

St. Stephen Preschool Parent Handbook



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ST. STEPHEN PRESCHOOL PARENT HANDBOOK**

TABLE OF CONTENTS

I. GENERAL INFORMATION

- A. Our Philosophy.....5
- B. Mission Statement.....5
- C. Statement from the State of California Department of Social Services.....6

II. ADMISSION POLICY

- A. Non-Discrimination.....7
- B. Confidentiality.....7
- C. Eligibility and Enrollment7
- D. Financial Policy.....8
- E. Fees.....8
- F. Delinquent Fees.....8
- G. Withdrawal Policy.....8
- H. Termination Policy.....9

III. CURRICULUM

- A. Hours of Operation.....10
- B. Daily Schedule.....11
- C. Program Guide.....12
- D. Positive Discipline.....13
- E. Field Trips.....13
- F. Transportation13
- G. Co-mingling with St. Stephen School.....13

IV. POLICIES AND PROCEDURES

- A. Sign In and Out.....14
- B. Arrival.....14
- C. Departure.....14
- D. Late Pick-up.....15
- E. Traffic Patterns and Safety.....15
- F. Excused Absence.....16
- G. Leave of Absence.....16
- H. Emergency Card.....16
- I. Appropriate Items.....16

J. Preschool Uniforms.....	17
K. Change of Clothing.....	18
L. Napping and Nap Equipment.....	18
M. School Pictures.....	19
N. Policy on Recording and Use of Images of Students.....	19
O. Child Abuse Reporting Law.....	19
P. Policy Against Harassment.....	19
Q. Code of Christian Conduct.....	20
R. Required Forms.....	21

V. HOME AND SCHOOL COMMUNICATIONS

A. School Calendar.....	22
B. Parent Orientation.....	22
C. Parent Bulletin.....	22
D. Parent-Teacher Conferences.....	22
E. Parent -Teacher Relationship: Being Informed.....	22

VI. NUTRITION

A. Food & Allergies.....	23
B. Lunch and Snacks from Home.....	23
C. Sample Snack Menu.....	24
D. Class Parties	25
E. Birthday Celebrations.....	25
F. Birthday Invitations.....	25

VII. HEALTH AND SAFETY

A. Health Policies.....	26
B. Preventative Measures.....	26
C. Lice.....	27
D. Incidental Medical Services	27
E. Sunscreen.....	28
F. First Aid, Dental Emergencies, and Serious Incidents.....	28
G. Emergency Disaster Information.....	29
H. Accident Reports.....	29
I. Accident Insurance.....	29

VIII. RIGHTS

- A. Children’s Rights.....30
- B. Parent’s Rights.....30
- C. Licensing Agency’s Rights.....31
- D. Grievance Procedure.....31
- E. Director’s Right to Amend.....32

IX. ADMINISTRATION CONTACT INFORMATION.....33

X. APPENDIX: COPIES OF REQUIRED FORMS FOR ENROLLMENT

- A. Admission Agreement
- B. Notification of Parents’ Rights form (LIC 995)
- C. Personal Rights form (LIC 613A)
- D. Identification and Emergency Information Child Care Centers/Family Child Care Homes (LIC 700)
- E. Consent for Emergency Medical Treatment (LIC 627)
- F. Child’s Preadmission Health History - Parent/Authorized Representative Report (LIC 702)
- G. Physician’s Report - Child Care Centers (Child’s Pre-Admission Health Evaluation) (LIC 701)
- H. Parent Consent for Administration of Medications and Medication Chart (LIC 9221)
- I. St. Stephen Preschool Acknowledgement Of Parent Information And School Regulations
- J. Tuition Contract
- K. Sign-in/Sign-out Policy and Acknowledgement
- L. Photo Release Authorization Form
- M. Sunscreen Permission Form
- N. Nut-Free Policy and Acknowledgement

I. GENERAL INFORMATION

Welcome to Cougar Country where students live by the motto, “Treat each other with kindness and respect.” We are excited to welcome your child and family to the St. Stephen community! This handbook provides important information regarding your child’s preschool experience.

Our Philosophy

Saint Stephen Preschool is a program that provides education for children 3-5 years of age. The primary objective in our program is providing and supporting the individual growth and development of each child. As a means of supporting this goal, we have established a rich, inclusive, and ideal environment that celebrates diversity, supports individualism, and highlights the essential bond between home and school.

Saint Stephen Preschool believes in the importance of creating a safe and nurturing environment that offers fun, challenging, and developmentally appropriate activities. Our goal is to promote each child’s love of learning, and to help them develop a positive self-image. We want children to value, understand, and respect the cultures, languages, and a variety of families that create the community of our preschool. Learning takes place while respecting each child’s developmental abilities, style of learning, and individual pace.

Parent involvement, participation, and collaboration are critical to a child’s preschool experience and create an essential bond between home and school. It is our hope that throughout the coming year you will share what makes your family unique and special. We strive to consistently provide families with the opportunity to engage in our classroom through parent meetings, classroom participation and field trips.

Mission Statement

The mission of St. Stephen Preschool is to educate children in a nurturing faith-filled environment that addresses the whole child, spiritually and intellectually. Saint Stephen Preschool is dedicated to educating each individual child in our care. We recognize parents as primary educators and provide a challenging and enriching curriculum that further supports development in a safe, nurturing, and responsive environment. Inspired by gospel values, we facilitate intellectual, social, emotional, and physical growth and encourage our students to be lifelong learners.

Statement from the State of California Department of Social Services Saint Stephen Preschool is licensed under the state of California's Department of Social Services/Community Care Licensing. Pursuant to "Inspection Authority by Community Care Licensing: Section 101200(b)(1),(c)(1), and (d):

(b) The Department has the authority to interview children or staff without prior consent.

(1) The licensee shall ensure that provisions are made for private interviews with any children or staff members.

(c) The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

(1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.

(d) The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

Community Care Licensing Section 101218.1(b), further provides that parents have the right to call or write to the licensing agency with concerns or complaints about the operation of the facility or treatment of their child. Call or write: Community Care Licensing, 851 Traeger Avenue, Suite 360 San Bruno, CA 94066 (650) 266-8800

II. ADMISSION POLICY

Non-Discrimination

The Catholic Schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at St. Stephen's Preschool.

St. Stephen Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, or any other school-related policies or programs.

Confidentiality

Any information pertaining to your child and family will be maintained in a confidential manner. There will be no release of information to any outside agency or person without the parent's written consent.

Eligibility and Enrollment

St. Stephen Preschool has a capacity of 30 students, ranging in age from 3 to 4. A child must be 3 years of age to start preschool. Before beginning preschool at St. Stephen, children must be potty trained, ready to separate from parents and caregivers and interact positively with other children and adults. If a child does not show these signs of readiness, he/she will be asked to withdraw and re-enroll at a later date.

The following must be provided with the Application to Preschool:

- Copy of Birth Certificate
- Copy of Baptismal Certificate (if applicable)
- \$50.00 Non-refundable Application Fee
- Small Picture of Child

Many factors contribute to the decisions about acceptance at Saint Stephen Preschool. Siblings and family members are given priority in the admissions process. It is additionally helpful if that family has been both active here as well as prompt in meeting all financial obligations to the school. Children of graduates or others with a particular connection to the school will be given special consideration. It is also helpful if the

family is available to participate in school-sponsored activities.

Financial Policies

The Tuition Schedule is as follows:

Days Per Week		Time	Monthly Cost	Total Cost
5 days	M-F	8:00 am to 12:00 pm	\$1,070	\$10,700
5 days	M-F	8:00 am to 3:00 pm	\$1,377	\$13,770
5 days	M-F	8:00 am to 5:30pm M-Th 8:00 am to 5:00 Fri	\$1,729	\$17,290

Tuition

All tuition fees can be paid monthly, bi-annually or annually. Tuition must be paid by the 15th of every month.

School tuition and fees are payable to St. Stephen School. Each family pays tuition online via the FACTS Tuition Management System. There is a FACTS fee of \$45.00 that is due when you sign-up with FACTS. Parents may elect to pay the tuition in full at the beginning of the school year. Those who choose to pay monthly must pay by the fifteenth of each month.

Hourly Drop Care

If you would like to add hourly drop in care the cost is \$13.00 and must be approved ahead of time by the director.

Fees

Application Fees are considered non-refundable. Registration fees are considered non-refundable after intent of enrollment and payment has been made.

Delinquent Tuition

The school does not carry delinquent tuition accounts. Tuition is considered delinquent after the fifteenth of the month that is due. If payment is not received by the fifteenth of each month, a \$25.00 late charge will be attached to that month's tuition. Families with checks returned from the bank are assessed \$30.00 for processing. After the second returned check, families are required to make payment by cashier's check or money order.

Withdrawal Policy

If a child is to be withdrawn from the Preschool, written notice is required at least 30 days before the withdrawal date. Families withdrawing prior to the last day of the month will be charged for half of the tuition for the following month. If there is no written notice or late notice (less than 30 days), families will be charged the full tuition for the entire following month.

Termination Policy

Child care services may be terminated by St. Stephen Preschool for any of the following reasons:

- If a child does not show signs of readiness, she/he will be asked to withdraw and may re-enroll at a later date.
- Payment is delinquent.
- The child's behavior becomes abusive to the other children.
- The child's behavior requires more attention than our adult/child ratio allows, thus resulting in the neglect of other children and the program.
- The child parent's (or parents') behavior is disruptive or abusive to any staff member or child in the classroom or on St. Stephen School campus.
- The child's parents fail to cooperate with the staff, the policies and procedures of the preschool.
- Parents are habitually late in picking up the child from school.
- Immunizations and/or required paperwork are not current.
- Parents refuses to sign the **Preschool Parent Handbook Agreement Form**.
- Any other reason as defined by the Preschool Director or administration of St. Stephen Preschool.

III. CURRICULUM

Our program promotes learning through play. We provide a variety of materials and activities based on our observations of the children's interests. This is an approach that enables teachers to provide something of interest for every child within our rich classroom environment.

Children learn most effectively through their interactions with people and materials in their environment. Therefore, we maintain a balance between teacher-directed and child-initiated learning, responding to each child's individual learning style, and building on specific interests. Emphasis is placed on the process rather than the end product. Children benefit from having clearly defined, well-equipped interest areas that support independence and encourage decision-making skills. The variety and wide array of interest areas and materials we provide are placed at the child's level where they are able to make choices for themselves.

Family involvement is greatly valued as part of our curriculum. We welcome your feedback and suggestions. This collaboration builds a strong connection with the children in our care, as well as with the families and the community.

The St. Stephen Preschool staff works collaboratively with the Elementary School Staff to ensure a seamless transition to the Kindergarten class at St. Stephen School as with other private and public schools. We are partners in your child's educational processes.

Hours of Operation

St. Stephen Preschool is open from 8:00 am to 5:30 pm Monday through Thursday and 5pm on Fridays. St. Stephen Preschool operates on a ten-month calendar coinciding with the St. Stephen School calendar traditionally starts in late August and ends at the beginning of June.

We are closed for the summer months and will resume school in August.

Daily Schedule

8:00 am School opens

8:00-8:30 Free choices table Activities

8:30-8:45 Large Group Circle Story Time

8:45 am Outdoor Play (Using large motor skills and interacting with the natural environment)

9:30 am Snack Time

10:00-11:15 Indoor Time (Circle Time, table activities with manipulatives, dramatic play, music and movement, projects)

11:30 -12:00 Lunch time

11:45-12:00 Noon group pick-up time

12:00-1:00 Outdoor Play (Large motor skills and interacting with natural environment)

1:00 to 3:00 Quiet rest time

3:00-3:30 snack Pick-up time and afternoon snack

3:30-4:30 Outdoor Play (Large motor skills and interacting with natural environment)

4:30-5:00 Indoor story time and table activities

5:00 Closing time

Program Goals

Our focus throughout the year will be to offer daily activities and experiences that will promote the development and achievement of the following goals and objectives:

Social:

- Cultivation of cooperative and respectful behavior with both peers and adults
- Appreciation of the role of the individual as part of a larger group
- Engaging in collaborative and cooperative play

Emotional:

- Fostering a positive sense of self
- Develop a sense of pride and understanding about their heritage and background
- Building confidence in their growing abilities
- Understanding and expressing their feelings and the emotions of others with compassion

Cognitive / Linguistic:

- Building upon their learning and problem solving skills
- Developing critical thinking
- Further developing the child's understanding of the world around them
- Expanding verbal communication skills
- Developing emergent reading and writing skills

Physical Development:

- Developing and enhancing gross motor skills
- Developing and enhancing fine motor skills
- Incorporating all five senses in learning
- Providing help, instruction, and time to build upon self help skills

Health:

- Practicing positive personal hygiene habits
- Establishing healthy eating habits and nutrition
- Learning to balance adequate rest and active time

Positive Discipline

Clear and consistent rules and guidelines are necessary for an effective discipline practice in our classroom. Expectations for behavior are both age and developmentally appropriate and guidance is educationally sound. Children will learn about rules, limits, and being responsible. Punishment that violates a child's personal rights is never permitted.

Since children learn through play and their interactions with others, many opportunities will arise throughout the school year where staff will be able to provide guidance, model appropriate behavior, and support the development of self-regulation. In this approach to discipline, we are able to establish and maintain a positive relationship with the child, which in turn, promotes self-esteem.

Many problems can be *avoided* simply by having children actively engaged with interesting activities and materials. Children are encouraged to explore the materials and interest areas in the classroom, while teachers are always available to guide and redirect when necessary. By speaking *with* the child as opposed to *at* them, the child understands that we are working together. As a result, we are able to establish and maintain a positive relationship with the child.

The classroom routine is also an important part to *preventing* problems. Maintaining a reliable routine for the children to follow helps them know what to expect throughout the day and facilitate smooth transitions. A consistent schedule maintains structure within the classroom where children can effectively transition from activity to activity.

Field Trips

Preschool attends a handful of Field trips during the school year.

October to Half Moon Bay Pumpkin Patch

Station 19 walking field trip

Merced Branch library walking field trip

Junipero Serra Park

Transportation

If Preschool has any field trip we do not provide transportation unless we walk as a school.

Co-mingling with St. Stephen School

Although St. Stephen Preschool is an active member of the St. Stephen School community, this program cannot co-mingle with any other school program. The Preschool children will be using specially designated play areas set for the preschool. According to the codes set forth by the state of California, Department of Health and Human Services, preschools must operate separately from the K -8 school at large.

IV. POLICIES AND PROCEDURES

Sign In and Out

The Community Care Licensing under the California Department of Social Services requires that children must always be brought into the classroom by a parent or authorized adult and signed in. **You must record the correct time and sign your full name at the beginning and the end of each day.** Any person designated to pick up a child, other than a parent or legal guardian must be 18 years of age or older, must be listed on the emergency card, and must show a valid photo identification such as a driver's license. This procedure is required by licensing for the safety of your child/children. All parents are required to sign the **St. Stephen Preschool Sign-In/Sign-Out Policy and Acknowledgement.** Child Care Licensing reviews our school's records during their visits, which include the Sign-In/Sign-Out logs. If they find that the logs are not filled out properly, we will receive a deficiency notice. **There is a Civil Penalty of a minimum of \$150.00/day if violations are found.** Should Licensing fine our school, the amount of the fine will be billed to the violating parent. Please be aware of this.

Arrival

Children are expected to arrive no later than 8:30 a.m. This allows us to accurately plan for snacks and staffing, as well as allowing your child full participation in the organized learning activities of the day. Late arrivals are disruptive to the classroom routine and can be difficult for children. If your child will be late or absent you must notify the school by phone by 8:30 a.m. Upon arrival, please inform the teachers of any special circumstances that may affect your child during the day. Any medications that need to be administered by a teacher must be discussed with the teacher and appropriate papers must be signed prior to medication administration.

Departure

At the end of the day, sign your child out by recording the correct time and your full name. Be sure to let the staff know that you are taking your child home. Anyone who is not known to the teaching staff will be asked to present valid photo identification.

Persons not authorized by you on your child's emergency card will not be permitted to take your child from the school. Children will not be released to anyone under the age of eighteen, or anyone who is suspected to be under the influence of drugs or alcohol. Those parents who might have a custody issue should consult with an attorney regarding legal protection for their child. Parents must provide us with any court orders related to their child so that we can enforce their legal rights.

Dismissal times are as follows:

- 8:00 am to 12:00 pm students will be dismissed at: 12:00 pm
- 8:00 am to 3:00 pm students will be dismissed at: 3:00 pm
- 8:00 am to 5:30 pm students will be dismissed by: 5:30 pm M-Th and 5 pm Fri.

Late Pick-up

It is imperative that your child is picked up on time. If you expect to be late, please call the school at 415-682-2142. If you are unable to pick up your child, you will need to arrange to have one of the persons listed on the emergency card come for your child. We will make every attempt to contact those persons listed on your emergency card if you haven't picked up your child or called. But remember: it is your responsibility to make arrangements. In the event you are late you will be charged a late penalty fee of \$1.00 per minute after your contracted time. As per our termination policies, parents who are habitually late picking up their child may be subject to termination from the preschool program.

Traffic Patterns and Safety

The safety of the children coming to school in the morning and leaving in the afternoon is of great concern. The following regulations demand your attention:

- The white zone in front of the school is designated for loading and unloading from 7:30 am to 8:30 am, and again from 2:30 pm to 3:30 pm. Please do not park there if you intend getting out of your car and coming into the school yard. If these directives are observed, the practice of double parking/dropping off of children will not occur and our children will not be running in between cars.
- If you pick up and drop off your children in the parking area on the south side of the church, you are asked to park in a designated parking space and not just do a

drive by drop off. The gate opens in this area at 7:45 a.m. Children dodging between moving cars is dangerous. For the safety of the children, park away from the driveway and the driving lanes adjacent to it.

- All drivers must drive slowly and park safely at school.
- Do not park in “Restricted,” “Handicapped,” or “No Parking zones”.
- It is against the law to leave children alone in a parked car.
 - Children weighing under 60 lbs. and/or are less than 6 years of age must ride in a child car seat in the rear of a vehicle, per state law. Passenger-side airbags have been known to cause serious injury and death to small children and babies.

Excused Absence

If a child is absent from Preschool, the parent or guardian must phone the school at 415-682-2142 before 8:30 a.m. on the day of the absence to alert the staff about the absence and the reason for that absence. In addition to this phone call, his/her parent/guardian must present the note/absence notice to his/her teacher on the day(s) they return to school. The note is to contain the following information for our records: ● Student’s name

- Date
- Date(s) of the student’s absence
- Brief explanation as to why the student was absent
- Signature of the parent

Please provide a note from the doctor stating that your child is allowed to return to school if the child has been exposed to any contagious disease such as pink eye, hand foot and mouth, lice exposure, pneumonia, bronchitis, rashes, strep throat, etc, or any medical concerns that requires to be seen by a doctor.

Leave of Absence

Families of children out of school for extended periods of time must either continue to pay tuition during the student’s absence to secure his or her current enrollment status or give up the student’s enrollment altogether. We will enroll any eligible child from our waiting list into your child’s class at that time. If you decide to re-enroll, you must wait until space is available, and you will again be responsible for the application and registration fees.

Emergency Card

Emergency forms are sent home with the preschool enrollment packet. Emergency information forms but be completed and kept current at all times. The emergency card is the most important form you will complete when your child starts school. We must be able to reach parents/guardians quickly if a child is ill or injured or in case of an emergency. Notify us of any address or phone number changes throughout the year. Be certain that persons listed on the emergency card are willing to accept the responsibility of caring for your child when you cannot be reached in any of the above situations. Sick children must be picked up within a reasonable time (30 minutes) after being notified. We do not have an infirmary for sick children.

Appropriate Items-

We ask that your child's toys be left at home. Toys, guns, weapons or superhero toys of any kind are not allowed unless instructed directly from your child's teacher. If your child naps with a stuffed animal they are allowed to keep it with their nap blanket.

We will not be responsible for any lost or stolen items. If bringing something from home makes your child feel more comfortable during their adjustment time, please check with the director or teacher.

Preschool Uniforms can be purchased at:

Dennis Uniform Company
590 10th Street
San Francisco 94103.
Telephone (415) 864-3401
Fax: (415) 864-4978
www.dennisuniform.com

Girls' Uniform and Dress Code:

- Navy blue pleated skirt, navy blue pants or Navy polo dress. (Dennis Uniform stock only).
- Navy blue polo
- Navy blue fleece jacket with emblem. (Dennis Uniform stock only).
- White non-logo undershirts only allowed
- White or navy non-logo socks. Socks must cover the ankles.
- Shoes: **Solid** white leather tie shoes/sport shoes **with court soles**. (Shoes with Velcro fasteners allowed).

- No high top or slip-on shoes are permissible
- Uniform shorts are optional for boys and girls. (Dennis Uniform stock only).
- Girls may wear leotards/tights or turtle neck type shirts under the uniform.
- Dangling earrings and costume jewelry are not appropriate wear with the uniform.
 - No makeup, hairspray, or nail polish is worn to school, and neither should these items be brought to school. Dyed hair and extreme hairdos are inappropriate and are not permitted. Makeup and/or nail polish are not allowed. Post earrings permitted.

Boys' Uniform and Dress Code:

- Blue cords. Uniform shorts (optional) (Dennis Uniform stock only)
- Navy blue pleated skirt or navy blue pants. (Dennis Uniform stock only).
- Navy blue polo
- Navy blue fleece jacket with emblem. (Dennis Uniform stock only).
- White non-logo undershirts are only allowed.
- Black or white non-logo socks. Socks must cover ankles. Cougar Logo socks are

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allowed.

- Shoes: **Solid** black leather oxford with non-skid **court sole**, or all black leather sports shoes with **court sole**. (Shoes with Velcro fasteners allowed).
- No high top shoes or slip-on shoes are permissible
- Uniform shorts are optional for boys and girls. (Dennis Uniform stock only).
- Baggy-too-long pants and extreme haircuts are not considered appropriate. Boys' hair should not extend below the top of the collar in the back. Shaved hairstyles, colored hair, bowl cuts, shag cuts, and tails are not acceptable. Boys do not wear earrings to school.

There will be no departure from the uniform. The school fleece jacket is worn every day, unless the weather is very warm. In cold weather, jackets or coats may be worn over the sweater, but not as a substitute for it. Sweatshirts, coats, or jackets are not worn in the classroom.

It is the responsibility of parents to make sure that students observe the dress code of the school. Students, who for some reason must be out of any portion of the uniform, should bring a note signed by the parents to the classroom teacher explaining the reason for being out of uniform.

Change of Clothing

We ask that all our students bring at least one change of uniform clothing with them to be stored at the school. Please include a top, bottoms, underwear, socks and shoes. Please put them in a clear gallon size Ziploc bag with their name clearly labeled. If a student's clothes become soiled, a teacher will help the student change into fresh clothes. The soiled clothes will be sent home at the end of the school day and the student is expected to bring a fresh change of clothes the following school day they attend.

Napping and Nap Equipment

We will offer the children a rest/nap period. During the rest/nap time, all children must either take a nap or rest quietly. For children who do not want to rest, we will offer a quiet activity in order to not disturb the resting/napping children.

St. Stephen will provide the nap mats. Each child must bring in a small blanket, and may bring a small pillow if they wish. Please provide a pillowcase or other similar item in which the bedding may be stored. These items will be kept in the child's cubby so it is very important that they need to be a small size. The blankets will be sent home on Friday for laundering and returned on Monday.

School Pictures

School pictures are taken in the fall of each year and students are given a student ID card. Parents have the option to purchase the pictures if they choose. A price list is included with the packet.

Policy on Recording and Use of Images of Students

Photos of the students may be taken throughout the year. These photos may be used for purposes of creating a yearbook, displays, memorabilia, and advertising showcase the program. Students' images may appear on the school website, blog, brochures, newsletters, videos, or social media as they engage in school activities. Parents must complete the **Photo Authorization Release Form** indicating whether authorize/do not authorize release of photos taken by St. Stephen Preschool.

Child Abuse Reporting Law

Under state law, all professional staff members of St. Stephen Preschool are "Mandated Reporters." This means we are required by law to report all suspected incidents of child abuse. These include physical injuries (inflicted by other than accidental means) as well

as sexual abuse and neglect. The Department of Social Services has a right to interview children and staff and to inspect and audit child or facility records without prior consent. The Department of Social Services has the authority to observe the physical condition of the child or children, including conditions that could indicate abuse, or neglect.

Policy Against Harassment

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996, a supplement to that policy was added specifically focusing on student to student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did. A revised Policies and Procedure Regarding Child Abuse and Harassment was released in March, 2001.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student to student harassment, is available in the principal's office.

Code Of Christian Conduct Covering Students And Parents/Guardians The student's interest in receiving a quality, morally based education can be served if students, parents and preschool personnel work together. Normally, differences between those individuals can be resolved. In some rare instances, however, the preschool may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the preschool as determined by the preschool in its discretion. The principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook of the Preschool.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the preschool, as determined by the preschool in its discretion. The principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook of the Preschool.

These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concern about the Preschool operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive nor is inappropriate language ever acceptable.
3. These expectations for students and parents/guardians include, but are not limited to all Preschool-sponsored programs or events (e.g. extended care, field trips).

The Preschool reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the preschool, (e.g. suspension of a student or suspension of a parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The Preschool reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal

Required Forms

Parents must complete and submit all required forms prior to enrollment. The forms are:

1. Admission Agreement
2. Notification of Parents' Rights form (LIC 995)
3. Personal Rights form (LIC 613A)
4. Identification and Emergency Information Child Care Centers/Family Child Care Homes (LIC 700)
5. Consent for Emergency Medical Treatment (LIC 627)
6. Child's Preadmission Health History - Parent/Authorized Representative Report (LIC 702)
7. Physician's Report - Child Care Centers (Child's Pre-Admission Health Evaluation) (LIC 701)
8. Copy of Child's Current Immunization Record
9. Parent Consent for Administration of Medications and Medication Chart (LIC 9221)
10. Photo Release Authorization Form
11. St. Stephen Preschool Acknowledgement Of Parent Information And School Regulations
12. Sunscreen Permission Form
13. Sign-in/Sign-out Policy and Acknowledgement
14. Nut-Free Policy and Acknowledgement
15. Tuition Contract

V. HOME AND SCHOOL COMMUNICATIONS

School Calendar

Before the close of school in June, a calendar for the coming school year is sent to every family. In addition, a monthly calendar is published and sent home in the parent envelope.

Parent Orientation

In May, an Orientation Night for Parents is held. Its purpose is to familiarize parents with the preschool program and give them an overview of the year's curriculum. This meeting is a **MANDATORY in person** parent meeting for all parents returning and new.

Parent Bulletins

Parents should expect to receive a monthly newsletter. The purpose of the newsletter is to provide parents with information about the preschool and all activities and upcoming events relating to it. Parents can find a schedule of events on the calendar at school.

Homeroom Site

Each Preschool class will have their own site where your child's teacher will post pictures and videos specific to your child's class. This site is run through an app called Homeroom and it is only shared with parents from your child's class.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year for our PreKindergarten class and once a year for our Preschool class. The parent-teacher conference is a time for you to learn more about your child's adjustment, growth, and development. It is also an opportunity to discuss ways you can help support your child's learning and readiness for Prekindergarten/Kindergarten. In order to plan a classroom curriculum that benefits your child, parents and teachers will work together to identify your child's particular strengths and interests. Teachers will also be available to meet with you at any time to discuss your child's progress or address any concerns that may arise. We encourage ongoing communication.

Parent – Teacher Relationship: Being Informed

Please keep us up to date on any significant events in your child's life (divorce, death, change in visitation rights, etc.) as these events may cause changes in your child's behavior. Keeping the staff informed about significant changes in your child's life will effectively prepare us to help your child during these challenging times..

VI. NUTRITION

Saint Stephen Preschool provides two snacks a day: one in the morning and one in the afternoon (Licensing Regulation 101227). Examples of snacks include fruits, cereals, applesauce, crackers, cheese and so forth. No child will go without lunch.

Food & Allergies -We are a Nut Free Zone

Modified diets prescribed by a child's physician as a medical necessity will be provided. Under Community Care Licensing Section 101227 (7)(A)(B):

(A) The licensee shall obtain and follow the instructions from the physician or dietician on the preparation of the modified diet.

(B) A child shall not be served any food for which the child's record indicates he/she has an allergy.

Parents should fill out the Child Health History form and the application form that contains allergy information for your child. The school should be notified if there are any changes regarding your child's allergies. If the child no longer has allergies, or has been diagnosed without allergies, the parent/guardian should provide a written note to be kept in the child's file.

Lunch and Snacks from Home

Just like any other habit, healthy eating habits start from a young age. Please provide a healthy lunch for your child with all of his/her needed eating utensils. Therefore, certain items are not allowed in lunches or snacks. We want all our children to eat healthy, well balanced meals (e.g. fruits, vegetables, breads). In addition, some foods are not allowed due to safety reasons. Foods that contain sugar are allowed only during birthdays and special holiday celebrations. Special holidays will be determined by the Preschool Director.

Foods that are not allowed include, but are not limited to:

- Candy
- Gum
- Drinks in glass containers, soda, and drinks with added sugar or high fructose syrup (e.g. CapriSun) are not permitted.
- Foods that require special attention (heating, cooling, cutting up)
- Round foods (olives, grapes, melon balls) that have not been cut (in half or lengthwise) to prevent choking
- Chips

- No peanuts or peanut by-products are allowed. We are a Nut Free Zone

Foods that are encouraged are:

- Fresh or dried fruit and vegetables
- Cheese and meats
- Crackers and rice cakes
- Salads, pasta, and rice dishes
- Beverages should only include: milk, water, and 100% juice

Sample Snack Menu

Snacks will include foods from the four basic food groups:

- The milk group: Milk, cheese, ice cream, and other milk-based foods.
- The meat group: Meat, fish, poultry, and eggs, with dried legumes and nuts as alternatives.
- The fruits and vegetables group.
- The breads and cereals group

Day	Morning Snack (9:30 am)	Afternoon Snack (3pm)
Monday	Apple slices (½ cup) and string cheese (½ oz), milk (pasteurized: low fat ½ cup)	Yogurt (¼ cup) and Ritz Crackers (⅓ cup)
Tuesday	Pears (½ cup) and animal crackers (½ cup), milk (pasteurized: low fat ½ cup)	Pita chips (⅓ cup) and hummus (1 tbs)
Wednesday	Orange slices (½ cup) and cheese-its (½ cup), milk (pasteurized: low fat ½ cup)	Grape pieces (½ cup) and goldfish crackers (½ cups)
Thursday	Applesauce (¼ cup) and ritz crackers (⅓ cup), milk (pasteurized: low fat ½ cup)	String cheese (½ oz) and snap peas (⅓ cup)
Friday	Banana pieces (½ cup) and	Fig bar (1 oz) and

	Belvita biscuits (1: ½ oz), milk (pasteurized: low fat ½ cup)	cantaloupe (¼ cup)
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Class Parties

Throughout the year, we will have scheduled class parties to help celebrate holidays and other special events. Our classes will celebrate Halloween, Thanksgiving, Christmas, Valentine’s Day, and Easter.

Birthday Celebrations

In order to celebrate each child’s special occasion most effectively and cooperatively, we will have a special birthday celebration based on each classroom teacher’s request. Birthday celebrations in the classroom are limited to simple treats (mini cookies, cupcakes, donuts, fruit, etc) and healthy class refreshments that can be distributed as a snack or at lunch time. Treats other than simple treats are not acceptable and will not be distributed by the teacher. The school will not accept delivery of balloons, flowers or other gifts for students.

Birthday Invitations

In an effort to be sensitive to the children, birthday invitations may not be distributed to students before, during and/or after school. The exception would be if all the students in the class are invited to the party, or if all the boys or all the girls in a class are invited. Otherwise, please distribute these invitations away from the school and outside school time. The school does not provide a list of student addresses or phone numbers. We strongly discourage pick-up of students for birthday parties directly from the school, as this causes many hurt feelings.

VII. HEALTH AND SAFETY

Health Policies

A child's ability to enjoy and fully participate in the planned school activities depends significantly on their physical health and well-being. The basic health policy at our school states that your child must be well enough to participate fully in all regular activities, both indoors and outdoors.

The staff conducts daily health checks of each child daily. If our staff determines the child is not well enough to participate in the program on a given day, the parent/guardian will be asked to take the child home. If a child becomes ill during the course of the day, parents and families will be notified. We ask for your cooperation in picking up your child immediately (within 30 minutes) after being informed that your child is sick. This is a benefit not only for your own child, but also for the health and well being of the other children. Children that are ill will be kept in isolation from other children until picked up.

Preventative Measures

Young children in preschool settings tend to be exposed to colds and other contagious illnesses regularly. Most illnesses are spread by hand contact, not from cold weather. Hand washing has been shown to be one of the most effective means of keeping children healthy. We will help the children practice good health habits such as: washing hands when they first arrive and throughout the day, using and disposing properly of tissue, and by covering their mouth when sneezing. Families can assist by keeping their child at home if they are showing any symptoms of illness.

We take great precautions to prevent the spread of communicable diseases (head lice, pink eye, chicken pox, strep throat, etc.) at St. Stephen Preschool. Early detection is essential in the effort to control these diseases. For this reason we ask that your child be symptom free for 24 hours before returning to school. If your child comes down with a contagious disease, please notify us within 24 hours so that the other families can be informed of the exposure. The name of the child is always held confidential. Please observe your child before coming to school. If you notice any of the following symptoms, please keep your child home.

- Diarrhea
- Severe coughing

- Difficult or rapid breathing
- Yellowish skin or eyes
- Pink-eye
- Strep throat
- Unusual spots or Skin rashes, unless doctor's note permits child to attend
Preschool
- Sore throat or trouble swallowing
- Infected skin patch
- Unusually colored urine or stool
- Headache or other persistent pain
- Stomach ache, nausea or vomiting
- Unusually cranky behavior
- Loss of appetite
- Severe itching of body or scalp or scratching of the scalp
- Red or inflamed eyes, especially if there is a discharge
- Fever

Lice

If a student is suspected to have head lice, the child's parents will be notified. The child will need to be picked up from the school immediately and then the parent can begin treatment. The health department recommends we adopt a "NO NIT" policy, which means that until treatment has been completed at home (thorough cleaning as well as removal of lice, eggs (nits), and egg cases), that the student not be allowed back into the classroom environment. It is critical that parents continue screening for lice up to a month after diagnosis. It is never our intent to embarrass a child when we conduct lice screenings. Screenings are done in a professional and confidential manner. Due to the highly contagious nature of head lice, it is important that as a school, we communicate any outbreaks to parents. Keep in mind that head lice do not necessarily reflect unsanitary households or neglected children. What is important to remember is that immediate treatment and continuous home screening will help prevent re-infestation and further transmission. Any student who has been sent home for lice treatment must report to the preschool office to be re-checked prior to returning to the classroom.

Incidental Medical Services

All intermittent health care shall be provided by preschool staff. There shall always be trained staff on the St. Stephen Preschool site to administer medication that the parent and doctor have provided. Staff have been instructed to Universal precautions and shall be followed in the administration of all medicines, intermittent healthcare and first aid.

All medicines and medical equipment shall be kept in our medicine locked box in our staff lounge and inaccessible to children. The notebook with authorizations and medicine logs shall be kept there as well as the log in and out form.

Parents of children receiving emergency medication shall be notified by phone call at the time and given a written report at pickup.

Sunscreen

Sunscreen will only be applied if parents have given written authorization and the parents have provided sunscreen. Parents or Guardians must sign the **Sunscreen Permission Form**. Each family must provide their own sunscreen for their child with their child's name labeled on the bottle. Sunscreen will be kept in a safe location away from the children.

First Aid, Dental Emergencies, and Serious Incidents

The director and teachers are trained in childhood first aid and CPR. First aid supplies are kept in the classroom for minor cuts and bumps. An **Injury Report Form** will be sent home with your child describing any unusual injury that has occurred during the school day.

In the event of a dental emergency, serious incident, injury or illness, the child's file is checked for any allergies and other serious health conditions. We will call the parent/guardian, or, if necessary, emergency contacts will be notified next. to advise that the child needs immediate medical attention. The parent/guardian will be asked to sign the **Injury Report Form** that describes the dental emergency, serious incident, injury, or illness that has occurred during the school day and will be kept in the **Incident Report Log Book**.

If your child needs immediate medical attention and the parent/guardian/emergency contacts cannot be reached by phone, we will have your child taken to the nearest hospital. Any costs incurred will be the responsibility of the parents.

Emergency Disaster Information

Emergency, disaster, and evacuation plans are posted in the classroom. In case of a general emergency – if a loss of heat, water or power occurs; parents/guardians will be called for immediate pick-up. In the event of an earthquake or other major disaster, it is possible that parents may not be able to contact the preschool by phone. Staff will remain with the children until an adult on the emergency card has arrived to pick them up. A school disaster plan is posted in the classroom, and fire and earthquake drills are conducted monthly so that children will know how to respond and follow the instructions in an emergency situation.

It is vital that you provide us with an up-to-date list of contacts for people who are available to pick up your child in case of an emergency. For your child's health and safety, it is imperative to notify us immediately if there are changes during the year in your contact phone numbers, or in contact information for others listed on the emergency card.

Accident Reports

We will document all injuries, both minor and major to your child. This accident report **MUST** be signed by the parent/guardian and returned to your child's teacher (a copy will be given to the parent if requested).

Accident Insurance

A Student Accident Insurance Program is provided for all students of our Preschool. This program is to assist you with medical expenses incurred due to an accidental bodily injury sustained by your child while attending Preschool or while participating in a school sponsored activity. An outline of insurance protection is distributed annually. The plan provides protection for a student while at Preschool during the school day, attending, participating in or practicing for exclusively school-sponsored activities or athletics on school grounds or not, while under the supervision of a proper school authority.

VIII. RIGHTS

Children's Rights

Each child has rights, which include, but are not limited to, the following:

- Dignity in his/her personal relationships with staff and other persons.
- Safe, healthful, and comfortable accommodations, furnishings and equipment to meet his/her needs.
- Freedom from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- Freedom to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. The parent(s) or guardian(s) of the child shall make decisions concerning attendance at religious services or visits from spiritual advisors.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Parent's Rights

As a Parent/Authorized Representative, you have the right to:

- Enter and inspect the childcare facility without advance notice whenever children are in care.
- File a complaint against the facility with the licensing office and review the facility's public file kept by the licensing office.
- Review, at the facility, reports of licensing visits and substantiated complaints against the facility made during the last three years.
- Complain to the licensing office and inspect the facility without discrimination or retaliation against yourself or your child.
- Request in writing that the non-custodial parent not be allowed to visit your child or take the child from the facility, provided you have shown the appropriate documentation from a court.

- Receive from the licensee the name, address and telephone number of the licensing office.
- Complaint Procedure: Parents understand they have the right to call or write to the licensing agency with concerns or complaints about the operation of the facility or treatment of their child. Call or write: Department of Social Services, Community Care Licensing, 851 Traeger Avenue, Suite 360 San Bruno, CA 94066 (650) 266-8800

Please note: California State Law provides that the licensee may deny access to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.

Licensing Agency Rights

Our Preschool adheres to rules and regulations set forth by the California Department of Social Services, Community Care Licensing. These rules and regulations are available at the following location: Department of Social Services, Community Care Licensing Child Care Office, 851 Traeger Ave, Suite 360, San Bruno, CA 94066, (650) 266-8800

Grievance Procedures

During your child's enrollment at St. Stephen, there may be occasions when you have a disagreement with the way a Preschool policy is carried out. While part of the Preschool's mission is to be supportive of families through meeting the needs of the individual children, it must do so in a way that is feasible in a group care setting. The school is also under a legal obligation to follow our state's health, fire, and licensing regulations that pertain to the operation of large childcare facilities. Your child's teachers are responsible for following these policies and regulations within their own classroom. The Director is responsible for the day-to-day operations of the school and the supervision of all staff members. The Director reports to the Principal. If you have a disagreement about how a policy affects your child or a question about the application of a school policy or state regulation, please go to the person most closely related to the issue, so that s/he has the opportunity to work the problem out with you, or clarify the policy or regulation. Please follow these steps when addressing a question or concern:

- Talk to the person involved
- If that person is an assistant teacher and you still have a problem, go to the lead teacher.
- If the problem can't be resolved at that level, speak to the Director.

- If you still aren't satisfied or if the problem is with the Director, go to the Principal.

Director's Right to Amend

The director reserves the right to amend policies, procedures, and requirements listed in this Handbook. Such amendments would be for just cause and all parents would be promptly notified of this change.

IX. ADMINISTRATION CONTACT INFORMATION

St. Stephen Preschool

Mailing Address

St. Stephen Preschool

473 Eucalyptus Drive

San Francisco, CA 94132

Office Phone: 415-682-2142

Email: preschool@sfststephenschool.org

Director/Preschool teacher

Mrs. Kerry O'Shaughnessy

email: koshaughnessy@sfststephenschool.org

Principal

Mrs. Sharon McCarthy Allen

email: principal@sfststephenschool.org

Office Manager

Mrs. Nicole Mullens

email: office@sfststephenschool.org

X. APPENDIX

COPIES OF REQUIRED FORMS FOR ENROLLMENT

- A. Admission Agreement
 - B. Notification of Parents' Rights form (LIC 995)
 - C. Personal Rights form (LIC 613A)
 - D. Identification and Emergency Information Child Care Centers/Family Child Care Homes (LIC 700)
 - E. Consent for Emergency Medical Treatment (LIC 627)
 - F. Child's Preadmission Health History - Parent/Authorized Representative Report (LIC 702)
 - G. Physician's Report - Child Care Centers (Child's Pre-Admission Health Evaluation) (LIC 701)
 - H. Parent Consent for Administration of Medications and Medication Chart (LIC 9221)
 - I. St. Stephen Preschool Acknowledgement Of Parent Information And School Regulations
 - J. Tuition Contract
 - K. Sign-in/Sign-out Policy and Acknowledgement
 - L. Photo Release Authorization Form
 - M. Sunscreen Permission Form
 - N. Nut-Free Policy and Acknowledgement

