



**St. John Bosco Catholic  
School Preschool Handbook  
2020-2021 School Year**





## Mission Statement

*Guided by Jesus Christ, we are a caring community dedicated to academic excellence, serving others, and developing the whole child within the traditions of our Catholic faith.*

## Philosophy

- *We believe that all children, by their God-given nature, can learn. All learners, users, and creators of knowledge are engaged in a dynamic process of discovering who they are in relationship to God, the human family, and nature.*
- *We believe that our community, which includes students, educators, parents, parish members, and clergy, consists of leaders working together as one in God to inspire all to reach their potential. Furthermore, our community assists in the lifelong development of the whole person, including spiritual, moral, intellectual, emotional, and social growth, and physical well-being.*
- *We believe that schools provide professional and caring educators who, as positive role models, teach traditions and build character. They inspire students to learn and support parents as the primary educators of their children.*
- *We believe in providing a child-centered and nurturing environment. The school community empowers children to become critical thinkers who can problem-solve through life's challenges.*
- *We believe the ultimate purpose of faith-based education is to serve God and God's creation.*

## ***The ABCs of St. John Bosco Preschool Programs***

If your child is sick and cannot attend school, please call the Absentee Line at (480) 219-4849.

**Please see the Preschool COVID-19 Addendum at the end of this document.**

**Be sure to submit the signed Preschool Potty Plan before August 10th as well.**

### **Arrival:**

All classes start at 7:50 a.m. Early drop off in the Pre-Kindergarten classroom is available in the morning starting at 7 a.m. For the safety of all children, park only in the north parking lot by the MPR and walk your child to class each morning. If you arrive at school after the 8:00 a.m. bell, please walk your child to the office and we will take them to their classroom and sign them in. This limits disruptions after class has begun.

### ***All mornings should begin as follows:***

The attendance book is located just inside the classroom door. It is required by the Arizona Department of Health and Safety that any persons designated to sign your child in and out must write their legal first and last name (FULL signature) and be at least 16 years of age. By law, preschool staff can only release your child to persons you have previously listed in your child's file.

### **Backpacks:**

Please send your child with a backpack and a lunch to school. Lunch is provided by the parents and is also available through Blue Willo Catering. The backpack should always contain a water bottle. All water bottles must ONLY have water. Please mark all personal items with the child's name. On Fridays, a folder will be sent home that will contain class projects and important information regarding announcements and notes from your child's teacher.

### **Bathroom Readiness**

In accordance with our licensing through the State of Arizona, students must be fully potty trained to attend SJB Preschool classes. To be fully potty trained means not having consistent accidents. Our preschool program expects parent cooperation with their child's bathroom readiness. Pull-ups are not allowed in either program. For more information, please refer to the SJB Preschool bathroom readiness policy.

### **Birthdays**

Birthdays are a very special day for every child! Talk with your child's teacher at least one week in advance if you wish to send in special snacks. Our school Wellness Policy requires that any food served to the whole class must meet the nutrition guidelines (including birthday treats, if allowed by the teacher). Soda, energy drinks, and caffeine drinks are not permitted. The complete wellness policy can be found online at [www.sjbosco.org](http://www.sjbosco.org). Please be aware of students with allergies when sending birthday snacks.

Classrooms will have 2 - 3 parties a year where special treats agreed upon by the teacher **prior** to the party may be served.

- There will be no distribution of treats before, during, or after school.
- **NO** cupcakes, brownies, cakes, cookies, or candies, etc.
- It is recommended to send in **non-food items for birthday or other awards.**

St. John Bosco Catholic School is committed to providing a school environment that promotes and protects children’s health and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health. The purpose of the policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

If you are having a party for your child and are only inviting a few children from class, we ask that you mail any invitations to avoid hurt feelings. However, if you’re inviting the entire class we will be happy to put the invitations in the students’ backpacks.

**Book Club**

We are pleased to take part in the Scholastic Book Club. When you order a book, our school receives bonus points which will be used toward earning books for our school. Each month or two, your child will bring home a book order form. There is no obligation to parents. If you wish to order a book(s), there will be directions attached to the order form with information to order online. When books are delivered, we will place them in your child’s backpack and send them home.

**Clothing**

Our preschool curriculum consists of teaching children through creative play; therefore, we paint, play with nature, and anything that will engage our creative minds. It will get messy! ALL Preschool students will wear an SJB school uniform.

3-year-old students are required to wear at least the St. John Bosco P.E. uniform (navy mesh shorts and SJB gray P.E. t-shirt). They may also wear a white or navy polo shirt with navy shorts, plaid jumper, and blue romper.

Pre-Kindergarten students are required to wear at least the St. John Bosco P.E. uniform (navy mesh shorts and SJB gray P.E. t-shirt). They may also wear a white or navy polo shirt with navy shorts, plaid jumper, and blue romper.

**BOYS’ AND GIRLS’ P.E. UNIFORM**

Shorts	Solid, navy shorts - 7”- 9” inseam, 2” from the back of the knee, creating a basketball shorts length. No logo or a logo no larger than a quarter.
Shirt	The St. John Bosco <b>gray</b> P.E. t-shirt is the <b>ONLY</b> acceptable shirt to be worn for P.E.
Sweatpants (optional)	In cold weather, plain, navy athletic pants. Approved logo sweatpants are available at <a href="http://www.sjbstore.com">www.sjbstore.com</a> . These are only for P.E. days; twill dress long pants are to be worn on other days. Leggings, yoga pants, and jeggings are NOT acceptable at any time.
Sweatshirt (optional)	In cold weather, navy or white sweatshirt with St. John Bosco logo. The approved zipper hooded sweatshirt is available at <a href="http://www.sjbstore.com">www.sjbstore.com</a> and may be worn at any time on campus.

Shoes	Tennis shoes in any color or color combination are all acceptable. <b>NO neon, light-up, roller shoes, glitter, boots, wedges, or wedge heels will be allowed.</b> Shoe laces must match each other.
Socks	<b>Plain</b> white, navy, or black socks or tights. Socks must be worn with all shoes. <b>NO</b> logo; <b>NO</b> leggings

Children spend time outdoors each day and should have appropriate outdoor wear; warm outer clothing in the winter and light clothing in the spring/summer are suggested. Sunscreen should also be applied. Children run on the playground so we recommend socks and sneakers. Please do not send your child to school in sandals. Flip flops are not permitted.

### **Conferences**

Progress report conferences will be scheduled in the fall and spring. Additional conferences may be scheduled at any time.

### **Critical Incident Management Policy**

The purpose of this policy is to ensure the safety of students. To guarantee that the St. John Bosco School community has the best interest of the students in case of an emergency situation, all employees are expected to be familiar with the procedures listed in the plan. All employees will report any threats to appropriate authorities/school staff.

### **Curriculum/Activities and Programs**

SJB Preschool is a Christ-centered, play-based, learning environment. We enrich students' lives by offering them hands-on experiences, encouraging social-emotional skills, and bringing the awareness of Christ into their rapidly-expanding world. Your child will develop math, science, language, social, spiritual, and emotional skills through a wide variety of activities. Our caring and professionally-trained staff, in partnership with the family, will teach the skills each child needs to have success in kindergarten.

SJB Preschool embraces the developmental philosophy of learning, which respects each child as a unique individual, and supports the knowledge that young children learn best through play and hands-on experiences. Through daily classroom activity we strive to maintain:

BALANCE between:

- Child-directed and teacher-directed activity
- Structure and flexibility
- Group needs and individual needs
- Children's interests

DAILY ACTIVITY OFFERING always includes:

- Creative arts
- Blocks
- Dramatic play
- Sensory materials
- Manipulatives
- Science

- Literature
- Music & movement
- Snacks
- Outdoor play

## **Discipline**

### *Discipline with Purpose - DWP Expectations*

We believe children can be taught self-discipline skills as a part of the total school curriculum. To this end, the school implements a program called *Discipline With Purpose (DWP)*, a positive approach to discipline based on the developmental level of the student.

The two goals of discipline, according to the DWP philosophy, are to maintain safety and order within the community, and to identify, teach, and practice the skills necessary to be self-disciplined. With this in mind, discipline is not punishment, but rather an opportunity to teach a skill that is not yet developed. We expect students to conduct themselves in a manner that is becoming of a Catholic student and exhibit self-disciplined behavior at all times, on- or off-campus, in conformity with the norms of this handbook. The preschool director and principal is the final recourse in all disciplinary situations.

In preschool, we work to eliminate any potential problems before they happen. Our staff expresses appropriate respect and affection for the children and models positive social interaction and expression of feelings. Should there be a disciplinary problem, we use several techniques that help children to internalize rules and become self-directed in their behavior. These include offering choices, problem-solving, natural and logical consequences, ignoring, redirecting, and a “cooling off” time in an area of the child’s choice. We will work together with parents to keep the lines of communication open.

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain good order, safety, and welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort, or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing or continuing to do any of the following:

1. Causing personal injury to, or damage to the property of, any person (including the student or him/herself).
2. Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

## **Dismissal**

At the end of the class day, please pick your child up at their classroom and sign-out (FULL signature please) your child in the attendance book. As stated earlier, we will only allow the child to leave with the persons listed on your child’s registration form. You are required to keep that list updated in RenWeb. If there is a change please email or make note on the sign-in sheet to let your child’s teacher know if someone else is picking up your child at the end of the day.

- Pick up time is 11:30 am for half-day students.
- Pick-up time is 3:00 pm for full-day students.
- Dismissal time is 12:30 pm on Fridays for all students.

## Email

St. John Bosco Catholic School encourages strong communication. If you wish to contact a teacher, please write a note (to be delivered to the teacher's mailbox in the office) or email ([FirstInitialLastName@sjbosco.org](mailto:FirstInitialLastName@sjbosco.org)) requesting a call or an appointment. Teachers will share their schedules with parents at Curriculum Night. In addition, teachers will email classroom information through RenWeb and newsletters. Teachers' personal telephone numbers or email addresses are never given to parents or students per Safe Environment policy.

All faculty and staff try to respond to questions or comments as soon as possible. Sensitive issues are best addressed in person or by phone.

- In an emergency, contact the office.
- Send emails prior to 4:30 p.m. Monday through Friday. Emails sent after 4:30 p.m. on Friday will be answered at the start of the next school week.
- Emails should be brief, informational, and used to confirm, clarify, or schedule appointments.
- Emails should not be forwarded without the permission and knowledge of all parties involved.
- Humor, chain, or business solicitation letters should not be sent to school email addresses.
- Please refrain from sending messages to multiple recipients unless there is a very specific reason for everyone to receive the message. Information pertaining to your child or staff member is not a group concern.

**By appointment:** Parents may contact faculty members to set an appointment to be held before school, after school, or during prep-time. If the teacher does not have notice of an appointment, the parent may be asked to make an appointment as requested and return at the meeting time.

## Enrollment

Students will be enrolled through the school's admissions process. After enrollment forms and the registration fee are submitted, you will meet with the preschool director to finalize your child's enrollment.

## Field Trips

As with all school activities, field trips are part of our educational curriculum. Teachers will plan, with advance notice, "on-campus" field trips, such as visits to the church, school library, science garden, prayer garden, nature walks, etc. We are also working on bringing various outside educational programs to our campus. Trips will be planned with safety in mind, which are relevant and meaningful to your children. We do not offer "off-campus" field trips for preschool.

## Fire Drills and Lockdown Drills

To keep the children safe, we will practice these drills on a monthly rotation. The dates of our drills are listed in the attendance book for our state inspector. Under the advisement of the City of Phoenix Fire Marshall we are asked to:

1. Practice fire drills with the building fire alarm.
2. Never park in the front of the preschool building or church fire lanes. This is for the safety of all children attending St. John Bosco School.

## **Forgotten Items**

If a child forgets an item at home, parents may drop that item off in the office and the office staff will make sure the child receives it. This helps limit disruptions throughout the school day.

## **Forms**

All enrollment forms must be completed before any child attends class. This includes emergency contact listings with working phone numbers, completed blue health card, diocesan photo release, and food allergy notification. All forms need to be filled out completely for licensing purposes.

## **God is First**

As Catholics, we start and end each day with a prayer and say a prayer before our meals. The children will be taught the Our Father, Hail Mary, and the St. John Bosco prayer. Our classrooms and hallways are decorated to constantly remind the children of God's love for them.

Pre-Kindergarteners will begin attending Mass on Fridays in the winter and visit the chapel often. We always encourage families to attend Mass weekly. In addition to prayer, part of each day is devoted to learning more about God and our faith, His love for us, and how He wants us to treat others. Preschool teachers utilize Stories of God's Love curriculum from Benzinger.

## **Home-School Communication**

We provide many opportunities to keep parents informed including:

- Parent Newsletters: Your child's teacher will provide a weekly newsletter with information of curriculum and events.
- Parent Programs: We provide many opportunities for parents to observe what their child is learning in class. Pre-Kindergarten will have a Thanksgiving, Christmas, Mother's Day and Graduation program. Family and friends are invited. Our programs are held in the church or MPR for your convenience and comfort.

## **Hours of Operation, Class Days, Age Requirements**

SJB Preschool accepts students from ages 3 through 5 years in conformance with licensing regulations.

### *3-year-old Program Options:*

- Full-Day: Monday – Thursday 7:50 a.m. – 3:00 p.m., Friday 7:50 a.m. – 12:30 p.m.
- Half-Day: Monday – Thursday 7:50 a.m. – 11:30 a.m., Friday 7:50 a.m. – 12:30 p.m.
- Two-, three-, and five-day options

### *Pre-Kindergarten Program Options:*

- Full-Day: Monday – Thursday 7:50 a.m. – 3:00 p.m.; Friday 7:50 a.m. – 12:30 p.m.
- Half-Day: Monday – Thursday 7:50 a.m. – 11:30 a.m.; Friday 7:50 a.m. – 12:30 p.m.

### Extended School Hours for Preschool

7:00 a.m. - 7:30 a.m., Monday - Friday  
3:00 p.m. - 6:00 p.m., Monday - Thursday  
12:30 p.m. - 6:00 p.m., Friday

### Fees

No charge 7:00 a.m. - 7:30 a.m., Monday - Friday  
\$3.00/every half hour 3:00 pm - 6:00 pm, Monday - Thursday  
\$3.00/every half hour 12:30 p.m. - 6:00 p.m., Friday

### **Illness**

Do not send your child to school within 24 hours following a fever over 100 degrees, rash, vomiting, diarrhea, or a severe cough. If your child has a communicable disease, inform the school so parents of exposed children can be alerted.

### **Immunization**

All immunizations must be up-to-date and a copy of the immunization record must be kept in the preschool office.

### **Injury**

Should your child become injured at school, your child will be taken into the nurse's office and assisted accordingly. The child may need a band aid, ice applied, observation, and/or a call to the parent for emergency assistance. If we are unable to reach you by phone, we will call from the emergency information sheet that is on file for your child. Please keep the information updated. All injuries and/or accidents will be documented and signed by the nurse. You will always be told of the incident and given a copy.

### **Insurance Information**

SJB Preschool carries liability Insurance as required by licensing regulations rule #R9-5-308. We are insured by: **The Catholic Mutual Relief Society of America 10843 Old Mill Rd. Omaha, NE 6815**

### **Incident Report**

If a child brings harm to self, others, or the environment you will receive an email from your child's teacher stating what happened and how it was addressed. Your child's teacher will then follow up with a phone call to discuss the situation further.

### **Kindness**

Preschool is an opportunity for children to learn and develop social skills. Our teachers will help children learn about their own emotions, friendship, and empathy for those around them. With the aid of biblical stories, music, and books, we will discuss these beneficial lifelong skills.

### **Lice**

Head lice are a common occurrence among young children. Head lice spreads from person to person by direct contact with hair or by sharing items such as hats, brushes, etc. Lice do not carry diseases or illnesses, however, they are a nuisance. SJB Preschool has a "NO NIT/HEAD LICE" policy. This means that all nits and lice must be removed from the hair before your child may return to school. If head lice are discovered on one child, the entire preschool will be checked. Children with head lice will be sent home immediately and a notification letter will be sent home to the classmates. For more information on lice, please refer to SJB Preschool No Nit/Head Lice Policy.

### **Licensing Information**

SJB Preschool is regulated by The AZ Department of Health Services Office of Child Care Licensure. They can be contacted at (602) 542-1025. The local office address is: 150 N. 18th Ave, Suite 400, Phoenix AZ 85007. Inspection reports are available online at [www.azdhs.gov](http://www.azdhs.gov) or in the school office.

## **Medication Procedures and Storage**

SJB does not administer medication at the preschool. All medication is stored in the nurse's office and administered by the school nurse.

## **Messy Work**

Preschool can be messy! Please understand your child will be learning through development activities. The art projects that are produced in class will require the use of fine motor skills. It is essential for your child to master these skills to help prepare them for kindergarten. Pre-cut projects are not a part of the SJB Preschool curriculum.

## **Music**

Each week your child will be exposed to music. Every child will learn a sense of rhythm (an important pre-reading skill), an appreciation for music of different cultures, and experience a time of free expression using a variety of instruments.

## **Outside Play**

Weather permitting, your child will go outside each day. For safety reasons children are to wear shoes at all times. Please do not send your child in sandals or flip flops. Part of the playground is exposed to the sun, so we ask that you apply sunscreen before school. Children will be asked to wear shoes at all times.

## **Parent Responsibilities**

SJB Preschool recognizes the parent as the child's first and most important teacher and supports this role by providing opportunities for parents to participate in the education of their children. Parent-participation preschools are unique. When parents and teachers work together, the link between home and school is strengthened. For children, parent involvement demonstrates that education and school experiences are valued.

For parents, classroom participation provides an opportunity to gain insight and understanding of child development and supports the development of parenting skills useful in everyday interactions with children. Parent participation means a greater investment and greater return. The cooperative efforts of parents and teachers working together provide the best learning environment for young children.

## **Pictures**

The teacher will frequently take pictures of the children at work and play to display or use for a project. You are asked to sign a photo release for these photos. We will also have a photographer come to our school to take pictures of the children. They come in the fall and in the spring. Purchase of these photos is optional; no purchase is required.

## **Schedule**

A schedule is posted in each classroom. Your child's day includes prayer, outside play, centers, snack, music, group activities, and circle time. Your child's teacher will provide you with additional information about the class.

## **Themes**

We use many themes throughout the school year as part of our curriculum. In order to enhance these themes, e.g., community helpers, firefighters, healthy bodies, and pets, we would like to

invite special visitors to come and talk to the children about their job or profession. If you would like to be a visitor, or know of someone, please talk to your child's teacher. This is fun for everyone involved!

### **Updates**

It is imperative to keep all phone numbers, addresses, and medical information updated.

### **Volunteers**

We rely on our families to help us with many different activities throughout the school year. Classroom volunteers should have an assigned time with their child's teacher. Volunteers need to check in at the office before going to the classroom. There are many other volunteer opportunities throughout the campus year-round. Check out the weekly *Bulldog Bite* email for more information.

Every volunteer must attend the Safe Environment Training class prior to volunteering. These classes are offered at our parish as well as other diocesan parishes. Please register for convenient online classes at your earliest convenience. A link to the Diocese of Phoenix website can be found on the St. John Bosco School website at [www.sjbosco.org](http://www.sjbosco.org).



## ***Preschool No Nit/Head Lice Policy***

Head lice are a common occurrence among young children. Head lice spread from person to person by direct contact with hair or by sharing items such as hats, brushes, etc. Lice do not carry diseases or illnesses; however, they are a nuisance. As such, parents have the responsibility of detecting and treating head lice in their children. Regular checking is required as children may have head lice without knowing. If head lice/nits are found at home, please contact the school.

SJB Preschool has a “NO NIT/HEAD LICE” policy. This means that all nits and lice must be removed from the hair before the child may return to school.

When a case of nits/head lice is found at school, SJB Preschool will:

1. Call/notify parents whenever head lice/nits are found in their child’s hair. We will have the children ready and prepared for pick-up.
2. Distribute school policies and procedures as well as relevant information for the control, detection, and treatment of head lice/nits. The dignity and privacy of each child will be respected at all times.
3. Support parents with practical advice and a sympathetic attitude while stating the school’s expectations about responding to head lice/nit infestations.
4. Administer an inspection of the student’s hair upon the child’s return to school.

To help control head lice, parents with children at SJB Preschool will:

1. Regularly inspect their children’s hair to detect head lice/nits.
2. Notify the school if their child has head lice/nits.
3. Comply with school expectations regarding the treatment of head lice/nits.

A united approach between home and school will help manage head lice infestation. The simple rules which apply to all parents are: ***Check weekly, treat quickly, and tell the school.***

# COVID Addendum for the 2020-2021 Preschool Handbook

***\*\*These procedures and policies are subject to change at any time.  
We hope to begin phasing to the typical SJB Campus as soon as possible.***

***These are the sections of the Preschool Handbook that have been temporarily changed due to COVID-19.***

## Arrival Procedures

**Parents may not enter the campus due to COVID-19.** PreK parents may walk their student(s) to Front (Main) Gate for temperature check and to get them signed in by Mrs. Bescak the Preschool Director and/or Nurse Jean.

- Front (Main) Gate: NO ACCESS
- North Gate: NO ACCESS (K - 8th-grade ESP students ONLY; no adults)
- NE (PE) Gate : NO ACCESS
- SE Gate (from St. Benedict): NO ACCESS (Preschool ESP students ONLY; no adults)
- SW Gate (Preschool): NO ACCESS

## School Hours **STAGGERED**

The school hours are staggered this year. Please note as follows:

Grades 4th - 8th: The school day begins at **7:40am** and ends at **3:00pm**.

Grades Preschool - 3rd: The school day begins at **7:55am** and ends at **3:00pm**.

Students who arrive between **7:00 a.m.** and **7:15a.m.** must enter through the Preschool/St. Benedict gate. Beginning at **7:40a.m.**, students should walk directly to their homeroom classroom.

## Campus Access

**For the safety of our students and staff, all visitors must enter through the office. One person/family is allowed in the front office at a time. Others will need to line up outside of the office with 6 ft. distance between persons and/or family.**

Below are the entry locations and times during which students may enter the campus each morning on school days:

- North Gate (K-8th ESP access): Available to all students from 7:00 a.m. to 7:15a.m. **\*(NO ACCESS AFTER 7:15a.m.)**
- Front Drop-Off (Carpool Bay): Available from 7:15 a.m. to 7:50 a.m.
- Front (Main) Gate: Open from 7:15 a.m. to 7:50 a.m. **(Students Only please due to COVID-19) when All students are on campus**
- SE Gate (from St. Benedict): NO ACCESS (Preschool ESP students ONLY; no adults)
- NE (PE) Gate: NO ACCESS
- SW Gate (Preschool): NO ACCESS

## Visiting Campus

Limited essential visitors will be permitted on the school campus. Volunteers on campus will be postponed until further notice.

## Parking

Parents who purchased a parking spot in the recent Gala Event may park in their paid assigned parking spaces. They may walk their child(ren) to the St. John Bosco statue located in front of the school. No parents should walk to the front main gate to ensure social distancing for all of our students being dropped off at carpool and Preschool students being checked in at the front gate.

## Dismissal Procedures

### 1. Pick-up Procedures

School is dismissed at **3:00 p.m.** Monday - Thursday and **12:30 p.m.** on Friday for grades **Preschool - 8th.**

**Due to COVID-19, Parents are required to use the carpool lane daily for drop off and pick up, except for students attending ESP. Parents may not enter the campus due to COVID-19.**

If your student needs to attend ESP, please contact the office by **2:15 p.m.** Monday - Thursday, and by **12:00p.m.** Friday, on the day of the change.

When picking up your child(ren), drive through the carpool lane and your child(ren) will be called to the curb. **Do not use the north parking lot as a drop-off or pick-up lot.**

**PLEASE DO NOT USE THE FIRE LANE FOR PICK UP OR DROP OFF UNLESS DIRECTED.**

## Mask Requirements:

**Per the county mandate, students 6 years of age and older are required to wear masks. This includes 1st through 8th-grade students. However, the CDC recommends that students 2 years and older should wear a mask. We would like to encourage Preschool and Kindergarten students to wear a mask to ensure the safety of our teachers and students.** However, we understand the concerns parents may have about our little ones wearing masks. We want to assure you that our students will have many “mask breaks” throughout the day. Students will wear their mask for an hour to an hour and-a-half at a time at most. Please refer to the mask schema below.

Students should bring an extra mask to school everyday. The extra mask should be in a sealed container/baggie stored in their backpack. The mask should have loops that go around the child ears comfortably (no bandanas or neck gaiters allowed). Students may wear a shield if they choose but they will still need to wear a mask underneath to prevent the spread of vapor.

**Recommended solid colors:** navy, gray, black, green, yellow, white and uniform plaid.

**Masks may be bought from any store or handmade. However, any single solid colored mask is acceptable.**

### Mask Schema

Classroom	Mask On	At desk or table, physically distanced
Snack Time	Mask Off	Outside with class
Morning Recess	Mask Optional	Outside in designated area with class
Lunch	Mask Off	MPR, physically distanced at tables
Lunch Recess	Mask Optional	Outside in designated area with grade level
Mask Break	Mask Off	Individually outside, as needed

P.E.	Mask Optional	Outside and/or MPR, physically distanced
Mass	Mask On	Church or classroom, physically distanced
ESP	Mask On	At physically distanced grade level tables in MPR

**Health Office Guidelines:**

**Monitoring & Preparing**

- We encourage parents to keep sick children home. We must insist that parents/guardians do NOT give their child tylenol before sending them to school.
- **Preschool Director will pre-screen for cough, runny nose, and temperature check for students upon arrival at check-in. Temperatures must be below 100 degrees F. for students to attend school.**
- The school nurse will pre-screen and temperature check each staff member upon entering campus each day.

**Daily Procedures**

- **Limit SHARING** of class supplies, electronic devices, toys, games, learning aides, books, cubbies, etc. Students will have their own instructional materials to limit student sharing of items.
- Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, etc.)
- Hand-washing procedures will be implemented upon arrival and throughout the school day. Hand sanitizers will also be available in every classroom.
- Germ Prevention training will be given to all teachers and students by Nurse Jean on a consistent basis.
- Increased disinfecting and cleaning of classrooms, desks, tables, playground equipment etc.

**Health and Illness Procedures**

- **Hand hygiene products and cleaning supplies (soap, hand sanitizer, disinfectant wipes, tissues) will be readily available in classrooms.**
- All staff members are required to wear face coverings in common areas when social distancing is not feasible.
- Families/staff should self-report to the school nurse if they or their students have symptoms of COVID-19, a positive test for COVID-19, or through contact tracing were exposed to someone with COVID-19 in the last 14 days.
- An isolation space for illness has been identified in the Health Office.
- If a student becomes ill during the school day with any symptom relative to COVID-19, the student will be cared for in an isolation setting and the family will be contacted. The school nurse will notify local health officials of any case of COVID-19 while maintaining confidentiality in accordance with the state and local laws and regulations.
- Consideration for return-to-school/work after illness policies will be in accordance with the Arizona Department of Health Services ‘Release from Isolation’ Guidelines (6/03/2

## **Lunch**

- Blue Willow will resume service when ALL students are attending school on campus.
- Please pack your child a lunch and snack every day.

## **Extended School Program: ESP/Before and After Care**

- ESP will be available **M - F, 7:00am - 7:40am** before school; **M - TH, 3:00pm - 6:00pm**; and **Friday 12:30pm - 6:00pm** after school with physical distancing guidelines in place.
- Morning ESP will take place on the Preschool Playground.
- A staff member will be at the side gate near the Preschool and St. Benedict Church to escort them to the classroom. If you have an older student receiving virtual instruction at home, we encourage you to use the Preschool ESP after school and pick your child up after 3:00pm.
- Preschool ESP will be offered from 3:00pm - 5:00pm everyday after school including Fridays.
- You will also use the side gate by the Preschool and St. Benedict Church to pick up your child from ESP. Please call the ESP phone number (602) 930-2903 and a staff member will bring your child out to your car.

## **Safety on Playground/Campus**

Playground structures and equipment (playground balls) will be sprayed with a disinfectant between recess groupings. No outside playground equipment will be permitted on campus.

Each student should have his/her own water bottle. Bottles may be refilled using the bottle filling option on drinking fountains. Students should not drink directly from the fountain.

## **Guidelines for Parents**

- Limited essential visitors will be permitted on campus. Volunteers on campus will be **postponed** until further notice.
- One person/family permitted in the front office at a time. Others must line up outside of the office with 6 ft. distance. Face coverings are required at this time for anyone entering the office.

## **Student Safety**

- Physical Distancing protocols will be used inside and outside of the classroom. In class furniture will be limited and spaced apart, student tables will be facing forward in the same direction. Preschool bedding will be spaced out 6 feet apart.
- Students will be grouped in classes and there will be no mixing of classes to confine any possible exposure.
- Students will have their own instructional materials to limit student sharing of items.
- Students will keep backpacks and non-uniform sweatshirts and jackets lined up outside of their homeroom classroom. Lunches, books, personal items, etc. will be stored in their individual cubbies or desks.



## ***SJB Preschool Bathroom Readiness Policy***

In the best interest of the children, our preschool/pre-kindergarten has adopted a policy regarding bathroom accidents and children being fully, independently potty trained. In accordance with licensing through the state of Arizona, students must be fully potty trained to attend SJB Preschool classes. To be fully potty trained means not having consistent accidents. Both programs expect parent cooperation with their child's bathroom readiness. Pull-ups are not allowed in either program.

Children become frustrated and challenged with usage of the bathroom. Sometimes children are just not emotionally or physically mature in regards to using the bathroom independently. With the implementation of this policy the preschool staff wants to alleviate bathroom accidents and have outlined the following expectations:

### Expectation of the Child:

- The ability to tell a teacher when they need to use the bathroom.
- The ability to pull their underwear and other clothing up and down when using the bathroom.
- The ability to wipe themselves.
- Proper bathroom usage including washing hands.

In the event of a student having four or more accidents within a 30-day period, an action plan will be put into place to determine the child's readiness for our program. The preschool reserves the right to withdraw the student from the program if the child is not demonstrating that he/she is fully potty trained.

I acknowledge that I have read and understand the SJB Preschool Bathroom Readiness Policy.

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Printed Name of Parent/Guardian

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Signature of Parent/Guardian

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Date