

Holy Angels Preschool

Parent Handbook

20 Reiner Street
Colma, CA 94014
(650) 303-1478

www.holyangelspreschool.org

Holy Angels Preschool

Our Mission

Holy Angels Preschool is committed to the development of the whole child, with an emphasis on the spiritual, intellectual, physical, and social growth of each individual. Students will experience a play-based curriculum that will incorporate Catholic faith and values. We recognize parents and guardians as the primary educators of their children, as we work together with families and the parish to support the faith community of Holy Angels School.

Relationship to the Parish

The preschool is a self-supporting ministry recognized by the Holy Angels Parish and by the San Francisco Archdiocese. We became part of the parish in October 2014. Holy Angels Preschool is a separate school and runs independent from the Holy Angels Elementary School.

Please note: There is no guarantee given to students for admission into the elementary school by attending Holy Angels Preschool.

Affirmative Action Statement

Holy Angels Preschool advertises in the public media in order to make openings known to all. Children are admitted regardless of race, creed, color, sex, national origin, or religion.

Standards

Holy Angels Preschool is licensed by the state of California's Department of Social Services. We comply with all standards put forth by that department. We have a licensed capacity of 15 students.

Statement from State of California Department of Social Services:

The Department of Licensing Agency shall have the authority to interview children or staff, and to inspect, audit, and copy child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member, and for the examination of

all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

Admissions

Admission requirements and enrollment procedures are as follows:

- Children must be 2.9 years old to be admitted into the program. Exceptions are subject to the director's discretion.
- Children must be toilet trained and must be familiar with using the bathroom facilities.
- Students are admitted following certain guidelines we have in place. Priority admissions are given to returning students and siblings. All other students are admitted on a first come, first served basis with priority given to students meeting the proper age requirement.
- Applications will be accepted and dated upon receipt along with the non-refundable application fee. This is a one-time fee, applicable for as long as your child attends the preschool program. As classes become full, your child's name will be placed on a waiting list to fill openings as they occur.
- **A non-refundable registration fee** will be collected and required at the time of registration. This will secure your child's space at Holy Angels Preschool. If your registration payment is not received, your space may be forfeited. Payment options may be available at the discretion of the director. **Once your fee is collected, it is considered non-refundable.**
- All registration forms and papers are due prior to the first day of school. This includes completed emergency cards.
- **Please make all checks out to "Holy Angels"**

Termination of Enrollment:

Your child's enrollment may be terminated at any time due to any reason determined by the director and administration. Please see the specified sections for more detail regarding termination of enrollment: Tuition, Leave of Absence, and Discipline.

Teaching Staff

All our teachers have an educational background in the field of early childhood education. The class has at least one qualified teacher and one assistant per 15 students. Our teaching staff participates in continuing education classes, workshops, and conferences throughout the year. All teachers are trained in First Aid and CPR and keep their training current.

Communication

Please do not hesitate to contact us at any time with questions, concerns, or needs you may have regarding your child. We have an open door policy regarding parent/staff communication. At times it may not be convenient to talk to a teacher while his or her class is in session. A meeting time can always be arranged where a teacher can give his or her full attention to address your needs. Conferences can be arranged with teachers and/or the director or site supervisor anytime during the school year. You may always reach us by phone or email anytime.

Parent Information

A parent information corner is located at the entrance of the preschool. You will find our daily schedule, snack, and other important information for our parents. You will also find an envelope with your family name on it at the entrance of the preschool. These files are used as a way to distribute important information to our parents. E-mail will be most frequently used as a way to pass information on to our families. Please make sure the school has your most current email address on file.

Days and Hours of Operation

Holy Angels Preschool operates through the months of September through July, with observance of most major holidays. Please see the most recent school calendar for exact dates of operation. We are open 5 days a week and offer five options in which you may choose to enroll your child:

5 Full school days (Monday-Friday) 8:00am-3:00pm

5 Half school days (Monday-Friday) 8:00am-12:00pm

4 Full school days (Monday-Thurs) 8:00am-3:00pm
4 Full school days (Tues-Friday) 8:00am-3:00pm

3 Full school days (Monday, Wednesday, Friday) 8:00am-3:00pm
3 Full school days (Tuesday, Wednesday, Thursday) 8:00am-3:00pm

We ask if your child will be absent on their scheduled day, to please contact us either by phone (preferred), or by e-mail to let us know.

Extended Care:

Extended care is available from 7:30am-8:00am before school hours and 3:00pm-6:00pm after school hours each day. There is a separate fee from the preschool tuition for extended care. Registration service available upon request. Only children enrolled in our preschool program will be allowed to attend the extended care program. Please contact administration for more information and current rates.

Daily Schedule

A daily schedule will be located outside the classroom for you to view. Expected activities you might find are: Free Play, Circle/Group Time, Small Group Activities, Songs, Movement, Rest Time, Stories, Outside Play, etc.

Rest Time

If your child is enrolled in the full day program, time will be set aside each day for resting. While the children are not required to sleep, it is important that they use this time to quietly relax and rest. Cots are available for each child to use during rest time, and the cots will be sanitized and stored for your child every day. To personalize each child resting cot each child must have a Preschool Nap Mat. The Preschool Nap Mat is an all-in-one bedding that features an attached blanket, a removable pillow, a quilted sleeping surface, and a secret pocket inside for a special little friend. The Preschool Nap Mat can be purchased from the urban infant website www.urbaninfant.com

Daily Sign-in/Sign-out Procedures

Please read the following procedures very carefully, as the safety of your child is our top priority.

Please bring your child to class at the appointed time and sign them in. You must sign your FULL name and indicate the time when signing in and out each day, (initials are not allowed by state licensing). There is a sign in/out table located inside the classroom where you will find the daily sign in/out sheet for you to use.

If anyone other than a parent will be picking up your child, they must be listed on the child's emergency card.

Full and Half Day Classes:

Class begins at 8:00am. Class is dismissed at 3:00pm for a full day and 12:00pm for half day students. Students will not be dismissed from the classroom until the parent or another authorized person from the child's emergency card arrives at the door.

Preschool Pick Up/Drop Off:

- If you have any questions or concerns, please set up an appointment to meet with a teacher outside of class time, when the teacher can give you their full attention to your needs or concerns. It is important that the teachers give their full attention to the students during drop off in the morning and dismissal in the afternoon.
- Late pick up: A fee of \$1 per minute will be charged if you pick up your child after 6:00pm without notification. You must call the preschool if you will be late in picking up your child.
- Please note that no pets are allowed on school campus for drop off or pick up.

Tuition

Tuition is due the 1st of every month. You have the option of paying your tuition in full at the beginning of the school year if you choose. Tuition fees for the current year can be found on the preschool website. Payments will be received in the "Payment Box" located inside the classroom. **Please do not give the teachers your tuition check directly.**

Tuition will be considered late if received after the 10th of the month, (with no prior notification given). A \$25.00 late fee will be applied to your payment if received after the 10th. A written request or verbal explanation must be presented to the director if your tuition payment will be late.

Termination of enrollment may occur if two consecutive payments have not been made. Holy Angels Preschool reserves the right to terminate a child's enrollment due to non-payment of tuition or fees with no refund given.

Returned Checks: All returned checks will accrue a \$20.00 fee for service charges.

Please make all checks out to "Holy Angels"

Withdrawals

If withdrawal occurs during the school year, a written notice must be given to the director 30 days before enrollment terminates. If less than 30 days is given, the entire tuition will be required for that month. Tuition must be current upon student's departure of the program.

Refund Policy

Application fees are considered non-refundable. Registration fees are considered non-refundable after intent of enrollment and payment has been made. Exceptions are at the discretion of the director for specific reasons. A service fee of 25% will be deducted from any approved refunds.

Grievances

If at any time you have any concerns or complaints regarding our program, you may use the following guidelines in addressing your needs.

- Contact the director or site supervisor; a time will be made available to listen and discuss your concerns.
- If you feel you have not received a fair or an acceptable response to your concerns, you may contact the church administrator.

It is our hope that open communication will always be in place between ourselves and the parents of our program. We always have an open door policy, especially when it concerns our students, families, or staff. We are here working with you as partners in creating a special learning, playful, and safe experience for your child.

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 a space is available, and you will again be responsible for all application and registration fees.

Discipline

Each student at Holy Angels Preschool is responsible for his or her own behavior and actions, while maintaining respect for him/herself, his/her fellow classmates, teachers, staff, and environment. Our goal is to encourage self-discipline skills with the use of positive re-enforcement.

If a child has difficulties in complying with discipline and his/her behavior becomes unacceptable, we will notify the parents of the child and a conference will be held.

In extreme cases, a child may not be allowed to return to the program the following year, or may be asked to leave the school at that time. Holy Angels Preschool reserves the right to deny admission to a child with persistent behavioral problems that affect the safety of the child, or of any part of the program environment.

Health Information

Each child is required by state regulations to have on file a health statement, which includes a record of up to date immunizations and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment or within 30 days of enrollment, the child will be excluded from the program until the proper information has been turned in. Each child who has not had a physical exam in the past year, must have one before entering preschool.

The preschool must have on file for each child a signed permission for health care form. This authorizes us to call for emergency care and/or call for transport for your child. Emergency numbers for reaching the parents, guardian, or any other authorized persons must be kept on file and kept current. It is the parent's responsibility to update any changes throughout the year. A new emergency card must be filled out each year your child attends our school.

No child who arrives at preschool noticeably ill, with a rash, or with a fever will be admitted for that day. If your child has a fever, diarrhea, or a rash within 12-24 hours prior to their school day, you must make certain that they are well enough to return to school. Should a child become ill during class time, the parent will be notified immediately. The child will be accommodated away from the other students until he or she is picked up by an authorized person.

The Administrative and Teaching Staff reserve the right to send a child home if they feel that the child is ill and/or cannot participate in the daily activities due to his or her symptoms.

In the event the child contracts a communicable disease and there is a possible chance they might have exposed other children in the preschool, a notice of such exposure will be sent out and posted. It is very important, if your child has come down with a communicable disease, that you notify the preschool immediately. We can notify parents of the possible exposure and they can look for symptoms in their children.

The ill child will not be allowed to return to school until the period of contagion has passed. Be assured that confidentiality is always highly regarded in situations such as this. When exposure notices are posted, the child's name is never mentioned.

In the case of a medical emergency during preschool hours, first aid will be administered by the staff. Staff is required to keep current in first aid and CPR and renew training every two years. If medical attention is required, the staff will call for emergency services for your child. Every effort will be made to contact you and your child's own doctor. In an emergency, 911 will be called.

Health and Safety

The following communicable diseases must be rendered to the preschool office immediately upon diagnosis. The following requirements apply to each specific disease. The incubation period is in parentheses.

Disease	Requirements for Re-Admission
Chicken Pox (3 weeks)	Stay at home for five days and until blisters are scabbed.
Conjunctivitis (3 days) (Pink Eye)	May not return until eyes are clear and there is no discharge at corners of eyes.

Fever	Stay at home at least 24 hours after fever has subsided.
Hand, Foot, Mouth	Remain out of school for 1 week.
Hepatitis A (4-5 weeks)	Remain home until one week after appearance of jaundice. Doctor's note required.
Impetigo (3 days)	Stay at home after treatment and sores are cleared off skin.
Measles (2 weeks)	May return 5 days after onset of rash. May return 48 hours after start of treatment. Doctor's note required.
Mononucleosis (6 weeks)	Must have no symptoms to return.
Mumps (3 weeks)	May return 9 days after onset of symptoms. Doctor's note required.
Pediculosis (Head Lice)	Stay out 5 days until nits (egg pockets) are cleared completely from hair.
Pin Worms	Need doctor's note to return.
Ringworm (2 weeks)	Stay home until infection has disappeared.
Scabies	Proof of treatment, doctor's note required.
Slap Cheek (5 th Disease)	Stay out of school until symptoms disappear, (pregnant women who have been exposed should consult their physician).
Streptococcal Infection (3 days) Strep Throat, Scarlet Fever	May return 24 hours after treatment and no symptoms remain.
Whooping Cough (3 weeks)	Must have no symptoms. Doctor's note required.

These health and safety requirements are in place for the safety of all our students and their families. If your child does show any symptoms of any of the above diseases here at school, you will be asked to pick up your child immediately. In some instances you will be asked to have your child looked at by their physician as a precautionary measure. If you have any questions regarding the above information, please contact the preschool director.

Medications

Please try to schedule medication outside of school hours whenever possible. If needed, general medications will not be administered by staff members to any students during school hours (cough medicine, Tylenol,

vitamins, sunscreen, etc.) without written consent from a Physician and Parent/Guardian. In the event of an emergency related to a pre-determined condition (i.e. allergic reaction to food or insect bite), immediate application of medication will be administered. You must have written authorization on file. The following forms will be required:

- Physician and Parent/Guardian Consent for Medical Treatment
- LIC 9221 Parent Consent form Administration of Medications

INCIDENTAL MEDICAL SERVICES REGARDING EPI-PEN AND INHALED MEDICATION USE:

If your child has a severe allergy that requires the use of an epi-pen, the following procedures will take place:

- Epi-pen will be stored in a designated staff-only area, in a locked cabinet
- There will be at least 1 CPR-trained staff member with the students at all times, including during any off-site field trips in order to ensure incidental medical services are not interrupted
- All staff will adhere to proper safety precautions, including the use of gloves during any procedures that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- Immediately following the administration of emergency medication, 911 will be called
- In the occurrence of incidental medical services to a child, a staff member will contact the parent/guardian immediately. The parent/guardian will also receive a copy of LIC 9221 "Medication Chart: Staff Documentation of Medicine Administration" within 24 hours
- In the occurrence of incidental medical services to a child, the Department of Social Services will receive a copy of LIC 9221 "Medication Chart: Staff Documentation of Medicine Administration" within 24 hours
- In case of an emergency or disaster that requires relocation of children from the facility, a staff member will be responsible for transporting equipment and supplies with the child(ren) to ensure incidental medical services are not interrupted
- Disposal of medication will be handled by professional medical personnel

If your child has asthma symptoms that require the use of inhaled medication, the following procedures will take place:

- Inhaled medication will be stored in a designated staff-only area, in a locked cabinet
- There will be at least 1 CPR-trained staff member with the students at all times, including during any off-site field trips in order to ensure incidental medical services are not interrupted
- All staff will adhere to proper safety precautions, including the use of gloves during any procedures that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- If a student does not respond to the inhaled medication and needs further medical treatment, 911 will be called.
- In the occurrence of incidental medical services to a child, a staff member will contact the parent/guardian immediately. The parent/guardian will also receive a copy of LIC 9221 "Medication Chart: Staff Documentation of Medicine Administration" within 24 hours
- In the occurrence of incidental medical services to a child, the Department of Social Services will receive a copy of LIC 9221 "Medication Chart: Staff Documentation of Medicine Administration" within 24 hours
- In case of an emergency or disaster that requires relocation of children from the facility, a staff member will be responsible for transporting equipment and supplies with the child(ren) to ensure incidental medical services are not interrupted
- Disposal of medication will be handled by professional medical personnel

Parent Participation

Parent participation is a vital part of the Holy Angels Preschool program and each parent is welcome to assist in the classroom. If you are interested in assisting in the classroom, please contact the director to set up a date to do so.

The following is expected of parents working in the classroom:

- Arrive 5 minutes prior to the start of class. The teachers will go over the schedule and go over any instructions you may need.
- Your activities include prep work, monitoring planned activity, preparation of snack, cleaning up after a variety of classroom projects that may include cooking, painting, gluing, etc.

Confidentiality Agreement:

Parents agree to keep any observations, or personal opinions regarding all students they come in contact with at Holy Angels Preschool, between themselves and the staff only. Conversations with other parents regarding students or families' confidential or privacy rights will not be tolerated or accepted. If you have any questions or concerns, you will agree to express them directly to the teacher or administrative staff. If these conditions prove to be violated, your parent participation will be terminated in the classroom.

Clean Up Days

There are about 2 scheduled clean up days per year. You are encouraged to attend at least one clean up day (per child enrolled) a year. These clean up days are usually scheduled on a specific Saturday from 9am-12pm. Only one parent is encouraged to attend. Toys, shelves, windows, bathrooms, floors, rugs, furniture, etc. are some of the items we clean. Your help is needed to maintain a clean and safe environment at school. Your participation is very important and will help create a family, community environment within our school.

Student Folders

Each child will be given a school folder to bring to and from school. These folders will contain your child's artwork, and other items pertaining to your child's day at preschool. Please check and empty your child's folder at home each day they attend. Their folders will be stored in their individual cubby while at preschool.

Uniform

Students are required to wear the Holy Angels Preschool uniform. This consists of the following:

- Green Sweatshirt with logo
- Khaki Pants or Jumper
- White Polo Shirt
- All white, black, or brown closed toed shoes (velcro tennis shoes are the best). Open toed shoes, "crocs", wedge shoes, and flip flops are considered inappropriate to wear at preschool due to our outside activities, as the safety of your child is our biggest concern.

Expect your child to get a little "messy" during the day. We play with a lot of different products such as washable paint, play dough, washable markers, etc. These items may transfer to your child's clothing while participating in these activities.

All uniforms for preschool are to be purchased from Simply Uniforms located at:

7801 El Camino Real
Colma, CA 94014
(650) 757-5722

*Simply Uniforms does not carry Khaki jumpers, however, they may be purchased at other retailers.

Change of Clothing

We ask that all our students bring in a change of clothing with them to be stored at school. Please include a top, bottoms, underwear, and socks. 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 the 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.

Sharing

The class participates in sharing time. One child is selected to bring in an item to share each day on a rotating basis. Every child will get a turn to bring an item to share before the rotation begins again. We ask that you limit your child's sharing to only one item. Their item must fit into the "sharing box" we provide them. An index card is also provided for you to write 3 clues about their sharing item. They will have the chance to give the clues (teachers are there to help), and have their fellow classmates guess what they brought. Your child can offer any information they would like to share with the class.

We require that your child leaves their personal items such as toys, treats, etc. at home. By allowing these items into our classroom, it may cause problems with other students, or could result in the breaking or loss of a beloved toy or other special item. We might suggest that they bring in their special item when it is their sharing day. We do provide many toys and other equipment for your child during their time at school. We rely on our parents to enforce this rule with their children before they enter the classroom.

Snack and Lunch

Snack:

We encourage your child to eat a healthy breakfast before they start their school day. We will provide a snack for your child for a monthly fee of \$10.00. Our school follows a "NO PEANUT RULE". NO PEANUTS OR PEANUT BY-PRODUCT FOODS ARE ALLOWED TO BE SERVED. We post our snack menu monthly, and we will have a snack calendar on our sign in tables for the upcoming month.

Our snacks include at least one cracker item **and** a fruit **or** veggie item. Water and milk will be provided for all students.

Examples of snacks served:

Cracker items:

Cheez-Its, Wheat Thins, Goldfish, Ritz, Graham, pretzels, popcorn, etc.

Fruit (We will cut and wash fruit at school):

Apples, oranges, pears, bananas, strawberries, grapes, watermelon, cantaloupe, raisins, etc.

Veggies:

Baby carrots, celery, etc.

Lunch:

If your child is enrolled in our full day program, please provide a nutritious, well-balanced lunch. You may choose to purchase a lunch for your child from Holy Angels School's "Hot Lunch" program. A menu and price list is sent home on a monthly basis, and food is purchased from local vendors.

Birthday Celebrations

We do celebrate your child's birthday in class. Each child will receive a birthday crown on their special day. As a class we do sing the Happy Birthday song to them. Parents may bring in a special treat for their child if they wish. We ask that you bring in items such as cookies, cupcakes, stickers, etc.

Please see the director regarding any food allergies prior to bringing in any treats for the class.

Class Parties

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

Field Trips

Holy Angels Preschool field trips are occasionally planned. During these field trips we require a parent to transport their child to and from the activity and at times stay with their child for the duration of the field trip. If a parent is unable to attend the field trip, but wishes their child to attend, they must find another parent willing to be responsible for their child during the field trip and provide them with transportation to and from the event. Teachers are not allowed to provide transportation to students. Please note that times of scheduled field trips may differ from regular class hours. Most field trips do require a fee in order to participate (entrance, activity fees, etc.).

Photographs

Photos of the students are taken throughout the year for the purpose of creating our yearly memory books and to showcase the program. Students' images may appear on the school website, blog, brochures, newsletters, or videos as they are engaged in school activities.

School Pictures:

School pictures will be offered twice during the year: once in the Fall, and once in Spring. You are not required to purchase any pictures at any time. We do ask that your child be part of any group pictures if possible.

Privacy Policy:

If you do not wish to have your child's photograph featured in any advertising of Holy Angels Preschool, you must indicate this and sign the mandatory Image Release Consent Form you are given at the beginning of the school year.

Dear Parents,

Holy Angels Preschool recognizes the safety of your child as our top priority. Please read and keep a copy of the following preschool disaster plan. Listed below are the procedures and contact numbers you will need in the event we would ever need to evacuate the building due to an emergency (fire, earthquake, etc.).

Holy Angels Preschool Emergency and Disaster Plan

Emergency Drills

Fire and earthquake drills are conducted on a regular basis, as required by State Regulations. You should feel confident that the facilities, school plan, and staff would keep your child safe in the event of an emergency.

Indoor Emergency Procedures

Earthquake:

During the event of an earthquake, students will be instructed to drop under tables. When the quake has ceased, students will be accounted for, assessed for any injuries, and escorted out to a safe area outside the building.

Fire:

Children will be instructed to line up at the sound of the fire alarm. Students will be accounted for, then led by the teachers to a safe meeting place established for us out on the school playground. We will wait there until we are notified the building is safe to enter again.

Outdoor Emergency Procedures

Earthquake:

Children will be instructed to drop and cover were they are.

Fire:

In the event a fire were to occur while we are outside, the children will be asked to gather in a designated safe area away from the building. The teachers will account for all students, and notify fire personnel.

Supplies

Parents must provide a mandatory Emergency Kit supplied with specific items for your child in the event we would have to evacuate the premises. Each teacher has been given an assigned duty to perform during an emergency situation, so as to ensure the safety of your child. Each teacher has training in CPR and is always current in their certification.

In Case of Evacuation

In case we would ever have to leave the premises of Holy Angels Preschool, we will relocate to a safe area designated by our Emergency Administrator.

The preschool staff will have emergency contact numbers on hand, and text messaging will take place to contact all parents once the children are in the designated safe area.

The staff will attend to your child, until they are picked up by you or a person authorized to do so. **It is very important that your emergency contact information is kept current with us.**

In case your child needs medical attention, he or she will be transported to the nearest hospital, unless one is specifically designated by you on your permission form.

Local Agencies Contact Information

- o **Colma Fire Department:**
50 Reiner Street
Colma, CA 94014
(650) 755-5666

- o **Broadmoor Police Department:**
388 - 88th Street
Daly City, CA 94015
(650) 755-3840

- o **Red Cross (San Mateo County):**

1710 Trousdale Drive
Burlingame, CA 94010
P: (650) 259-1750
F: (650) 259-1758

Administration Contact Information

Holy Angels Parish Rectory: (650) 755-0478

Holy Angels School Main Office: (650) 755-0220

Sister Leonarda, Elementary School Principal: (650) 291-2343

Concepcion Gonzalez, Preschool Director: (650) 303-1478

Physical Address:

Holy Angels Preschool
20 Reiner Street
Colma, CA 94014

(650) 303-1478

Holy Angels Preschool

Acknowledgement of Parent Information and School Regulations

As parents of _____, we have read, understand, and agree with the parent information and school regulations, and will abide by them while our child is enrolled at Holy Angels Preschool.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date