensed pre-kindergarten programs in the Archdioceses of Los Angeles; with an expanded preschool program added in the fall of 2017. It is my hope that your child's first experience with a Catholic education will be life-giving and one remembered with fondness. Holy Name of Mary's education is rich in its love of Christ and its academic excellence. Our preschool holds as its goal to nurture your child by fostering positive relationships with God, teachers, peers, and families. We see your child as unique and created in the image of the God who created each of us!

If at any time you should have any questions or concerns, please contact me to schedule an appointment.

We encourage you to visit the preschool or participate whenever possible. Your active and positive participation is welcome and will bring a smile of pride to your child.

May this school year bring us God's unconditional love through actions, thoughts, and words. Please pray daily for your child, his classmates, his teachers, and yourselves. We will be praying for the same.

With the peace found in our Savior, Jesus Christ,



Mrs. Elvia Jiménez Montañez
Director

Table of Contents

"I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it."
And he took the children in his arms, put his hands on them and blessed them.
-Mark 10: 15-16

This handbook is specific to the preschool and is meant to supplement
the Holy Name of Mary School Calendar and Handbook.

PAGE

SECTION I: Los Angeles Preschool Parent-Student Handbook.....	7
SECTION II: Holy Name of Mary Preschool Parent-Student Handbook Continued.....	29
A. About HNM, Preschool, and Our Vision	
Mission and Philosophy of Holy Name of Mary School.....	31
Holy Name of Mary Parish Mission Statement.....	31
The History of our Preschool and Accreditation.....	32
Our Goal.....	32
Our Vision.....	32
Our Purpose.....	33
B. Policies	
Registration.....	33
Admissions Policy and Age of Acceptance.....	33
Right of Documentation.....	34
Right of Licensing.....	34
Child Abuse.....	34
C. Daily Business	
School Calendar and Holidays.....	34
Preschool Hours.....	35
Sign-in and Sign-out Policy.....	35
End of Day Pick-up Policy.....	36
Be On Time/Pick-up Policy.....	36
Tuition.....	36
D. Health and Safety	
Morning Health Inspection.....	37
Health Policies.....	37
Immunization Requirements for Childcare (both classes).....	38
Medication Dispensation Policy.....	38
Attendance and Tardy Policy.....	39
Safety Drills.....	39

Traffic Safety.....	39
California Vehicle Restraint Laws.....	40
Unattended Child in a Motor Vehicle	40

E. Parent-Teacher Connection

Our Staff.....	41
Parent Participation.....	41
Volunteer Guidelines in the Classroom.....	41
Parent/Teacher Communication.....	43

F. Curriculum

About Our Curriculum.....	43
Mass Attendance.....	44
Field Trips.....	45
Special Visitors for Learning Experiences.....	45
Nap Time.....	45
Guidance and Discipline.....	46
Daily Schedules.....	48

G. Nutrition

Nutritional Needs While in School.....	49
Meal Pattern Requirements for Children Age 3-5.....	51
Daily Nutritional Needs for Growing Children.....	52
Food Guide/My Plate, USDA.....	52
Birthdays and Special Celebrations.....	53

H. Clothing

Extra Clothing.....	53
Uniforms.....	53

I. Play Dates and Restroom

Play Dates.....	54
Restroom Independence and Use.....	55

J. Sign and Return to the Director

<i>Acceptance of Handbook</i> <i>PRINT, READ, SIGN, AND RETURN THIS PAGE.....</i>	<i>56</i>
--	-----------

Poem.....	59
-----------	----

Phone Extensions/Contacts.....	Back Cover
--------------------------------	------------

Section I
Los Angeles Archdiocesan
Preschool Parent-Student Handbook

GENERAL INFORMATION

Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial preschools, elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

Parent or Parent-Teacher Organizations

If the school has a parent or parent-teacher organization, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent or parent-teacher organizations and their members do not have any

authority to act independently on behalf of the school or parish. They are not “agents” of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

The main functions of a parent or parent-teacher organization are to raise funds for the school’s current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

SAFE ENVIRONMENT

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor. Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the preschool director or principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan’s Law and the Archdiocese’s Zero Tolerance Policy.

Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student’s education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

Guidelines for Adults Interacting With Minors at Parish or Parish School Activities or Events

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful

- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a

Code of Conduct form to verify that they understand their obligations. The form is attached as *Appendix A*.

No person under age 18 is allowed to work or volunteer in any preschool except if under adult supervision and as part of a school-sponsored service program.

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

2.5.a School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the preschool director or the principal (or the pastor, if the preschool director or principal is the subject of the complaint).
- For preschool and elementary schools, if the preschool director or principal is unable to resolve the conflict, the preschool director or the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the preschool director or the principal will respond to the person bringing the complaint.

2.5.b Department of Catholic Schools, Pastor or Religious Order Level

For preschools that are part of the parish school (pre-K-8):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

For preschools that are part of the parish (pre-K):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the pastor, outlining the concerns.
- The pastor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the pastor will make a final determination concerning the resolution of the complaint and communicate that determination, which will be final and binding, in writing to all parties.

For private preschools that are operated by religious orders (pre-K):

The procedure for resolving complaints that are not resolved at the school level is determined by the religious order that operates the preschool.

ADMISSION AND ATTENDANCE

School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all 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, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Special Needs Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the preschool director and/or the principal to determine how best to meet the student's needs. Parents

or guardians may request the "Disability Discrimination Complaint Review Process" from the preschool director or principal to address unresolved issues.

Guidelines for Admission to Preschools

- Preferences are given to active members of the parish
- All students must comply with current California immunization and health requirements prior to enrollment
- The preschool will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and preschool director and/or the principal will review a student's continued eligibility for enrollment in the preschool.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, preschool director, principal and the pastor.

3.8.a Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the preschool director and/or principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records shall be available to the Department to inspect, audit, and copy by the California Department of Social Services. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access.

Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

3.8.b Directory Information

“Directory information” means one or more of the following items: pupil’s name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Parent Authorization to Use Child’s Personal Information

Whenever a student’s image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See Appendix B, Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes.

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff orally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the oral or written confidences of adults and students, except in cases where the health or safety of the student or

others is involved. If the confidence received relates to a health or safety issue, the pastor, preschool director, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

Transfer of Records

3.11.a Student Transfers and Withdrawals

Whenever a pupil transfers from one school to another, a copy of the Child Record and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Child Record remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring should be entered on the original copy of the Child Record.

3.11.b Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Child and Health Records

Child Records include the following information:

- Name, date of birth of the student, sex, date of admission
- Name, address and telephone of the child's authorized representative and of relatives or others who can assume responsibility for the child if the authorized representative cannot be reached when necessary
- Signed copy of the admission agreement
- Signed and dated authorization from child's authorized representative for each activity away from the preschool
- Record of termination of services or withdrawal and place to which any copy of the record is sent.

Health Records include the following information:

- Name, address and telephone number of the child's physician and dentist and any other medical/dental or mental health providers

- Verification of or exemption from required immunization
- Medical assessment, including ambulatory status, dietary restrictions and allergies; instructions for action to be taken in case the child's authorized representative, or the physician designated by the authorized representative, cannot be reached in an emergency
- Signed consent form for emergency medical treatment
- Record of any illness or injury requiring treatment by a physician or dentist and for which the center provided assistance to the child
- A health background related to the student's ability or inability to participate in the school's activities
- Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding custody and control of medications.

Work Permits

Under California law and other relevant laws, a minor student under age 12 may not work without a work permit issued by the California Labor Commissioner. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website:

<http://www.cde.ca.gov/ci/ct/we/wpfaq.asp#Q16>

A copy of the work permit must be kept in the student's file.

For additional information and forms see

<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>.

Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

ACADEMICS AND CO-CURRICULAR ACTIVITIES

Transportation Arrangements: Please also refer to the Holy Name of Mary guidelines for additional requirements to transport students.

Archdiocesan Framework Transportation Policy (in addition to HNM's policy)

- Transportation may be by personal car, school or chartered bus or van, boat or air plane.

- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the

Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the preschool director or principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent's or guardian's expense.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental

authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with archdiocesan policy.

DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the preschool director, principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Personal Rights of the Child

The preschool recognizes the following **personal rights** of the child:

- To be accorded dignity in his or her personal relationships with staff
- To receive safe, healthful and comfortable accommodations
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping or toileting, or withholding shelter, clothing, medication or aids to physical functioning
- To be free to attend religious services or activities of his or her choice
- Not to be locked in any room, building or preschool premises
- Not to be placed in any restraining device.
- If the school is licensed, to be informed, and to have his/her authorized representative informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department's complaint unit.

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision.

Dismissal

Reasons for dismissal are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

The school may also dismiss a student if tuition is unpaid or if the student's parents or guardians violate the Code of Christian Conduct as described in Section 1.1 of this Handbook.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their storage space or other school property. Storage spaces are made available to the student by the school. The student does have some expectation of privacy in his or her storage space from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Acceptable Use and Responsibility Policy for Electronic Communications ["Archdiocesan AUP"]

The school is subject to the archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"). A copy of the entire Archdiocesan AUP is attached as *Appendix C*. The policy provides that all electronic devices used on the premises of the preschool, school or parish must be used responsibly, legally, safely and charitably. Electronic communications made to or on behalf of the preschool are also subject to these rules of responsibility, legality, safety and charity. Users should note that the Archdiocese reserves the right to monitor the use of electronic devices that belong to the preschool, school and/or parish.

Health and Safety

Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. Preschools shall keep a copy of the Emergency Card in the child's classroom. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form, Appendix D*.

Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for

students entering preschool and kindergarten. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her personal or religious beliefs, or presents a written statement from a physician stating that an immunization should not be given to the student and how long the exemption is expected to be needed.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the Child Record to the receiving school.

Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent or guardian, must be provided. See *Medication Authorization and Permission Form, Appendix D*. Preschools are required to obtain written directions from parents before administering Nebulizer (an inhaler) and should use the *Nebulizer Consent/Verification Form, Appendix F* available from Community Care Licensing: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF>.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office or classroom as determined by the needs of the child.
- The student shall come to the office for medication, except if the student's medication is kept in the classroom.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications.
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic

child must sign the *Diabetic Consent Form, Appendix E*, and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents or guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Communicable Diseases and Daily Inspection for Illness

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children.

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Upon arrival or admittance to the school, students are observed for signs of illness. The person bringing the student to school must remain until the student is accepted and shall then sign in the student.

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergen-free environment.

Student Sexual Conduct

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In

certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the preschool director or principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.14.a Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent or guardian obtained prior to the release of the pupil and in cases of emergency, when the parents or guardian cannot be reached
 - By properly identified representatives of a Child Protective Agency when taking a child into custody

Preschool directors or principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.14.b Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the preschool director or principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the preschool director or principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the preschool director or principal must exercise the "proper standard of care" which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action.
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

6.14.c Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the preschool director or principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian.

TUITION AND FEES

Please refer to the school's front office for current tuition and fees information.

Section II
Holy Name of Mary Preschool
Parent-Student Handbook Continued

Mission and Philosophy of Holy Name of Mary School

Our preschool joins the Holy Name of Mary School Mission and Philosophy Statement which reads as follows:

Holy Name of Mary Mission Statement

Gathered with Mary in the Eucharist we are called to live the love of Jesus. *(Parish)*

Called to live the love of Jesus, we are committed to the unfolding of faith and high academic standards in every child's heart and mind. *(School)*

Holy Name of Mary School Philosophy

We believe...

Christ is the reason for this school, the unseen but ever present teacher in our classes, the model in our faculty, and the inspiration of our students.

A child's first and foremost educators are parents; therefore a partnership between school, church, and family is vital.

All students are unique individuals created by God, called in love to develop their full potential, and invited to use their gifts in the service of others.

Every student deserves a safe and stimulating environment in which to learn and grow.

Learning is a life-long endeavor that flourishes in a Christ-centered atmosphere of mutual respect.

Being one in Christ, transforming injustice, fostering right relationships, affirming God as central through prayer, promoting reconciliation, and sharing the richness of cultural diversity and beliefs are the principles of our founders, the Sisters of Saint Louis. It is these values that have built our faith-filled community, which continue to serve generations of students.

The charism of our founding priests, the Congregation of the Sacred Hearts of Jesus and Mary, which is unconditional love of every human being, ensures that the education of the whole child will aspire to a profound and intimate level.

Gathered with Mary and the Eucharist, this is Holy Name of Mary.

The History of our Preschool and Accreditation

In 1999, Pastor Richard Danyluk, SS.CC. and Principal Candice Kuzmickas launched a new project that would serve the community far beyond the new millennium. They saw the need for quality early childhood education and a community in need. They knew that a Catholic school setting was a special way to meet those needs, and at the time it was not available anywhere in the area. With an action committee on hand and an energetic director, Maria Bartlelt, the first year of Pre-Kindergarten at Holy Name of Mary School was born. After much deliberation and prayer, a second classroom was added and licensed in the fall of 2017. Many changes have occurred since, but the goal remains the same, serve the Lord well by serving His children with love and compassion.

Holy Name of Mary School is accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association.

Holy Name of Mary's Preschool is licensed by the California Department of Social Services. Our preschool meets or exceeds state licensing requirements for its teachers, facilities, and programs.

We will not hide them from their children; we will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done.

-Psalm 78:4

Our Goal

Our first and most important goal in the preschool is to form a partnership with you in helping your child develop an intimate relationship with our Lord, Jesus Christ. We strive to nurture and care for your child in a manner that would glorify God. With this goal, the rest of learning follows with success.

Our Vision

Holy Name of Mary's Preschool vision is to be a place where your child will feel at home. We envision an atmosphere of mutual respect and compassion for one another. Our vision is to help you, the parent, raise your child in God's glory and abundance. We seek to help foster a love for God by nurturing healthy relationships among one another and with the environment.

Our Purpose

Following our mission and philosophy, our preschool's purpose is to provide a positive, caring environment in which children will feel the joy of learning and preparing for life by...

- becoming positive members of a community.
- nurturing an honest and real relationship with God.
- fostering a positive self-image.
- experiencing success and acceptance.
- enhancing self-reliance and the ability to seek and offer help.
- developing positive interactions with peers and adults.
- encouraging individuality.

Registration

All interested families should check the church bulletin in early January for screening times and dates. You are encouraged to attend our open house generally held in January during Catholic Schools Week. Registration of new families takes place during the spring months. The following fee amounts are printed in the registration packets or available via the main office.

There is a non-refundable registration fee for each school year.

All new students are required to purchase an earthquake kit.

Preschool students who nap at school must purchase a cot sheet from the school.

Preschool students have required supplies to purchase or have a required supplies fee.

There is a screening fee for pre-k students and a placement fee for three-year-old students.

Upon acceptance of your child, enrollment and registration forms will be distributed. Registration will take place during registration week for current school families or on new family registration day; both are held during the spring months. All forms must be completed in full and are required for enrollment. Registration of new families requires attendance at Registration Day, HNM Whole-school New Family Orientation Night, and Preschool Orientation Night.

Admissions Policy and Age of Acceptance

Enrollment in Holy Name of Mary's Pre-K program is open to children who will be four years of age by September 1 of their Pre-K year. All prospective pre-k children must participate in a screening evaluation. Enrollment in Holy Name of Mary's three-year-old program is open to children who will be three years of age by September 1 of their Threes class school year. If space permits, children younger than the cut-off date for the 3-year-old program may attend the Threes

program for a period of 2-years. Acceptance to the preschool does not guarantee acceptance to the K-8 school.

Right of Documentation

Holy Name of Mary School reserves the right to document information regarding events, observations, academic progress, and other areas of importance concerning enrolled students.

Right of Licensing

Holy Name of Mary's Preschool program is licensed by the State of California Department of Social Services. In accordance with our license we have an open door policy. The Department of Social Services may at any time inspect our facility, have access to student or facility records, interview any student or staff regarding health and safety issues or in regards to compliance with licensing regulations.

Child Abuse

Staff members have a legal responsibility to report any known or suspected case of abuse of any child under the age of eighteen.

School Calendar and Holidays

Our preschool follows the same calendar schedule as Holy Name of Mary School. Please refer to the Holy Name of Mary School Calendar and Handbook for specific dates.

Take special note of additional days school is not in session for staff development.

Holy Name of Mary School and Preschool are not in session the following days:

Labor Day
All Souls' Day
Veteran's Day
Thanksgiving Vacation
Christmas Vacation
Martin Luther King, Jr. Day
Presidents' Day
Easter Vacation
Memorial Day

Pre-K Program Hours

We are proud to offer a Monday through Friday program, with two options.

Morning Session: 7:55 a.m. – 11:45 a.m.

Full-Day Session: 7:55 a.m. – 3:00 p.m.*

***Please Note:** Full-Day Session ends at 12:30 p.m. each Friday and on all school minimum days.

Three-year-old Program Hours

We are proud to offer three choices for days.

Only a specific number of slots are available for each choice.

Slots are available based on a first-come basis.

All 5, 3, and 2-day options may choose morning or full-day*.

Morning Session: 7:55 a.m. – 11:45 a.m.

Full-Day Session: 7:55 a.m. – 3:00 p.m.*

***Please Note:** Full-Day Session ends at 12:30 p.m. each Friday and on all school minimum days.

5-Day Option: Monday, Tuesday, Wednesday, Thursday, Friday

3-Day Option: Monday, Wednesday, Friday

2-Day Option: Tuesday, Thursday

So whether you eat or drink or whatever you do, do it all for the glory of God.

-1 Corinthians 10:31

Sign-in and Sign-out Policy

Only an **adult** (eighteen years of age or older) may sign-in or sign-out a child from the preschool. Every person who signs the child in/out shall use his/her full legal signature and shall record the time.

If the need arises for a parent to sign a child out during a field trip, he/she must sign the child out on the sign-in/out sheet, carried by the teacher.

End of Day Pick-up Policy

Please be aware that your child's safety is our number one priority. Only those persons listed on your emergency information card will be allowed to pick up your child. When a person is not familiar to our staff, a driver's license/legal photo I.D. will be required. **No child will be allowed to leave with a person on your form unless they have proof of identity.**

Please inform the director in writing when someone other than those persons listed on your emergency information card will pick up your child. It is best to have more than two or three people on your list, since it will be impossible for us to release your child to someone not on that list.

Also, please inform the teachers/director when someone other than the usual person will be picking up your child, even if that person appears on your list.

Be On Time at Pick-Up Policy

Children may be picked up during their preschool day at their pre-registered times of 11:45 a.m. or 3:00 p.m. Children may only attend the session for which they have been pre-registered. A change in sessions would need to be prearranged with the director, the principal, the finance office, and FACTS Tuition Management Company.

It is important you pick-up your child on time. When your child is not picked up at his/her scheduled end time it is difficult and inconsiderate for your child, for his/her fellow classmates, and for the teachers. If pick-up at these times becomes a problem, a conference to find a solution will be necessary. In the rare case that the problem persists after conferencing, **a charge of \$1.00 per minute will be charged for a child who remains after their registered departure time.** The charge will be automatically added to your FACTS tuition statement.

At the end of your child's preschool day, your child is excited to see you, relies on your word, and needs to know you will be on time. In the off chance you would be late, please call us so that we may inform your child you are on your way.



Tuition

Please refer to the school office for a fee schedule listing tuition for your registered session. Yearly tuition fees are also found in the current registration packet available through the school office.

Tuition is paid on a monthly basis. All tuition payments are handled by our tuition management company, FACTS. All tuition due dates and means of payment are covered in your individual contract with FACTS Management Company. Notification of any delinquencies in tuition payments will be handled by FACTS.

Morning Health Inspection

State law requires a morning health inspection of each child in an early childhood development program. This is to ascertain that the child is in good health. This is done by the director or teacher supervising the morning group. A child that is not healthy will not be accepted for that day and will be asked to remain at home.

Health Policies

A child will not be admitted to preschool if he/she:

1. Has a fever or has had one in the previous 24 hours. The child must be fever-free for 24 hours without the use/aid of any fever-reducing medications. A fever in a child over the age of 4 months is 100.4 degrees Fahrenheit or higher.
2. Has a heavy nasal discharge.
3. Has a constant and persistent cough or uncontrolled wheezing.
4. Has symptoms of a possible communicable disease such as:
 - a. a mucus discharge from the eye
 - b. a rash (sometimes accompanied by a fever)
5. Has had persistent diarrhea in the past 24 hours. Diarrhea is runny, watery, or bloody stools.
6. Has vomited in the past 24-hour period.
7. Has head lice or nits (eggs).
8. Is unusually tired, irritable, or constantly crying.

These health policies are established for your child's protection and that of the other children in the preschool. Please remember a sick child poses health risks to other children and adults. Also, a sick child cannot be properly cared for in our childcare setting and compromises the health, safety, and care of the other children and adults at the center.

Every parent wants to know their child is in the best of hands. A teacher who needs to tend to a sick child is taken away from the needs of the other children in the class.

Always have a back-up plan when a child is sick. Your best laid plans for your day may need to be altered when bringing a sick child to school and then realizing the child will not be allowed to attend. Please think ahead and plan for the care of your child when he is ill.

Please inform the school whenever your child has a communicable disease. Written documentation from the child's doctor that the child has fully recovered from a communicable disease will be necessary upon reentry to the preschool.

If a child should become ill at any time during the school day, a parent or contact person on the emergency information form will be called. Sick children are isolated till they are taken home. No medication may ever be dispensed at school to a sick child unless prior written consent according to the medical dispensation policy is currently in place.

Immunization Requirements for Childcare

Children in Pre-Kindergarten (Child Care) Need:



En Español

Immunizations (shots) needed before starting pre-kindergarten (child care) and at each age checkpoint after entry:

Age When Admitted	Number of Doses Required of Each Immunization
2 through 3 Months	1 Polio, 1 DTaP, 1 Hep B, 1 Hib
4 through 5 Months	2 Polio, 2 DTaP, 2 Hep B, 2 Hib
6 through 14 Months	2 Polio, 3 DTaP, 2 Hep B, 2 Hib
15 through 17 Months	3 Polio, 3 DTaP, 2 Hep B, 1 Varicella On or after 1st birthday: 1 Hib*, 1 MMR
18 through 5 years	3 Polio, 4 DTaP, 3 Hep B, 1 Varicella On or after 1st birthday: 1 Hib*, 1 MMR

*One Hib dose must be given on or after the 1st birthday regardless of previous doses. Required only for children younger than 5 years old.

DTaP = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine

Hib = Haemophilus influenzae, type B vaccine

Hep B = hepatitis B vaccine

MMR = measles, mumps, and rubella vaccine

Varicella = chickenpox vaccine

Parents must show their child's Immunization Record as proof of immunization.

Medication Dispensation Policy

Prescription medication can be administered to the child during the school day only with written permission from the child's physician and written permission from the parent. Forms are available and distributed at the beginning of the school year. Forms are also available through the school office. Prescription medication must have the child's name and dosage printed on the label.

Non-prescription medication may be administered to the child during the school day in the same manner as prescription medication; with a physician's written permission and written permission from the parent. Instructions written by both the parent and the physician must be in accordance with those found on the medication. Forms are available via the school office or online on the school's webpage.

If instructions are altered or labels are missing, medication cannot be dispensed. All medication is stored in a childproof cabinet out of reach of children. No medication may be stored in the child's cubby.

Please also refer to the archdiocesan medication policy in this handbook for additional guidelines.

Attendance and Tardy Policy

Showing your child the importance of being on time, sets a stage for responsibility in life. A child who arrives to school on time is able to settle into his day in a much calmer manner. Any child who arrives at school after 7:55 a.m. is considered tardy. **Preschool students must report to the health office with their parent when they are tardy to receive a tardy slip. The parent must then walk the child back to class and sign him in on the sign-in sheet.** After four tardies in a given trimester, parents will be contacted by administration to determine further actions. Please be aware of the school policy to charge \$5.00 for each tardy after four. Charge will run through FACTS.

Please call the school office, at extension 227 by 8:30 a.m. on the morning of an absence to report the absence. A signed note from the parent must accompany the child upon reentrance to school after an absence. Excessive absences/tardies will need to be discussed with the director and the principal and may affect grade placement at year's end.

Safety Drills

Fire, Disaster, Earthquake, Lockdown, and Evacuation drills are held frequently according to State regulations. A well practiced plan can save lives in an emergency. Please be sure to have a plan of your own at home, practice it, and make sure everyone knows what their job is in an emergency. Eliminating fear by a well-practiced plan is important to both the child and the adult in any emergency.

Traffic Safety

Please maintain a slow and safe speed in our parking lot. Never allow a child to run through the parking lot. They are small and are easily unseen by cars. Please be sure to follow all safety procedures outlined for you, both in the parking lot and on campus. Be sure to follow the flow of traffic within the parking lot. Exercise caution when driving onto Holy Name of Mary's campus. Walk and drive defensively.

No child may remain unsupervised in a car while another child is being picked up or dropped off in the preschool.



California Vehicle Restraint Laws

(Source: CHP website)

Current California Law:

- Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat. (California Vehicle Code Section 27360.)
- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)

When can a child graduate to a booster seat?

- California law does not address graduation time from a five-point harness to a booster seat. In the interest of safety, do not rush to move a child into a booster seat before they're ready. Each time you "graduate" your child to the next seat, there's a reduction in the level of protection for your child. Keep your child in each stage for as long as possible.
- A child is ready for a booster seat when they have outgrown the weight or height limit of their forward-facing harnesses, which is typically between 40 and 65 pounds. Read the forward-facing car seat's owner's manual to determine height and weight limits, and keep your child in a harnessed seat for as long as possible.
- Children at this stage are not yet ready for adult safety belts and should use belt-positioning booster seats until they are at least 4'9" and between 8 and 12 years old. Safety belts are designed for 165-pound male adults, so it's no wonder that research shows poorly fitting adult belts can injure children.

Unattended Child in a Motor Vehicle

Motor Vehicle Code 15620:

A parent, legal guardian, or other person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older, under either of the following circumstances:

- (1) Where there are conditions that present a significant risk to the child's health or safety.
- (2) When the vehicle's engine is running or the vehicle's keys are in the ignition, or both.

Our Staff

Holy Name of Mary School is accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association. Our preschool program is licensed by the State of California's Department of Social Services. All staff members meet or exceed the educational and/or experience requirements for early childhood development for the State of California.

Parent Participation

Holy Name of Mary extends our open-door policy to parents and guardians (unprecedented local or global guidelines excepted). We strongly encourage you to participate in your child's classroom as often as possible. For campus security, please check in at the school office and obtain a visitor's badge before joining the preschool.

Requirements for preschool volunteers are more extensive than those for our K-8 school volunteers. **All preschool volunteers must be cleared by the director prior to any form of volunteering with children in the preschool.**

If you are unable to help out during the school day, we encourage you to help out with take-home projects. Your positive participation can enhance the program for the school, yourself, and most importantly, for your child. The smile you will place on your child's face by being in class will be priceless and will do wonders for his self-esteem.

Volunteer Guidelines for Preschool

Active and positive volunteers in the preschool are a gift from God! We are blessed to have you, as are our children. It is important to note the following guidelines when volunteering in the preschool. These guidelines are intended for the safety of our children and their positive experience in preschool.

Please...

- remain positive with each child. If you feel you cannot do this with a particular child, please let a teacher know in private so that both your experience and that of each child can remain uplifting.
- remember that the safety of the children is our number one priority. Our focus needs to be on the children at all times. Conversations between volunteers or with teachers need to go on outside of class time. If there is a concern you wish to discuss with the director or a particular teacher, please call the school, and leave a message at extension 216 to arrange an meeting.

- silence your cell phones while in our classroom and please do not use your cell phone while in our classroom. If you must answer a call, please do so outside the classroom.
- share any concerns you have about anything in the preschool with the director, the teachers, or the principal. We are here to help both you and the children have a wonderful experience. Please refrain from sharing observations of other children with other parents, community members, or the public in general. A positive attitude is contagious and most certainly glorifies the Lord. Let's glorify Him together!
- be sure you are in good health when volunteering in the classroom. This is for your own health and safety and that of our children and staff.
- use the adult bathrooms found in the junior or senior buildings. Children's bathrooms may only be used by children.
- do not enter a restroom with a child at any time. If the need for an adult being present in the restroom with a child arises, please let the teacher know immediately.
- do comfort/tend to a hurt child, but please allow a staff member to administer first aid or determine the need for help if first aid is needed.
- follow all directions given in an emergency.

Thank you for the time it takes to be active in your child's education. Remember volunteer opportunities can also come by way of take-home projects or on campus/non-school hours help. We always have plenty of ways a parent can help outside of school hours and understand busy schedules, work obligations, and little ones still at home.

Guidance and Discipline when Volunteering

Our preschool uses a form of the *Nurtured Heart Approach*, by Howard Glasser. In a nutshell, we strive to notice and praise each child's greatness (the good he/she does), while giving little/no attention to negative behavior. Rules and consequences are strictly enforced with our two Absolute No's: No hurting anyone with actions or words (Threes and Pre-K). No disrupting learning (Pre-K).

Although volunteers are asked to defer the handling of discipline issues to staff members, we do encourage you to verbally praise the greatness each and every child possesses and demonstrates.

We are most grateful you are here and thank you for volunteering and giving of your time.

Parent/Teacher Communication

Preschool families receive a weekly newsletter. You will be informed of upcoming events and curriculum through these newsletters. You will also receive a weekly HNM schoolwide newsletter via email informing you of current events at the school.

Parent/Teacher conferences are an important way to have a scheduled time to meet with your child's teachers. You will be notified through the school office when it is time to sign-up for conferences. All parents/guardians are expected to attend both parent teacher conferences (generally held in fall and winter).

Parents may visit the preschool; however, only approved volunteers may interact with the children while in school. Again, remember to sign-in at the front office first. Appointments to meet with the director or individual teachers are prearranged.

Please check the Parent Bulletin Board or sign-in/out book frequently for special notices concerning upcoming events or information.

Blessed are the peacemakers, for they will be called sons of God.

-Matthew 5:9

About Our Curriculum

Our preschool program is designed to meet and cultivate all areas of a young child's development. Both our pre-k and three-year-old programs focus on:

- Religion and Faith Formation
- Social/Emotional Development
- Health and Safety
- Motor Skills Development
- Language Arts (with some exposure to Spanish)
- Fine and Dramatic Arts
- Science and Exploration
- Math and Number Sense
- Social Studies



Our three-year-old program's focus is on social-emotional learning with an emphasis on language development and sensory experiences. Our pre-k program takes on more specific aspects of language development and math concepts, while remaining focused on the main goal of building community and fostering productive members of society who love Jesus and strive to show his love through actions and words. We strive to be respectful of individual learning styles and use observation and assessments as a means to guide the direction of curriculum.

Your child will experience learning through a variety of experiences, such as movement, arts, storytelling, use of large and small manipulatives, dramatic play, dance, exploration of

environment, hands-on experiments, and phonemic awareness. We strive to remember that none of it would matter if not done in such a way that at the end of each day your child would not feel loved, valued, and respected for who she is and where he is.

Mass Attendance

When ready, Pre-K attends Mass the First Friday of each month, as well as other school Masses. On Mass days, children must adhere to the dress code for dress uniform found in the HNM calendar/handbook. Pre-K students are not required to wear belts on dress uniform days. In fact, no belts should ever be worn by preschool students.

Mass attendance for the three-year-old class is evaluated yearly as a team.

Pre-K students go to church one day a week during non-Mass time to spend time with God and to become comfortable in His home, which is their home too. The three-year-old students do the same once ready.

Please be sure to attend Sunday Mass with your child EVERY Sunday. This is the greatest testament of faith and commitment that you could give your child. Children who attend Mass weekly with their families grow in faith surrounded by a community in which they feel comfortable. Even if you spend most of your Mass time outside with your child, you are still part of what it means to be Eucharist for one another; to receive Christ in order to be the Body of Christ for yourself and for your child. Your child sees in you that this is important to you, thus, one day, becoming important to him. It is one of the greatest gifts you can give your child...going to Mass every week. It is like a vitamin to your soul!



Listen my son to your father's instruction and do not forsake your mother's teaching.
They will be a garland to grace your head and a chain to adorn your neck.

-Proverbs 24:3-4

Field Trips

On occasion, field trips/community walks are planned for the children during the school year to enhance the preschool curriculum. Forms granting permission by the parent or guardian must be signed in advance of each trip.

Parent volunteers as chaperones are greatly appreciated and the only way field trips can occur. Only with proper supervision would we allow a field trip to take place. Please sign up as a chaperone or driver with our room parents for each field trip.

Volunteer approval by the director must be met prior to attending a field trip. All parent drivers must have all auto insurance and information up-to-date with the school office and must have the minimum insurance coverage required by the Archdioceses of Los Angeles. The Archdioceses of Los Angeles requires that all drivers for field trips be at least 25 years of age.

All cars used on the field trip must be in top running condition with seat belts available for every passenger. No one may seat a child in the front seat of a car on a field trip, ever.

Every child in the preschool must use an appropriate car seat. Children in the State of California must be eight years old or 4'9" tall to be without a car seat.

Only enrolled Holy Name of Mary School students are permitted to attend school sponsored field trips. No siblings or additional children, please.

Special Visitors for Learning Experiences

Visitors of interest to the children and in conjunction with the curriculum are often invited by the teachers. You will be notified of these special in class "field trips" through your weekly preschool newsletter.

AGE GROUP	HOURS PER NIGHT
Infants 4 - 12 months old	12 - 16 hours per 24 hour period
Children 1 - 2 years old	11 - 14 hours per 24 hour period
Children 3 - 5 years old	10 - 13 hours per 24 hour period
Children 6 - 12 years old	9 - 12 hours per 24 hour period
Teens 13 - 18 years old	8 - 10 hours per 24 hours

Naps included, according to the American Academy of Pediatrics

Nap Time

Preschool-aged children need down time after a busy morning in order to gear-up for an active afternoon. Children enrolled in the full-day session will have a rest time after lunch. Children are provided a mat and a sheet (covered by sheet fee). A blanket must be provided by each child's family. Children are not required to sleep during this time, but must rest quietly.

We begin by listening to a quiet story, darkening the room, and playing soft music or singing a peaceful song. Although some children are apprehensive about nap/rest time, we take time to rub their backs or stroke their heads in order to help them relax.

Nap time should be a time that is pleasant for both teacher and child.

All bedding (sheets and blankets) must be laundered weekly. Bedding goes home for laundering at the end of each week and must be brought the following school day.

Guidance and Discipline

He guides the humble in what is right, and teaches them his way.

–Psalm 25:9



Please also refer to the Archdiocesan guidelines found in this handbook for discipline.

Our preschool uses a form of the *Nurtured Heart Approach*, by Howard Glasser. In a nutshell, we strive to notice and praise each child's greatness (the good he/she does), while striving to give little to no attention to negative behavior. Rules are kept simple, clear, modeled, and taught. Consequences are strictly adhered to when rules are broken.

In the 3-year-old classroom there is one rule (an "Absolute No"): NO HURTING ANYONE WITH ACTIONS OR WORDS.

In the 4-year-old classroom there are two rules (two "Absolute No's"): NO HURTING ANYONE WITH ACTIONS OR WORDS. And...NO DISRUPTING LEARNING.

We believe that effective and consistent classroom management is the key to ownership of actions. Effective classroom management in early childhood involves many facets such as the control and proper planning of the environment, building strong relationships, and observation.

Guiding a child during his day and helping the child know what to expect, avoids some of the need for discipline. Positive words, praise, and redirection are used in guiding the child to wise and Christ-like choices. We believe we encourage respectful actions and words by living and modeling in ourselves what we desire for our children.

We strive to let the child know what he needs to be doing, not what he should "not" be doing. We give every opportunity for choices.

Our goal is for the child to self-regulate, feel successful, and have a feeling of self-worth.

We do know, however, that even with the best of plans our own days do not always go as we would like. It is in these moments, even as adults, we need the greatest compassion shown. This is where we can help a child who is not handling his surroundings well. It is our responsibility to remain the calmest when the child is experiencing his most difficult moment.

As a faculty and a staff whose main purpose is to serve Christ, we strive to be keenly aware that when children are "off", many factors are involved: health, environment, relationships, hunger, rest, etc. We are constantly striving to look at what needs to change in us, as adults, before stating what needs greater support in child behavior.

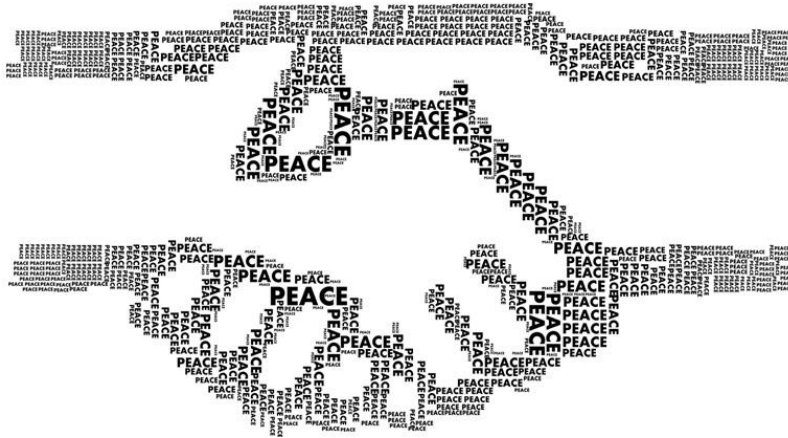
If discipline does become necessary, our Nurtured Heart Approach allows for children to take a reset. A reset lasts no more than 30-50 seconds when done correctly and gives a child power to take control of his/her actions and reactions. A properly given, properly done, and

properly welcomed reset by a child and a teacher, will bring the child back to better choices, leaving the poor choices behind. Support from home in training, modeling, and using a reset is crucial to the child's success in our program. Should a child continue to break an "Absolute No" despite resets, our staff works as a team to resolve such conflict. If needed, an "Absolute No Note" may be sent home to the parent/guardian. Parents are then asked to sit with their child the evening of the in-school poor choice and complete the "Restorative Justice" section with their child. The completed Absolute No Note must be returned to the classroom teacher the next morning. Restorative Justice is one way to raise children to know their actions have consequences, yet they also possess the power to right a wrong.

Eye contact, being at their level, caring ways and mannerisms, prayer, consistency, fairness, clear boundaries, and a loving attitude will do more for a child to encourage positive behavior that glorifies God. Corporal punishment or humiliation is never acceptable in our preschool.

If necessary, we would contact you for any behavior we felt needed your help and guidance.

We appreciate your support at home in encouraging respect for one another in the classroom. We ask that you remain positive about every child in your child's class, especially in front of your child. Let's remember we are all children of the Lord, created in His almighty image. He has great plans for each of us and sees the best in us. We pray that together we see the best in each other and in each child present.



The following are the planned Daily Schedules for both classes. Schedules may vary based on curriculum needs and interest of children.

*Children
are NOT a
distraction
from more
important work.
They are
THE MOST
important work.*
-C.S. Lewis

Three-year-old Class Daily Schedule

Morning Session:

7:45 a.m.	Welcome, Free Choice
8:15 a.m.	Circle Prayer, Morning Meeting, Restroom
8:30 a.m.	Outdoor Classroom
9:30 a.m.	Clean-up, Restrooms, Faith
9:45 a.m.	Morning Snack and Clean-up
10:00 a.m.	Group/Appointments with Indoor/Outdoor Experiences
11:30 a.m.	Storytime
11:45 a.m.	Morning Session ends, See continued schedule below

Pre-K Class Daily Schedule

Morning Session:

7:45 a.m.	Welcome, Free choice
7:55 a.m.	Schoolwide Morning Prayer, Pledge of Allegiance, and Announcements
8:00 a.m.	Dedication, Circle, Class Meeting, Indoor/Outdoor <i>Pre-K Friday Mass Days 8:00 a.m. Brief Morning Meeting and Mass @ 8:30 a.m.</i>
8:30 a.m.	Learning Centers (child initiated) and Learning Episodes (teacher led) Indoor/Outdoor
10:00 a.m.	Morning Snack, Story-time, Dishwashing, and Clean-up
10:30 a.m.	Outdoor Classroom
11:30 a.m.	Listening to God and Discovering our Faith
11:45 a.m.	Morning Session Ends for Pre-K, See continued schedule below

Three-year-old and Pre-K Classes Full-Day Session Daily Schedule Continued

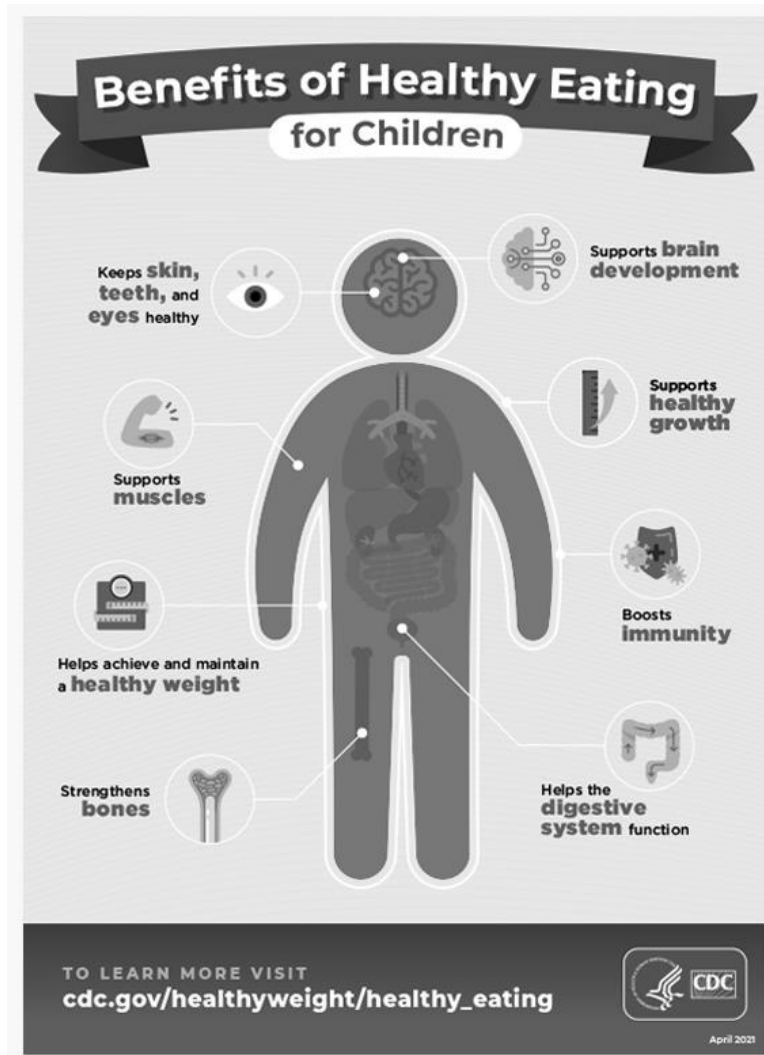
11:45 a.m.	Transition, Wash-up for Lunch
12:15 p.m.	Clean-up, Getting Ready for Nap/Rest, Story
12:40 p.m.	Nap
2:30 p.m.	Outdoor play, Quiet Choice, Directed Centers, or Music
3:00 p.m.	Full-Day Session Ends

Pre-K Computer Class, Pre-K and THREES Music Class and STEAM Class Days and times vary year to year. This scheduling occurs at the start of each school year and will be made available to preschool families yearly.

Pre-K Mass Day is generally each Friday, but is subject to change. Pre-K students will begin attending Mass days when they have become familiar with the church and teachers feel they are ready.

Both Classes' Church Attendance occurs once a week during non-Mass time (3-year-old class attends when ready). This is a special time set aside to visit God's house, become comfortable in His home, and spend time with Him in peace.

Nutritional Needs While in School



Normally, children will be provided with a nutritional snack in the morning. Current monthly snack menus are posted on the parent bulletin board. Children who stay for the full-day session are required to either bring a nutritional lunch or use the hot lunch program provided through the school. You may sign up for the hot lunch program online. Please watch for further information coming your way regarding the hot lunch program. Current hot lunch menus are also posted on the parent bulletin board. **There is no hot lunch provided on Friday or on a**

minimum-day schedule, although each full-day preschool child is required to bring their own lunch or a second nutritional snack from home on Fridays and all minimum days.

Nutritional lunches can include: fruits, vegetables, sandwiches, milk, water, 100% juice, yogurt, cottage cheese, cheese sticks, etc.

Please do NOT include any non-nutritional items such as, candy, cookies, chips, sugary fruit rolls, or sugary cereals. **If brought to school, these items will be sent home.**

Refrigeration is not available for your child's lunch. Please pack non-perishable lunches or be sure to make provisions to keep perishable items cold (blue ice packs frozen the night before and placed in your child's insulated lunch bag serve this purpose well). We also do not heat foods contained in lunches or snacks. Please use a thermos for this purpose if desired.

We suggest water as the drink in your child's lunch as some children tend to drink their milk or juice first and then have no "room" for their lunch. If you do include a drink other than water be sure it is milk or 100% juice with no added sugars. Please do not include sodas or sugary drinks such as Hi-C's, Capri Suns, or Yoo-hoos; these too will be sent home if brought in.

We appreciate your cooperation in preparing healthy lunches. One of our goals in the preschool is to teach life-long healthy habits. With your help, we can set the stage for healthy food practices and choices for a long and health-conscious life. With all families cooperating we can set the standard for all children and never make anyone feel like they have to eat a "healthy" lunch while their neighbor gets to eat a "fun" lunch. **When all lunches are healthy, then all lunches become fun!**

The following are **sample menus for lunches** which may be helpful in planning. Remember, these are just suggestions (food allergies excluded). Please be sure to share any healthy ideas for lunch planning with the director or co-teachers so we may include them in future newsletters.

Sample Lunch 1: milk, turkey sandwich on wheat bread, carrot slices with dip, apple sauce

Sample Lunch 2: water, cream cheese and ham tortilla rolls, apple slices, celery sticks

Sample Lunch 3: 100% juice, chicken drumstick, sliced peaches, baked crackers

Sample Lunch 4: water, egg salad sandwich, orange wedges, broccoli with dip, baked chips

Sample Lunch 5: milk, chicken salad, baked bagel chips, strawberries, yogurt, cucumber slices

Sample Lunch 6: 100% juice, sunflower butter and jelly sandwich, grapes, granola, cheese stick

Sample Lunch 7: water, roast beef and cheese sandwich, blueberries, baked chips, cherry tomatoes

Sample Lunch 8: water, cottage cheese and jelly bowl, sliced pears, small bagel, bacon slice

Sample Lunch 9: milk, cream cheese and cucumber sandwiches, raisins, gold fish crackers

If for any reason you fear your child may have a difficult time becoming accustomed to healthy choices, you will be surprised how quickly children adjust to their environment. When children see their friends and teachers in class eating and enjoying healthy foods they will be encouraged to do the same. Remember, children will not starve themselves and are great self-regulators when it comes to food. Very often a child will eat only a certain food for a period of time, only to try something different in the weeks to come. It is important to look at a child's eating patterns over the course of a week, not a day. Continuing to offer only healthy choices will provide our children proper nutrition for rapidly developing brains cells and bodies.

Meal Pattern Requirements for Children Age 3-5

Breakfast

Milk*	3/4 cup
Vegetable or Fruit or Juice (100%)	1/2 cup
Grains/Breads (enriched or whole grain)	1/2 slice** (or 1/2 serving)
-or cold, dry cereal	1/3 cup (or 1/2 oz.)
-or cooked cereal	1/4 cup

Snack (select 2 of the following 4 components)

Milk*	1/2 cup
Vegetable or Fruit or Juice (100%)**	1/2 cup
Meat or meat alternative	1/2 ounce
-or yogurt (plain or sweetened)**	2 oz. (or 1/4 cup)
Grains/Breads (enriched or whole grain)	1/2 slice** (or 1/2 serving)

Lunch/Dinner

Milk*	3/4 cup
Meat or poultry or fish	1 1/2 ounce
-or cheese	1 1/2 ounce
-or cottage cheese, cheese food, or cheese spread	3 ounces (3/8 cup)
-or egg	1 egg
-or cooked dry beans or peas	3/8 cup
-or peanut butter, soy nut butter, or nut or seed butters	3 Tablespoons
-or peanuts, soy nuts, tree nuts, or seeds	3/4 ounce
-or yogurt	6 ounces (or 3/4 cup)
-or equivalent quantity of any combination of the above meat/meat alternative	
Vegetables and/or Fruits (2 or More)	1/2 cup (total)
Grains/Breads (enriched or whole grain)	1/2 slice** (or 1/2 serving)

*Dry/reconstituted milk is not acceptable.

**Or an equivalent serving of acceptable grains/breads such as cornbread, biscuits, rolls, muffins, etc., made of whole grain or enriched meal or flour, or a serving of cooked enriched or whole grain rice or macaroni or other pasta products.

***For snack, juice or yogurt may not be served when milk is served as the only other component.

Sources:

1. U.S. Department of Agriculture, *Building Blocks for Fun and Healthy Meals: A Menu Planner for the Child and Adult Care Food Program*, Appendix Q, *Caring for Our Children*
2. *Beyond the Journal*, Young Children on the Web, March 2004, S.S. Aronson, ed., *Healthy Young Children: A Manual for Programs*, 4th ed., Washington D.C., NAEYC, 2003, p.51

Then God said, "I give you every seed-bearing plant on the face of the whole earth and every tree that has fruit with seed in it. They will be yours for food.

And to all the beasts of the earth and all the birds of the air and all the creatures that move on the ground – everything that has the breath of life in it – I give every green plant for food." And it was so.

-Genesis 1:29-30



Have you had your 5 today?

Daily Nutritional Needs for Growing Children

For your information we have included the most updated food pyramid guide from the United States Department of Agriculture for children ages 2 to 6 years old. The bottom of the pyramid is where most of a child's nutritional needs should be met, with few nutritional needs from the top of the pyramid.

6 servings from the grain group

3 servings from the vegetable group

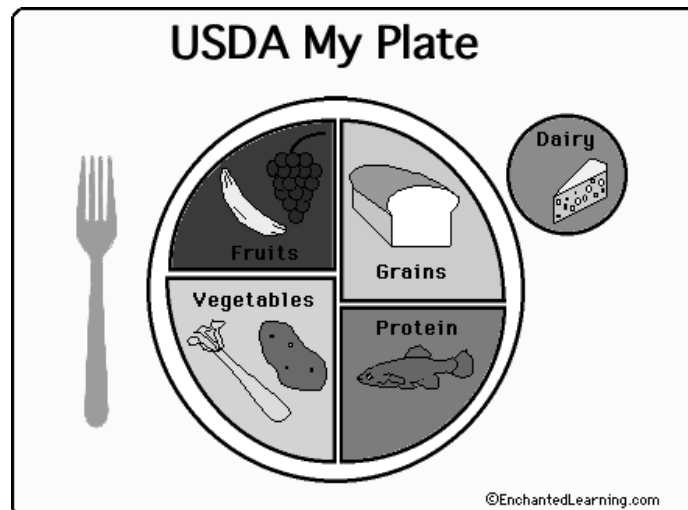
2 servings from the fruit group

2 servings from the milk group

2 servings from the meat group

Fewer servings from the fat and sweets group

The USDA website offers many resources for menu planning and portion size information for children and adults.



Birthdays and Special Celebrations

Each child's birthday is important. Parents are encouraged to provide a fun, but nutritional **snack** to celebrate a birthday with the child's class. Nutritional, fun snacks for a birthday celebration can be items such as fruit cups with whipped topping, homemade pudding, oatmeal cookies, small sandwiches in fun shapes, smoothie shakes, muffins, chocolate milk, Jell-O shapes with fruit inside, homemade rice cereal bars, cereal bars with milk, or dry cereal mixes. Please include all the utensils needed for serving a particular snack. Please be sure to discuss birthday treats and the date the treats will arrive ahead of time with the director. Always check with the teacher for possible food allergies and any restrictions.

All birthday snacks should arrive prior to 9:15 a.m. This assures your child's birthday can be celebrated during snack time. Cold snacks must be self-contained in an ice chest with ice.

If **invitations** for a birthday party are to go out during school hours, all children must be included in one of the following forms: all students in class, or all boys, or all girls. If only a few students are invited to the birthday party, please mail these invitations and do **not** distribute them throughout any part of the school day, so as not to hurt feelings.

Together we will work on providing a positive and joyful celebration of your child's birth.

Extra Clothing

Every child must have a **change of clothes individually labeled** in a large zip-seal bag also labeled. *These clothes do not have to be uniform clothing.* In fact, it is preferred that these clothes be play clothes (older, larger, but clean). Occasionally these clothes must be replaced, either because they were used, or because the child may no longer fit in them, or due to the weather. When the bag is taken home, please be sure to return it full by the next school day.

This bag must contain:

- 2 pairs of shorts or pants
- 2 t-shirts/tops
- 2 pairs of socks
- 2 pairs of underwear

Uniforms in PRE-K

Children must be in compliance with uniform rules given at registration for Holy Name of Mary School. For Pre-K students, Dress Uniform on Friday Mass days is no longer required, however we ask that parents help students take extra care in dressing and grooming on Friday Mass Days as you would for Sunday Masses so that children understand the specialness of the day.

Important to note here is, an age-appropriate Pre-K program allows for exploration and manipulation of a child's environment. Thus, for a child to be involved in the program and offered a variety of experiences, they are going to get dirty and messy. Every effort will be exercised to use paint shirts and monitor correct usage of materials, but there is no way around it...your child will get dirty and he will not for the most part go home looking the way he came to school. He will

most likely look like he “experienced” his education. Your understanding of this helps us to provide the best developmentally appropriate experiences and an enjoyment of hands-on learning.

Uniforms in THREES Class

Children must be in compliance with uniform rules as previously stated in the registration materials. Daily, children must wear the uniform preschool shirt purchased through Dennis Uniform Co. Underwear must be worn. Absolutely no pull-ups may be worn unless a verified medical reason is given by the child’s doctor and on file with the preschool director. Shorts and skirts should not be shorter than 3” above the knee. All clothing items should be in good taste, age-appropriate, and within the values of our Catholic faith. Socks must be worn. Shoes must have back straps. No open-toed shoes allowed. Shoes should be ones children can easily take on and off on their own. Girls may wear 1 pair of stud earrings and only 1 on each earlobe. Earrings must be studs (no hoops or dangling earrings). Jackets and sweaters should be easy for the child to put on and take off. Hair color must be its natural shade and in moderate styles.



Play Dates

Having play dates for your child with other children in class is wonderful and fun. If you choose to have these for your child, please keep in mind that when your children discuss going over to one another’s homes during school hours it sometimes makes other children feel left out.

There does not seem to be an easy solution to this, as I would not discourage providing these special times for your child and it is certainly impossible to invite the entire class to a play date. My only suggestion would be to consider both sides a child may be on.

For the children who are involved in the play date, teach empathy for the children not invited by discussing when it is appropriate to talk about the play time and about being sure to be kind and inclusive of all children while at school.

For the child not a part of a particular play date, listen to your child’s concerns, but give him the tools to foster good friendships at school without feeling like he needs to be a part of every situation.

Listening to our children is probably the greatest thing we could do, along with forming a community of acceptance and inclusion. Thank you for considering.

Restroom Independence in Pre-K and Restroom Use in the Three-year-old Program



A child entering pre-k should be independent in the restroom. Restroom independence means being able to effectively clean himself after using the toilet, taking on and off all clothing items, being able to snap, zip, or whatever other items are involved in dressing/undressing self, and being able to control and sense urgency to use the restroom.

Children entering the three-year-old program should have the ability to use the restroom independently with age-appropriate need for adult assistance. Underwear must be worn at all times in both programs. At no time may pull-ups be worn unless there is a verified medical need provided by a doctor's note and on file with the director.

These guidelines are intended for the health and safety of each child. A teacher who needs to take time away from other students to help a child in the restroom has her focus on one child, leaving one teacher in charge of the other children. Our focus and goal are to maintain an environment which offers best practices for all the children in our program.

If your child is not restroom independent, he or she may be asked to remain at home until such time in which he is ready in this area. Thank you for your cooperation.

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ACCEPTANCE OF HANDBOOK

*Preschool parent/student handbook acceptance form is due prior to Back-to-School night.
Form must be turned into the preschool classroom signed by parents/legal guardians.*



HOLY NAME OF MARY PRESCHOOL
Parent/Student Policies Agreement Form

(Please print except where signatures are required)

ACCEPTANCE OF PRESCHOOL PARENT/STUDENT HANDBOOK

Our family has received and read the HOLY NAME OF MARY Preschool Parent/Student Handbook. We are aware of, understand, accept, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date _____

Print PRESCHOOL student names and grades *(please print clearly)*:

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

**Please return this signed form promptly to the preschool classroom.
This form will be placed in the student's file.**

Finally...I leave you with one thought.

I wrote "God's Little One" the year I went back to work. I remember it as if it were yesterday, sitting at the end of a tough "Mom" day and looking at how I was doing and how I parented. I wrote it because I wanted to remind myself and everyone with whom I would come in contact, that we have the power to make or break a child. It is a large responsibility. May we do it together, in faith, in love, and in relationship.

From one parent to another...

God's Little One

This is who I am today.

I am yours.

The Lord placed me in your hands to be His hands on this day.

He has great plans for me. Can you help me see them through?

He loves me as I am. Can you do the same?

I trust you. Please don't break that trust.

See the best in me. I have so much good.

Believe in me. When I know you do, I can accomplish most anything.

I am the child. You are the adult. I watch you.

I learn more from your actions than anything else.

I expect you to handle what I cannot.

It's alright for me to see that sometimes you cannot either,
but please show me how to handle that in a Godly way.

I believe in you. Can you believe in me?

When I fail the Lord, will you show me how to seek forgiveness?

Will you truly forgive me as my Lord does?

Will you love me without placing conditions on that love?

Jesus does.

He loves me at my best.

He loves me at my worst.

He even carries my burdens for me.

He gave his life for ME!

ME!

It's easy to love me when I do everything joyfully.

Will you love me when I'm not very lovable?

You know, that is truly when I need you to love me most.

How else will I learn and change and be the child God created?

I am His completely. Forever!

Can you believe it? YOU are His too!

He is here, today, so completely in charge of OUR day.

Let's allow Him to take over.

I love you,
God's Little One

Preschool Phone Extensions:

Director, 216

Pre-K, 215

THREES, 233

School Front Office, 224

School Health Office, 227

Peace I leave with you; my peace I give you. I do not give to you as the world gives.
Do not let your hearts be troubled and do not be afraid.

-John 14:27

