

HOLY FAMILY SCHOOL PRE-SCHOOL / EXTENDED CARE HANDBOOK

Dear Parents,

Welcome to Holy Family Preschool! We feel privileged you have chosen our program for your child's 1st educational experience. This handbook is an extension of our school handbook. Please also reference our school handbook.

HOLY FAMILY PRESCHOOL PHILOSOPHY

The Diocese of Spokane cultivates an awareness and respect for God's creation based on a Catholic foundation where students learn to become moral, ethical and responsible members of society in a Christ-like setting.

Acknowledging parents as primary educators, the schools of the Diocese of Spokane provide an environment that nurtures the whole child, helping them learn about themselves and the world around them through investigation and discovery, through art, dramatic play and social interactions.

The preschool classroom environment itself is viewed as a teacher, inviting children into action and guiding them into individual and small group play. Educators not only teach through lessons, but also through listening, watching and reflecting on what is happening in order to reinforce each child's learning and appreciation of an experience.

Using this philosophy while incorporating Catholic-based beliefs and teachings, Holy Family School provides a safe and developmentally appropriate environment that enhances learning.

Mrs. Sheri Gehring, Principal
Miss Karlie Koch, Director
Preschool and Extended Care Staff

ADMISSION AND REGISTRATION PROCEDURES

We encourage you to visit our campus with your child for a tour with the principal. The application and enrollment process is done on-line through our FACTS Family Portal, found on our website. There is a \$25 registration fee during the application process and a \$125 enrollment fee paid during the enrollment process, that will hold a spot for your child. All fees are non-refundable as of July 1. Tuition payments are set up during the enrollment process.

Our program is open to all children without regard to race, religion or sex. New families and students have a 60-day trial period to demonstrate that they can adjust to the academic and behavior expectations of the school and thrive while attending Holy Family School.

STATE SUBSIDY PROGRAM (DCYF)

Working Connections Child Care (WCCC) helps eligible families pay for child care. When a family qualifies for child care subsidy benefits and chooses an eligible provider, the state pays a portion of the cost of child care. Parents may be responsible for a copayment to their provider each month. Our preschool program falls under the child care subsidy program.

To see if you qualify for state assistance, go to:

www.dcyf.wa.gov/services/earlylearning-childcare/getting-help/wccc

To apply for assistance, go to: www.WashingtonConnection.org or call the Child Care Subsidy Contact Center at 1-844-626-8687.

During the application process you will select Holy Family Educare and use our provider number of 551874.

SCHOOL SCHEDULE

7:15-7:45 a.m. Extended Care available

7:45 a.m. Office opens

8:00 a.m. Preschool begins

9:45-10:00 a.m. Preschool recess

11:00 a.m. Half day preschool dismissal

11:00-11:30 a.m. Preschool lunch and recess

11:30-2:30 p.m. Full day preschool continues

2:30 p.m. Full day dismissed

2:30-5:30p.m. Extended Care available

3:30 p.m. Office closes

5:30 p.m. Extended Care closes

EARLY ACHIEVERS

Our facility participates in the Early Achievers program. This program gives early learning professionals access to coaching and resources to provide high-quality care. Guardians are required to fill out a consent form allowing or not allowing Early Achievers to review your child's file.

PROGRAM OBJECTIVES

We provide a carefully supervised and balanced program throughout each class that includes varied activities of religion, reading, math, music, creative art, science, health, physical activity and play, all of which provide for an educational experience of lasting value in physical, mental, spiritual, and emotional development of each child.

- To teach respect, concern, sensitivity, honesty, and caring for all God's creation.
- Provide a safe, happy, caring environment, so your child will associate a positive feeling with going to school.
- To build awareness of God through Bible stories, songs and verses.
- To help your child develop the social skills necessary in building a sense of belonging and friendship with other children and adults.
- To enable your child to adapt to school routines and group activities.
- To teach your child the aspect of responsibility, such as paying attention, listening to and following directions.
- To help your child develop the readiness such as recognizing shapes, colors, numbers, letters and letter sounds, sequencing, patterning and much more.
- To express creativity and self-expression through art, music, free play and sharing.
- To help your children develop physical skills through developmentally and age appropriate activities that will help improve their small and large motor skills.
- To help your child develop a healthy self-image by encouraging self control, polite manners and independence.

TEACHER CHILD INTERACTIONS

When communicating or interacting with children, staff will:

- Use a warm, calm and respectful tone of voice.
- Use positive language to explain what children can do and give descriptive feedback.
- Have relaxed conversations with children by listening and responding to what they say. Adult conversations must not dominate the overall sound of the group.

- Warmly greet children upon arrival and departure at the early learning program.
- Make eye contact and facial expressions such as smiling, laughing and enthusiasm to match a child's mood.
- Validate children's feelings and show tolerance for mistakes.
- Be responsive and listen to children's requests and questions, encouraging children to share experiences, ideas and feelings.
- Use scaffolding methods to gradually move children toward stronger understanding and greater independence in the learning process.
- Model and teach emotional skills such as recognizing feelings, expressing them appropriately, accepting others' feelings and controlling impulses to act out feelings.

POTTY TRAINING POLICY

All students enrolled in Preschool or Pre-K must be fully potty trained. We do not have the proper facility for diaper or pull-up changes, and will have to call a parent or guardian to come pick up their child if an incident occurs.

Children enrolled at Holy Family Preschool must be potty trained before attending preschool. Children must be wearing underwear with less than two accidents a week. A child having accidents daily would not be considered potty trained. Wearing pull ups is not considered being potty trained. We understand that even potty trained children will sometimes have accidents. Accidents are unusual incidents and should happen infrequently. If this happens, the teachers will help children to change their clothes, encouraging independence as much as possible. There are strict standards for changing and disposing of wet or soiled diapers.

A potty trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (with minimal assistance for 3 year olds.)
5. Get on/off the toilet by him/herself.
6. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
7. Awaken during nap time if they need to use the bathroom. We have set times we use the bathroom as a class. We will also ask your child many times throughout the day and always before nap time if they need to use the bathroom. Teachers will assist children as needed, but children should be able

to go to the bathroom by themselves.

We understand that each child arrives at this milestone differently, therefore we will allow four weeks from the first day of school for your child to demonstrate accomplishment of this goal. After that, if there are more than eight accidents in a month or more than two a week, the parent will be notified with the understanding that the child will have to stay home for at least two weeks, or longer, until he/she is completely potty-trained.

CURRICULUM

The Holy Family Preschool Program uses the National Center for Pyramid Model Innovations (NCPMI) for social and emotional teachings and techniques, and the Teaching Strategies Creative Curriculum. Their philosophy states:

Creative Curriculum believes young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling and looking). In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes and colors, and they notice relationships between things. In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. Gradually children become more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the pre-school years as children play. The activities planned for children, the way the environment is organized, the selection of toys and materials, the daily schedule, and how we talk with children, are all designed to accomplish the goals of the curriculum and give your child a successful start in school.

Creative Curriculum identifies goals in all areas of development:

- **Social:** To help children feel comfortable in school, trust their environment, make friends and feel they are a part of the group.
- **Emotional:** To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** Assists children to become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask

questions, and use words to describe their ideas, observations and feelings.

- **Physical:** Helps children increase their large and small muscle skills and feel confident about what their bodies can do.

CURRICULUM DEVELOPMENT AND ACTIVITIES

Lead teachers are given half an hour each morning and time in the afternoon to plan and develop curriculum and activities.

RELIGIOUS EDUCATION

Your child's spiritual development is very important to us. Both preschool classrooms use the religion curriculum, "I Am Special" which centers on interacting with others in a positive, God-centered way. Religious activities include prayer at the beginning of meals, Bible character stories and observation of the traditional religious holidays such as Christmas and Easter. The goal of the religious program helps each child:

- Play, work and pray happily with others.
- Develop a sense of awe, wonder, respect and gratitude for all God's creation.
- To know that God loves, protects and provides for them.
- Recognize that prayer is talking with God.
- Explore active ways the Bible stories from the Catholic Christian faith celebrate their place in God's family.

ASSESSMENTS

We do multiple assessments based on WaKIDS and Washington State Early Learning and Development. If parents have questions about these assessments, they can go to the Department of Early Learning or WaKIDS websites to get more details. We do academic assessments throughout the year that are centered on math and letter recognition (September, February and May). The final assessment is copied and given to the Kindergarten teacher at the end of the school year. Educators also give students an Ages and Stages Questionnaire (ASQ) screening for developmental abilities (initial screen in September, rescreen in February). Parents will get results from these tests/screenings, and they are reviewed at conferences twice a year. The rescreening results are copied and given to the next year's teacher. During the conference, teachers will discuss goals to help the child with any academic/developmental needs. If families have additional questions about their child's testing results, they are referred to the Clarkston School District, who will then be able to provide additional testing and professionals, to help resolve any concerns.

TRANSITION PLAN

There are several transitions that children will encounter within their early years. Change and transitions can be unsettling and upsetting to children when in unfamiliar surroundings, introduced to new caregivers or routines. At Holy Family, we recognize children learn best when they feel safe, nurtured and have positive experiences with their caregivers and peers. Your child is assigned a Primary Teacher, and we aim to develop a caring, professional and respectful relationship with our children and families. We feel transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them before, during and after transitions occur. These transitions occur when starting in an unfamiliar environment, everyday transitions from home to school setting, transitioning into a new age group and classroom. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible.

NEW TO HOLY FAMILY

- Guardians and teachers need to work together, share information they have about the child and what support he or she needs. Guardians will receive monthly newsletters which will help give them information about their child's learning experiences and activities.

PRESCHOOL TO PRE-K TRANSITION

- Children will graduate to Pre-K in June. Your child will have classroom visiting times to become familiar with the new teacher, new rules and procedures and an even more school-like, structured learning environment.
- Daily activities and lesson plans are available within the classroom and are available for guardians to review.
- Availability in the Pre-K classroom is also taken into consideration. On occasion, we will move a child from the Preschool room into Pre-K prior to the start of the new school year, if the child is developmentally ready to move up. Lead Teachers will give final testing score sheets to the student's next Lead Teacher. Guardians will receive copies of the student's final testings and a welcome packet from their future teacher.

PRE-K TO KINDERGARTEN TRANSITION

- Once your child is 5 years old and enrolled in Kindergarten, they are considered a part of the school-age ratio (1 teacher to 15 students) and will be moved into the appropriate classroom.
- Clarkston School District includes Holy Family in their Kindergarten Round-Up every year for those Pre-K students

whose guardians are interested in assessing their child before entering Kindergarten.

- Holy Family staff will provide Pre-K families with the Kindergarten Round-Up info to help them get registered.

TRANSITION OUT OF THE PROGRAM

The same patience, planning and care needs to be implemented for transitioning children out of the program. The teacher will gather all the child's portfolio work, any personal items and have them ready for the families. We will also discuss/document with families any information/concerns that we believe would be beneficial for the child in their next classroom. We encourage families to talk to their child about their transition process to ensure less stress on the whole family.

KINDERGARTEN TRANSITION PLAN

In our Pre-K classroom, we do assessments on children three times a year, geared towards Kindergarten readiness. Throughout the year, we also keep copies of assessments in their file that the families will take home on their last day of Pre-K. These assessments are great tools for your child's future Kindergarten teacher. Pre-K students are invited multiple times during the school year to visit the Kindergarten classroom for relaxing play time, especially near the end of the school year, so they become more familiar with their possible future classroom and teacher.

KINDERGARTEN READINESS/REGISTRATION

Kindergarten Readiness

- Families who are looking for information about Kindergarten Readiness may find information on the Clarkston School District's website, or can wait until the date of testing is determined and provided to Holy Family to forward to parents.

Kindergarten Registration

- Families can find registration forms and the Parent Handbook for Holy Family School on our website holyfamilyclarkston.com, or stop by the office to get a paper copy.

PARENT INVOLVEMENT

Parents are to accompany their child to the preschool room and sign them in each day. Please try to have your child here any time after 7:45 a.m. (bell rings at 8:00 a.m.) and pick them up promptly when class is over. We have early morning extended care starting at 7:15 a.m. in the gym, for parents who need to drop off their children early, and after school care until 5:30 p.m. Prior arrangements need to be made if someone other than a parent will be

picking up your child or if they are going home with another child. Any person other than the parent should be prepared to show ID when picking up the child.

The school office will keep you informed about things going on in the school by email. Classroom teachers will also send communication.

HOLIDAYS/SCHOOL YEAR CALENDAR

Holy Family School, Preschool, and Extended Care follow the Clarkston School District calendar. Yearly calendars are available on our website.

HOT LUNCH/SNACKS

Hot lunch is prepared through the Federal School Lunch Program and delivered to Holy Family School by the Clarkston School District and afternoon snacks meet nutritional requirements. Menus for the month are posted in the FACTS Parent Portal, sent home in school news, and copies are available at the office. If your child has special nutritional needs, please contact the office and make any necessary arrangements. Lunch is ordered by 9 a.m. Lunch will be billed the 10th of every month, for the prior month, and due the 20th. Preschool families should indicate on the morning sign-in sheet if their child needs a hot lunch or cold milk. If you send your child with a cold lunch, please DO NOT send them with items that need to be microwaved or prepared by our staff. Free/reduced lunch applications are available.

Occasionally, the preschool may provide “non-nutritional” party foods (Halloween, Christmas, Valentine’s Day, Birthdays, etc).

Preschool age children are asked to bring store bought nutritious snacks. Foods low in sugar are a good choice. Birthday celebrations are an exception. On the first of each month, we will need parents to bring a snack to be used during the month. We do have a fridge to store snacks such as string cheese or yogurt.

BIRTHDAYS

Your child may celebrate his/her birthday at school with classmates. We do try to schedule it on the closest school day to their birthday. Birthday treats need to be store bought and not homemade to keep in compliance with the state requirements.

CLOTHING

All clothing that might be removed (jackets, gloves, hats, etc.) should be marked clearly with the child’s name. Please send them in clothes that are appropriate for the weather and are easy for the children to handle. Try to avoid open-toed sandals. Preschool follows the uniform policy for Holy Family

School.

MEDIA RELEASE

Holy Family School requests that each parent/guardian complete a media release form which gives the school permission to use student work, name or image for school media purposes. Media may be in the form of public newspaper, radio, television or on Holy Family School social media and school email communication. The parent/guardian has the right to deny permission.

SICK CHILD POLICY

Preschool/Extended Care cannot accept children at school who are ill. Please notify us if your child is ill and will not be at school. The school should be notified of the illness of the child, especially when the child has contracted a communicable disease.

If a child gets ill at school with some of the following symptoms; fever of 100.4° or more, vomiting or diarrhea, or other symptoms that prevent learning, the parents/guardians will be contacted and asked to pick up their child. If the parent cannot come immediately, the child will be isolated from the other children until he/she can be picked up. Please keep contact information in the FACTS Parent Portal up to date.

EXTENDED CARE

EXTENDED CARE HOURS

Hours are from **7:15 a.m. to 7:45 a.m.** for morning extended care. Afternoon extended care is from **11:00 a.m.-5:30 p.m.** on scheduled school days.

EXTENDED CARE CHARGES

Charges can be paid in advance or billed monthly. Accounts must be paid in full within 30 days of the prior billing cycle. Past due accounts will be notified and asked to not continue with the extended care program until accounts are current. **Children picked up after 5:30 p.m. will incur a late charge of \$20 per 10 minutes, or portion thereof, on their account.**

PICKING UP YOUR CHILD

If you have someone other than those listed on your emergency information sheet pick up your child, you must call ahead and let us know or send a written note with your child. Anyone other than the parent picking up the child may be asked to show photo identification.

HOLY FAMILY SCHOOL, PRESCHOOL & EXTENDED CARE POLICIES

INJURIES

At least one staff member responsible for a group of children will have a current basic standard first aid and age appropriate CPR certificate. First Aid and CPR certifications are updated as required by the State. Gloves will be used if any bodily fluids are present. Staff will refer to the child's emergency information in FACTS to call parents/guardians, emergency contacts or health care providers as necessary. Staff will record incidents on the injury report form and parents will be given a copy. The individual report form will include: name, date, time, place, possible cause of injury, treatment provided and name of staff providing treatment. A copy will be kept on file in the office. The injury logs will be reviewed monthly by the Supervisor. The logs will be reviewed for tracking and analysis so appropriate steps in prevention can be taken.

STAFF

The center employs full- and part-time staff. All employees in the program must be screened by the Washington State Patrol, Department of Social and Health Services and the Department of Early Learning. In addition, staff must complete the Diocesan Code of Conduct Training, Pediatric First Aid/CPR, Blood borne Pathogens and AIDS training, sleep safe training, a current Food Handlers permit and 30 hours of Basic STARS with 10 hours of annual training. All leads, assistants and aides are required to have at least their initial ECE certificate. All leaders are required to have at least a short ECE certification and the Director and Assistant Director to have at least an ECE certification. DEL background checks are also required before any staff can be alone with children. Holy Family School is an equal opportunity employer.

DISCIPLINE POLICY

Teaching children to respect themselves, others and materials is our goal. There are many ways to help children learn these important human skills for themselves. This learning will occur when adults show respect for each other and for children. Staff are trained on how to support positive, social and emotional behaviors. As a staff, we will:

1. Acknowledge each child's goodness even at times when mistakes are made.
2. Never use corporal punishment.
3. Never do for a child what he/she can do by themselves.
4. Use I messages to communicate such as "I like it when you..." instead of "You shouldn't..."
5. Recognize the child's appropriate behavior and then encourage that behavior.

6. Be specific and honest when complimenting an appropriate child behavior (I like the way you are sharing with your friends).
7. Recognize the effort and process more than the product.
8. Take time to train specific behaviors (how to clean up, how to get ready for lunch, etc.)
9. Be clear and reasonable in expectations.
10. Remember that children have thoughts and feelings.
11. Teach conflict resolution, not by taking sides, but by guiding to resolution and reconciliation.
12. Give gentle reminders to state rules or suggest acceptable behavior.
13. Use a break time when a child's behavior is out of control. The teacher will state the unacceptable behavior, remind the child that it is his/her choice to take a break and invite the child to return to the activity as soon as control is regained, and the child has a plan for making acceptable choices.
14. Children not adjusting to our specific discipline policy will be removed if guardians and teachers, after conferencing, determine this to be the best interest of the child and/or center.

DISCIPLINE AND PARENT EDUCATION POLICY

Discipline will not be associated with food, rest or toileting. If a child does not respond well to our disciplinary tactics, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers, or their teachers at risk for physical harm or if the child damages center property, **parents or guardians will be required** to come pick up their child and have a meeting with the principal. Discussions with the principal, director and lead teachers will allow parents to better understand their child's development and learn tools and techniques to implement at home to create consistency between home and school.

NON – RESTRAINT POLICY

Holy Family School does not restrain a child. If a child's behavior becomes unable to manage, a guardian will be notified and is required to pick up their child **within the hour**.

Some examples (not prohibited to) of unmanageable behavior consist of:

- Self-harm
- Harm to staff or other students
- Verbal abuse
- Destruction of Holy Family property

EXPULSION POLICY

It is our goal to work closely with guardians in all situations to make sure that an expulsion does not occur. Unfortunately, there are situations where we must ask that a child be removed from our program, either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

When a child is having challenges in the classroom:

- Staff will try to redirect the child from negative behavior.
- Staff will reassess the classroom environment, activities and supervision.
- Staff will always use positive methods and language.
- Staff will praise appropriate behaviors.
- Children will be given verbal warnings.
- Children will be given time to regain control.
- Challenging behavior will be documented and kept confidential.
- The guardian will be notified verbally.
- The guardian will be given written copies of challenging behavior that may lead to expulsion.
- The director, lead teacher and guardian will have a conference(s) to discuss behavior.
- We may recommend evaluation by an outside professional. We work closely with the Clarkston School District.

If the actions above have not helped the child, guardians will be told in person and in writing about the child's behavior warranting expulsion.

Examples of child behaviors that could lead to expulsion (but not limited to):

- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or children
- Excessive biting

BITING POLICY

At Holy Family School, our mission is to provide a safe, nurturing, faith-filled learning environment for all our students. Unfortunately, there are times when a child may be the victim of another student biting or that student may be the one doing the biting. In whichever case arises, the incident needs to be recorded and dealt with. If your child is the victim or the one doing the biting,

the following steps will be followed:

The biting will be interrupted with a firm “NO, No biting”!

- The child being bit will be comforted.
- The child being bit will be cleaned and tended to.
- The child biting will be talked to and explained that no biting is allowed.
- Both parents will be notified of the incident and it will be recorded in our FACTS system.
- The names of each child will be kept confidential.
- If the same child is caught biting again, they will be removed from the rest of the group of children. The parent will be called and warned of the situation.
- A third offense of biting will result in the parent coming to the school to take the child home for the rest of the day. If the problem continues, a meeting will occur.

EMERGENCY PROCEDURES

In the event of an emergency or accident, the center will contact the guardian immediately. If guardians cannot be contacted, a call will be placed to the emergency resource person listed on the emergency contacts. If they are also unavailable, the services of the paramedics or nearest hospital emergency room will be enlisted depending on the recommendation of medical professionals and the discretion of the staff.

CHILD ABUSE REPORTING LAW REQUIREMENTS

All staff members are required by Washington State Law and by licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, or child neglect or exploitation. Staff members are not able to notify guardians when the police or Child Protective Services are called about possible abuse, neglect, or exploitation.

EMERGENCY PREPAREDNESS PLAN

Each classroom has available a Holy Family School and Extended Care Disaster Preparedness Plan. This plan and resources are kept in a designated classroom backpack. The emergency topics include: reporting information, school shelter area, evacuation of building, intruder on campus / dangerous person, fire, medical emergencies, etc. This binder is available to preview upon request.

Should the school be evacuated, children will be taken to a designated location previously discussed with all teachers. Guardians will then be contacted and told where to pick up their children.

DISASTER PLAN

Our local Fire and Police Departments work with Holy Family School to maintain a safe environment for our students. Safety drills that include lockdowns, earthquakes, stranger danger and monthly fire drills are practiced throughout the school year. A copy of our evacuation plan is located in each classroom and throughout the building. Parents are encouraged to view the plan.

PESTICIDE POLICY

If needed: Pesticides will only be used on weekends or summer break. Families will be notified before and after pesticides have been used.