

2017-2018

St Theresa Roman Catholic Parish Phoenix

**SAINT THERESA LITTLE FLOWER
PRESCHOOL
PRE-KINDERGARTEN
EXTENDED CARE
CDC #14970**

Student/Parent Handbook

**"Kindness"
(2017-2018 School Theme)**

The mission of Saint Theresa Catholic School, a ministry of Saint Theresa Parish, is to help prepare students spiritually, academically, and socially to assume responsible and productive roles in society while living out the values of the Gospel.

**SAINT THERESA LITTLE FLOWER
PRESCHOOL
PRE-KINDERGARTEN
and
EXTENDED CARE**

**5001 EAST THOMAS ROAD
PHOENIX, ARIZONA
85018**

**PRESCHOOL, PRE-KINDERGARTEN, and
EXTENDED CARE TELEPHONE:
602-586-7477**

**SCHOOL TELEPHONE: 602.840.0010 ext 200
SCHOOL FAX: 602.840.8323
WEBSITE: www.stcs.us**

**SCHOOL NURSE's OFFICE:
602-952-1208**

**DIRECTOR: Dr. Thomas D. Dertinger
PRESCHOOL TEACHER: Mrs. Gloria Pineda
PRESCHOOL TEACHER: Mrs. Rosine Bardakejian**

**PRE-KINDERGARTEN TEACHER: Mrs. Kim Austin
PRE-KINDERGARTEN TEACHER: Mrs. Frances Gomez**

SCHOOL NURSE: Mrs. Beth Rons

St. Theresa Roman Catholic Parish Phoenix
LITTLE FLOWER PRESCHOOL
AND EXTENDED CARE
CDC #14970

ADMINISTRATION

The Saint Theresa Little Flower Preschool offers a full day program for three and four year old children along with a part-time options for three year old children. Our developmental program focuses on social skills and emotional growth. Teaching activities are primarily experienced through play activities in large and small groups. Activities will include pre-math and pre- reading skills, group play, role playing, discussions, and perceptual motor skills.

ADMISSION

Saint Theresa Little Flower Preschool admits students of any race, national origin, or religion to all the rights, privileges, programs, or activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, national origin, or religion in the administration of educational policies, admission policies, and other school administered programs.

Age requirements are strictly enforced. Students must be 3 years of age before September 1 for Preschool and 4 years of age before September 1 for Pre-kindergarten.

All children must be toilet trained by the opening day of school. Each child must know when he/she needs to use the toilet and can do so on his/her own. Pull-up style disposable training pants are considered diapers. In the event of repeated, consistent, or habitual accidents, we will ask that the child not attend class until able to demonstrate self-sufficiency. Parents may consider withdrawing from the program to avoid continued accidents.

All new students applying to Saint Theresa Catholic School are asked to complete and submit the following prior to the admittance process:

1. Original Birth Certificate
2. Original Baptismal Certificate (if baptized)
3. Current immunization record and health forms
4. Application Form
5. Enrollment Agreement and Fees

The Administration will review each application for admission. All new students are expected to do their best academically and socially, and to conform to the school rules and regulations. A probation period of at least one semester allows the new student to adjust and be monitored. Online applications are submitted from the school's website: www.stcs.us . Please navigate to the admissions tab for details.

TUITION AND FEES FOR PRESCHOOL

In the spring, registration fees and tuition are set for the following year. Registration Fees and Tuition for Preschool students are as follows:

- Admission Application – \$25.00 online application fee charged at time of application
- Tuition for the 2017-2018 school year is \$6,951 full day Pre-School and Pre-Kindergarten
- Tuition for the 2017-2018 school year is \$4,866 part-time Pre-School only

All tuition payments will be made through FACTS beginning on August 5 and are due each month for 10 months, semi-annually (August 5 and January 5), or paid in full by August 5. An additional fee of \$30 will be charged to your account for returned payments due to insufficient funds. Extended Care, lunch milk, etc., fees will be posted to your FACTS account.

It is the policy of Saint Theresa Catholic School to withhold report cards per quarter until all past due fees, i.e. tuition, extended care, etc. are received. If there is an outstanding balance after the first quarter, no conferences will be held. Outstanding balances in excess of 30 days are potential grounds for dismissal from school.

CLASS SIZE

The Little Flower Class sizes conform to the required ratios mandated by the Arizona Department of Health Services.

Classes up to 13 students are taught by one fully qualified teacher. Classes between 14 and 20 are taught by one fully qualified teacher who is assisted by one fully qualified aide. Classes over 20 are avoided and typically split into two classes. Under no circumstances, even for temporary situations, are minimum ratios exceeded.

ATTENDANCE

CLASS HOURS

Class will begin promptly at 7:55 a.m. and end at 3:00 p.m., Monday thru Thursday for Full day, school dismisses every Friday at 12:15 p.m. and 7:55 a.m. to 12:00 p.m. for Half day Monday thru Friday. **Students in preschool are signed in by their parent/guardian at 7:55 a.m. each morning. They will be marked tardy at 8:05 a.m.**

ARRIVAL AND DISMISSAL

Upon arrival, parent or responsible adult will walk the child to their classroom and sign-in their child on the attendance page for their child, which can be found in the binder near the entrance of their classroom. The signature needs to be the **first initial and full last name** of person checking in the student. Time of check-in is also required.

Children are to arrive at school no later than 8:05 a.m. If the children arrive after 8:05 a.m., parent or responsible adult must obtain a Tardy Pass from the School Office and return it to the teacher.

At dismissal, the parent or responsible adult must come to the classroom and sign the child out on the attendance page. If someone other than the parent is picking up the child, a dated and signed note, phone call or email from the parent must be received by the teacher before dismissal, giving the name of the person picking up that child. This person should be listed on the blue Emergency Information and Immunization Record Card in the authorized individuals to collect child if parent cannot be contacted section. Preschool staff will not allow a child to go home with any person other than parent or the adult that has been authorized by parents. If prior notice was not given, staff is directed to call parents for authorization. ID will be required to show at the door before the child is dismissed. Parents must be on time to pick the children up at the end of class. If an emergency situation arises, Extended Care is available from 7:00 to 7:45 a.m. and dismissal time to 6:00 p.m. **Check the School Calendar for holiday dismissal times.**

REPORTING AN ABSENCE

A parent/guardian must notify the Preschool if their child will be absent or tardy by calling the Preschool at 602-586-7477 or email your child's teacher. Parents or legal guardians of students must provide a written explanation, email is acceptable, of any absences or tardiness. The School Office and homeroom teacher must be notified immediately of any changes of addresses, telephone numbers, or email addresses for notification purposes in case of an emergency.

WITHDRAWAL

Parents of students transferring to another school are to notify the school of their child's withdrawal. Before records will be forwarded to a new school or refunds given, the following is to be completed. The school requests the parent to

- Return any school property
- Pay all fees and tuition, if there is a balance due
- Complete an exit interview
- Complete a withdrawal form

TRANSPORTATION

Transportation by bus or other means is not provided for children in our preschool.

DISCIPLINE GUIDELINES

Saint Theresa Little Flower Preschool follows the same disciplinary procedure as the school. Discipline With Purpose (DWP) is a developmental approach to teaching children to be self-disciplined. Refer to our STCS Student/Parent Handbook for a detailed description of DWP.

Saint Theresa Little Flower Catholic Preschool 2017-2018

CURRICULUM - LEARNING ACTIVITIES

Saint Theresa Little Flower Preschool and Pre-Kindergarten classes have a solid academic program based on the curriculum guidelines provided by the Catholic Schools Office of the Diocese of Phoenix. Activities are determined by early childhood instructional standards of education using learning experiences and play activities that encourage spiritual, cognitive, social, emotional and physical growth in a spirit of gospel values.

- **Religion** – discover and grow in their relationship with God through Christ centered activities that teach them to love Him, family and self through prayer, participation at mass, stories and songs which begins to shape their Catholic identity
- **Language and Literacy** – develop early reading, writing and verbal skills while enjoying classic stories and parables of Christ’s life through creative lessons and activities that enable the child to share their world with others
- **Mathematics** – develop cognitive skills through classification, comparison, positional relationships, quantities, sequencing, one-to-one correspondence, volume and time
- **Personal – Social Development** – learn skills to help the child relate to his/her world through positive interactions with others and establish personal autonomy through developing self care and cooperative play skills
- **Social Studies** – experience a sense of belonging to a community of Catholic faith. Learn respect and care for self, all others and the world God has gifted us with.
- **Science** – observe and examine the wonder of God’s creations through senses that are used to discover and experience, which promotes questions and exploration
- **Creative Art Experiences** – develop fine motor skills through joyful, creative activities of self-expression with a variety of art materials including paper, fabric, paint, scissors, glue, clay, pencils, markers and crayons

- **Music** – appreciate music through learning songs and prayer filled hymns by listening, singing, dancing and movement, rhythm skills and instruments
- **Physical Education** – develop large motor skills through physical activities that promote health, wellness, and cooperation with others

DEVELOPMENTAL/PROGRESS REPORTS

The following grading scale is used to indicate the level of achievement in individual skills within each subject area:

C	Consistent
I	Improving
B	Beginning
S	Satisfactory (Specials only)

The Religion grade reflects the knowledge and skills achieved by the student in this subject, just as in any other subject, and is not a comment on the student's personal spiritual development.

SNACKS AND LUNCHESES

SNACK – A healthy snack which includes two of the following: protein, dairy, grain, and fruit or vegetable. Drinking water is available in the classroom.

LUNCH –

Each child will need a sack lunch each day or hot lunches are available for a fee from the school's lunch vendor. When providing your child a healthy lunch it should include a protein, dairy, grain, and fruit or vegetable. Lunch will be eaten in classrooms, or, weather permitting, outside. Please send prepared food that does not require microwaving, cutting, or peeling. Please limit sugar in the lunches. Candy, soda and chocolate milk are NOT allowed. Cookies are acceptable for dessert, if you like. Remember that good nutrition enhances learning.

Saint Theresa Catholic School and Little Flower Preschool abide by the Wellness Policy of the Diocese of Phoenix and the Arizona Department of Health Services. We are a licensed child care center that is enrolled in the Empower Program implemented by the State. If sending juice in your child's lunch, it is imperative that parents send 100% fruit juice. Flavored water drinks with lower sugar that show water as the first ingredient are acceptable. 1% white milk is available at a nominal cost to students of Saint Theresa Little Flower Preschool. Your child's teacher can provide you with a milk purchase authorization form for your FACTS account. A student will be supplied an alternate beverage to replace a beverage which does not adhere to guidelines of the Wellness Policy.

Lunch containers are stored in the classroom and not refrigerated during the day. We advise a frozen cold pack be placed in the lunch container.

PRESCHOOL AND PRE-KINDERGARTEN DRESS CODE

UNIFORMS

Preschool students are to wear uniforms. The uniforms can be purchased through Dennis Uniforms, a school uniform information booklet is available from the school office or go to dennisuniforms.com

Shirts: Red, white or navy polo style shirt or red or navy STCS logo t-shirt.

Preschool Girls

Plaid Jumper, Skorts, and Solid red or navy Jersey Polo Dress

Dennis Uniform slacks for preschool have an elastic waistband to allow for ease of sliding on and off.

Shoes: Shoes are to be athletic-type (tie or Velcro) playground safe shoes of any color. Neon colors are not allowed. Closed-toed and heel shoes must be worn at all times. Shoes with flashing lights, sandals, flip-flops, crocs or boots are not permitted at any time. Socks must be worn at all times. Please write your child's name on all clothing.

An extra set of clothes should be available in each child's backpack, including socks and underwear.

EXTENDED CARE

Each student enrolled in Saint Theresa Catholic School is registered to attend Extended Care. Even if the service is not needed on a regular basis, completed paperwork will allow students to go to Extended Care in the event that the parent/guardian is delayed on any given day. A healthy snack is served to all students followed by age appropriate enrichment activities and time for homework.

Extended Care is offered each morning from 7:00 – 7:50 a.m. and each afternoon from 3:00-6:00 p.m. Monday thru Thursday and dismissal time - 6:00pm on early release school days. There is an hourly charge with adjustments for two or more children in a family. Information may be obtained from the school office, school website, or from the Extended Care Office at 602-568-7472.

Only students of Saint Theresa Catholic School are allowed at Extended Care. Parents may come only to check in or check out their child. All adults staying for any longer time period than that must meet state requirements for an extended day setting (i.e. staff members).

Students may not return to their classrooms for forgotten items once checked in to Extended Care.

When students leave campus for a non-school event (e.g. birthday parties, Scout outings), they may not be brought back to Extended Care.

PLEASE NOTE: Children who are sick will not be allowed to stay at Extended Care.

FEES FOR EXTENDED CARE (Grades PS through 8)

7:00 a.m. – 7:50 a.m	\$1.00 per day
early dismissal – 3:00 p.m.	NO CHARGE
3:00 p.m. - 6:00 p.m.	\$6.00 per hour per child
After 6:00 p.m.	\$1.00 per minute per child

Extended Care fees will be applied to your FACTS tuition account the first week of each new month. Students will be ineligible to use Extended Care services when payment is past due.

Eighth grade students will not be allowed to participate in school functions (i.e. fun day or the graduation dance) if any fees are due. They will be allowed to be in the graduation procession. However, they will not receive a diploma.

STUDENT DROP-OFF AND PICK UP

The following rules, mixed with a little Christian courtesy and patience, will ensure the safety of all students as they arrive and leave Saint Theresa Catholic School.

DROP-OFF

- (1) Parents bringing children to Extended Care, Preschool, and Pre-kindergarten will park in the parking lot north of the Convent/Fr. Feeney Hall. The pedestrian gate will be open at 7:00 a.m. **The official start of school is 7:55 a.m. Parents arriving late can call the School Office #200 to gain access. The children will be marked tardy after 8:05 a.m. PARENTS/GUARDIANS MUST SIGN THEIR CHILD IN IMMEDIATELY UPON ARRIVAL.**
- (2) Morning Extended Care is in ECC Room 1.
- (3) If parents have older siblings in school, they may also park in the north parking lot and walk all the children to their classrooms and preschool area. The metal walk-in gate will be open between 7:00 and 8:00 a.m.

PICK-UP

- (1) Parents picking up their children from Preschool/Extended Care may park in the north parking lot in front of the Convent/Fr. Feeney Hall, and proceed through school gate which will be unlocked from 2:50 p.m. until 6 p.m. **PARENTS/GUARDIANS MUST SIGN THEIR CHILD OUT BEFORE LEAVING THE PRESCHOOL AND EXTENDED CARE AREA. Call 602-586-7472 for School Age Extended Care or 602-586-7477 for Preschool Extended Care to gain access after 6pm. Refer to instructions on key pad for gate access between the hours of 8 a.m. and 2:50 p.m.**
- (2) If preschool students have older siblings in school, parents may park in the north parking lot and pick-up their preschool child(ren) first from the classroom at dismissal time, then may proceed using the “blue line” to pick-up their older sibling(s). **NO STUDENTS WILL WALK UNATTENDED**

TO OR FROM THE PRESCHOOL AND EXTENDED CARE AREA AND THE CLASSROOM/RAMADA AREA.

SAFETY

VOLUNTEERS/VISITORS AND SPECIAL EVENTS

Siblings of enrolled STCS students (including preschool) may not accompany parents during preschool/extended care activities. Arizona Department of Health Services regulations mandate that only children enrolled in these programs may be present with licensed staff on our premises during program hours (7:00 a.m. through 6:00 p.m.).

EMERGENCY EVACUATION PROCEDURE AND CRISIS PLAN

Fire and/or emergency lock down drills are held every month. Exit directions are posted in the classrooms. No one may remain in the building during a fire drill. Immediate evacuation of the building must begin when the fire signal sounds. Students are to leave the room quickly and silently in a single file. Students will remain outside with their teachers until the all clear signal is given.

For any other emergencies, the children must follow the directives of the teacher.

Saint Theresa Catholic School has a Crisis Plan under separate cover that dictates procedures followed in emergencies. In case of an evacuation from campus, students may be picked up at Orangedale School, 5048 East Oak Street in Phoenix, 602-629-6800. Attempts will be made to notify all parents in the event an evacuation is necessary.

STUDENT ACCIDENT INSURANCE

Any student enrolled in a Diocese of Phoenix, Preschool, Kindergarten, Elementary or Secondary School (including Saint Theresa Little Flower Preschool and Extended Care) will be provided accident insurance while on school grounds when school is in session, while taking part in a school-sponsored and supervised activity, or while attending school-sponsored and supervised religious services or instruction.

If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation which will be available in the school office. Our insurance is provided by Catholic Mutual Insurance who also provides liability insurance. Their address is as follows:

The Catholic Mutual Insurance
Roman Catholic Diocese of Phoenix
400 East Monroe Street
Phoenix AZ 85008

OFF CAMPUS FIELD TRIPS

Preschool and Pre-Kindergarten students do not take field trips. Transportation by bus or other motorized vehicle is not provided for children in our preschool

ON CAMPUS FIELD TRIPS

Visits to other parts of the campus that are outside the Preschool's licensed area require field trip permission forms to be initialed and signed by each child's parent or guardian. These visits include: Friday afternoon prayer services in school ramada, mass in the church, library and nurse's office.

PEST CONTROL

The pest control company applies pesticides to the entire school and parish campus on the 4th Saturday of each month. Extermination notification is posted 48 hours prior to application near the school office, at the entrances to the Preschool classrooms and the east entrances of the school. Chemicals used information is available in the School Office.

MEDICAL ADMINISTRATION PROCEDURES

The Preschool and Extended Care follow the guidelines for the administration of medications as directed by the State of Arizona Health Services, Bureau of Child Care Licensure and the Child Care Facility Rules and Regulations in addition to the guidelines in the STCS Student/Parent Handbook. It is required that a student of the Preschool and Extended Care complete a state required medication consent form that gives permission for an authorized staff member to administer medications to students, including a signed doctor's authorization for injections. In the case of rescue medications, ie. Epi-pens, inhalers, antihistamines, left in the school nurse's office, parents will be required to supply a second set for Preschool and Extended Care students. All medication, which includes but is not limited to, sunscreen, lotions, antibiotic or anti-itch cream are administered by the authorized staff member. During Extended Care hours, the Program Director will administer medications. All medications (prescription and over-the-counter) must be in their original container with the child's name on the packaging.

IMMUNIZATIONS

Arizona Law (Arizona Administrative Code, Title 9, Chapter 6, Article 7, and Vaccine Preventable Disease) requires that all students be immunized against certain diseases before entering school. Your child's health care professional is aware of these requirements, or you may contact the school nurse for further information. Students who cannot produce immunization records, except those who cannot be immunized for health or religious reasons, will not be allowed to remain in school. If your child is to be exempt from the immunization requirements, a form must be signed and returned to the school. A doctor's signature is required if the exemption is for medical reasons.

In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends.

SPECIAL REQUEST

PLEASE DO NOT SEND TOYS TO SCHOOL. If a toy is lost or broken at school, it may be very upsetting for the child. There will be days when the teacher(s) will have "Show and Tell." At that time, your child may bring toys as part of the academic program. If a book is brought to school please put the child's name on the book.

SAINT THERESA LITTLE FLOWER CATHOLIC PRESCHOOL AND EXTENDED CARE ARE LICENSED BY THE STATE OF ARIZONA DEPARTMENT OF HEALTH SERVICES, BUREAU OF CHILD CARE LICENSING. All inquiries may be made at the following address or telephone numbers:

Arizona Department of Health Services
Division of Licensing Services
Bureau of Child Care Licensing
150 N. 18th Avenue, Suite 400
Phoenix AZ 85007-3244
602.364-2539
FAX: 602.364-4768
WEB SITE: www.azdhs.gov

Please refer to CDC # 14970 (St. Theresa Roman Catholic Parish Phoenix, Saint Theresa Little Flower Preschool)

ALL INSPECTION REPORTS ARE AVAILABLE FOR REVIEW UPON REQUEST. PLEASE SEE THE PRESCHOOL DIRECTOR OR INDIVIDUAL DESIGNATED TO ACT ON BEHALF OF THE DIRECTOR

REVISIONS AND CHANGES

This handbook attempts to address all issues concerning the educational welfare of our children and the good order of our school. Please refer to the Saint Theresa Catholic School Student/Parent Handbook for additional school information. The pastor and the principal reserve the right to amend this handbook for just cause or to make final decisions for the betterment of the school.