



**St. John Bosco Catholic
School Preschool Handbook
2026-2027**





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

Absences

If your child is sick and will not be attending school, please call the Absentee Line at 480-219-4849 to notify us.

Arrival

All classes begin at 7:50 AM, with classroom doors opening at 7:45 AM.

For the safety of all students, please park in the north parking lot and walk your child through the front gate to their classroom each morning.

If you arrive after the 8:00 A.M. bell, you must check in through the school office. Proceed to your child's classroom and sign them in using the binder located outside the classroom. Please knock on the door, and a teacher will greet and welcome your child inside.

Please note: Students in the 3s and PreK programs may not use the carpool lane for arrival or dismissal.

All Mornings Begin as Follows:

In accordance with Arizona Department of Health and Safety regulations, each child must be signed in and out daily by a person at least 16 years of age using a legible signature that includes at least the first initial and full last name. Preschool staff can only release children to individuals listed on the authorized pick-up list in the child's file. If someone new is picking up, the teacher will need to see their ID and reference the blue card or RenWeb.

Backpacks

Your child should bring a **full-size backpack** each day. Inside the backpack, please include:

- Two snacks (one, if half-day)
- Lunch (for full-day students)
- A labeled water bottle with your child's full name on both the lid and container—water only

Lunch may be brought from home or ordered through our school lunch provider, Blue Willo Catering. **Please note: All preschool classrooms are peanut/tree-nut FREE.**

A classroom folder will be sent home on some Fridays, containing student work, classroom updates, and important announcements from the teacher. Please check it regularly.

Bathroom Readiness

Per Arizona state licensing regulations, children must be fully potty trained to attend SJB Preschool. This means children should not have consistent accidents. Pull-ups are not permitted in either the 3s or PreK program. Parent cooperation is essential in supporting your child's bathroom independence. For additional information, please refer to our full Bathroom Readiness Policy.

Birthdays & Special Occasions

To maintain fairness and protect students' feelings, the following guidelines apply:

- No birthday deliveries (e.g., flowers, balloons, etc.) may be brought to or delivered at school.

- Party invitations may not be distributed at school unless they are given to the entire class, or to all girls or all boys in the class.
- If only a few classmates are invited to a party, please mail invitations privately.

Each preschool classroom will celebrate with three parties per year, during which pre-approved special treats may be served. All food must meet our school wellness policy guidelines. Prohibited items include soda, energy drinks, and caffeinated beverages. You may find the full wellness policy on our website at www.sjbosco.org.

Please Note:

There will be **no distribution of edible food treats** before, during, or after school. Only **non-food items** may be sent in to celebrate birthdays.

St. John Bosco Catholic School is committed to creating a school environment that promotes and protects children's health and supports their ability to learn through healthy eating and physical activity. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to reach their full academic potential, grow physically and mentally, and develop lifelong wellness habits.

Clothing

Our preschool program emphasizes learning through creative play, which includes painting, outdoor exploration, sensory experiences, and much more! Children will get messy, so please plan accordingly.

All preschool students are required to wear the St. John Bosco school uniform, and it is the parent's responsibility to ensure students are in full compliance with the uniform policy. Homeroom teachers will check each student daily.

Uniform Guidelines for 3-Year-Olds and Pre-Kindergarten:

- P.E. Uniform (Highly Recommended): May be worn daily
 - Navy mesh shorts or navy sweatpants
 - SJB gray P.E. T-shirt (must be the current version with Rosco the Bulldog on the back)
- Other Approved Options:
 - White or navy polo shirt with SJB logo
 - Navy shorts
 - Plaid jumper dress
 - Blue romper dress (strongly recommended over the plaid dress for girls in the 3s program)
 - Shorts MUST be worn under any dress option.

Permitted Accessories & Clothing:

- Shorts with snaps or elastic waistband
- Simple headbands and bows

Not Permitted:

- Button pants

- Tutus, large/oversized bows, or oversized novelty accessories
- Costumes or dress-up items
- Flip flops, sandals, bare feet
- Crowns, character headbands
- Nail polish

Shoes & Socks:

- Closed-toe tennis shoes only, any color
- No light-up shoes, roller shoes, boots, Crocs, wedges, or wedge heels
- Matching laces only
- Socks must be worn at all times (plain white, navy, or black)
- Tights (footed only) are permitted.
- Leggings are **ONLY** permitted under the blue romper dress when weather permits. Only solid blue or white. (Preschool Only)

Outerwear:

Children go outside every day. Please ensure your child is dressed appropriately for the weather:

- Warm coats in winter
- Lightweight clothing in warm months
- Sunscreen applied at home
- Only approved SJB sweatshirts may be worn inside the classroom.
Non-SJB jackets/sweatshirts will be removed during the school day.

Parent-Teacher Conferences

Progress report conferences are held in both the **fall** and **spring**.

Additional conferences can be scheduled at any time by request.

Critical Incident Management Policy

The safety and security of all students is our highest priority.

St. John Bosco has established an Emergency Management Plan to ensure that every staff member is equipped to respond appropriately in critical situations. All employees are trained in this plan and are required to report any threats immediately to school administrators or appropriate authorities.

Curriculum, Activities, and Programs

SJB Preschool offers a **Christ-centered, play-based learning environment**. We enrich our students' lives through hands-on experiences, the development of social-emotional skills, and daily opportunities to encounter and grow in awareness of Christ's presence.

Children will develop foundational skills in:

- Math
- Science
- Language and literacy
- Social and emotional development

- Spiritual growth

Our professionally trained and caring staff work in partnership with families to support each child in developing the skills needed for success in kindergarten and beyond.

We follow a **developmental philosophy of learning**, which recognizes each child as a unique individual and supports the belief that young children learn best through **play** and **active exploration**.

Our daily programming is intentionally balanced to support:

- Child-directed and teacher-directed activities
- Structure and flexibility
- Group needs and individual attention
- Student interest and developmental goals

Daily learning opportunities include:

- Creative arts
- Building and blocks
- Dramatic play
- Sensory experiences
- Fine motor manipulatives
- Science exploration
- Literature and storytelling
- Music and movement
- Outdoor play
- Snacks (provided by families)

Discipline

Discipline With Purpose (DWP) Expectations

At St. John Bosco Catholic School, we believe that **self-discipline is a skill that can be taught**—just like reading or math—and that discipline is a vital part of the total educational experience. To support this, we implement the **Discipline With Purpose (DWP)** program, a positive, developmentally appropriate approach rooted in the dignity of each child.

The DWP philosophy emphasizes that **the two goals of discipline** are:

1. To maintain **safety and order** within the school community.
2. To identify, **teach, and practice the skills** necessary for children to become self-disciplined individuals.

Discipline is not viewed as punishment, but as a **teaching opportunity**—a chance to guide children in learning behaviors they have not yet mastered. As a Catholic school, we expect all students to conduct themselves with the respect, kindness, and reverence fitting of our faith tradition, whether on or off campus. The **principal** serves as the final authority in all disciplinary matters.

Discipline in the Preschool Setting

In our preschool classrooms, we strive to **prevent discipline issues before they arise** by:

- Modeling respectful communication and behavior
- Creating predictable routines and environments
- Building warm, trusting relationships with every child

If a behavioral concern does arise, we use positive guidance strategies to help students grow in their ability to manage themselves. These techniques include:

- Offering **choices** to foster independence
- Encouraging **problem-solving**
- Using **natural and logical consequences**
- **Redirecting** behavior
- Providing a “**cooling-off**” space in an area chosen by the child

Our goal is to support children in learning to become **self-directed** and responsible for their own actions. Open communication with families is essential, and we will partner with you as needed to ensure consistency and support for your child.

Safety & Physical Intervention

The school administration is fully committed to maintaining a **safe and respectful environment** for all students and staff. While rare, there may be instances in which staff must **intervene physically** to protect the well-being of others.

School administration or staff may **restrain, redirect, escort, or otherwise use physical contact only** when it is **reasonable and appropriate** under the specific circumstances, such as to prevent a student from:

- Causing injury to themselves or others
- Damaging property
- Significantly disrupting the safety or order of the classroom or school event, despite being given clear direction to stop

Such intervention is always done with the utmost care, professionalism, and commitment to the child's dignity and safety.

Dismissal

For the safety and security of all children, dismissal is conducted directly from the classroom. Parents or authorized individuals must sign out each child using the attendance book outside the classroom. Please sign using your first initial and full last name, as required by the Arizona Department of Health and Safety.

Children will only be released to individuals listed on your child's registration form in RenWeb and the blue emergency card. It is your responsibility to keep that list current. If someone different will be picking up your child on a specific day, you must either:

- Call the front office to inform of any pick up change or
- Email your child's teacher prior to the date

Please remember:

- The 3s Program and PreK students may not use the carpool option at any time.
- You must park in the north lot and walk in through the front gate for dismissal.

Pick-Up Times

- Half-day students: 11:30 AM
- Full-day students: 3:00 PM
- All students on Fridays or any school-wide half-days: 12:30 PM
- Note: **On school-wide half-days, preschool and pre-K students will still eat lunch.** Please send a packed lunch or hearty snack.

Email Communication

At St. John Bosco Catholic School, we value strong and respectful communication between families and staff. If you wish to contact a teacher, please either:

- **Email the teacher at: FirstInitialLastName@sjbosco.org**
- **Leave a written note in the teacher's mailbox located in the front office**

Please use these methods to request a phone call or schedule an appointment. Teachers will share their availability during Curriculum Night and will regularly communicate classroom updates through RenWeb and/or weekly newsletters.

In accordance with our Safe Environment policy, teachers' personal phone numbers and private email addresses are not shared with parents or students.

Email Guidelines

- Faculty and staff strive to respond to emails promptly.
- Sensitive or personal matters should be handled in person or by phone, not via email.
- In the event of an emergency, please contact the front office directly.

To Help Ensure Timely Communication:

- Emails should be sent by 4:30 PM, Monday through Friday.
Emails sent after 4:30 PM on Fridays will be answered the following school week.
- Keep emails brief, factual, and focused—appropriate for confirming details, clarifying information, or scheduling.
- Do not forward emails without the consent of all parties involved.
- Please avoid sending jokes, chain emails, or business solicitations to school email addresses.

- Refrain from sending group emails unless the information is relevant to all recipients. Personal matters should be communicated privately.

Scheduling a Meeting

Parents are welcome to request a meeting with faculty before or after school, or during the teacher's planning time. If a teacher has not been notified of an appointment in advance, parents may be asked to return at a mutually agreed-upon time.

Enrollment

Enrollment in the St. John Bosco Catholic School Preschool Program is completed through the school's official admissions process. Once all enrollment forms and registration fees have been submitted, parents will meet with the Preschool Director to finalize their child's placement and discuss important program information.

Field Trips

Field trips are an extension of our curriculum and are thoughtfully planned to enrich student learning. Preschool field trips are on-campus only and may include visits to the church, school library, science garden, prayer garden, and nature walks. In addition, we work to bring engaging and educational programs to our campus throughout the year.

All trips are designed with safety, age-appropriateness, and educational value in mind.

Off-campus field trips are not offered in the preschool program.

Fire Drills and Lockdown Drills

For the safety and preparedness of all students and staff, we conduct monthly fire and lockdown drills on a rotating basis. These drills follow safety guidelines provided by the City of Phoenix Fire Marshal, and drill dates are recorded for state inspection purposes.

To support campus safety, we kindly ask all families to not park in fire lanes, including those in front of the preschool building or church, at any time. These areas must remain clear for emergency access.

Forgotten Items

If a child forgets an item at home (e.g., lunchbox, water bottle, clothing), parents may bring the item to the front office, where office staff will ensure it is delivered to the child. This policy helps minimize classroom disruptions and maintain the flow of the school day.

Required Forms

All required enrollment forms must be fully completed and submitted prior to a child's first day of attendance. These include:

- [Arizona Blue Health Card](#)
- [DES All About Me Questionnaire](#)

- **Diocesan Photo Release Form**

All forms are essential for maintaining compliance with licensing regulations. **Incomplete forms may delay a child's start date.**

God Is First

As a Catholic school, we joyfully place God at the center of all we do. Each day begins and ends in prayer, and children also pray before meals. Preschool students will be introduced to the following prayers throughout the year:

- The Our Father
- The Hail Mary
- The Angel of God
- The St. John Bosco School Prayer

Our classrooms reflect our faith and are designed to remind children of God's love for them.

Preschool students visit the chapel often to help foster a sense of reverence and familiarity with our Catholic faith. We encourage all families to attend Mass regularly.

Throughout the school day, students learn about God's love and how He calls us to treat others with kindness and compassion. Preschool teachers use the Stories of God's Love curriculum by Benziger, which is developmentally appropriate and spiritually nurturing.

Home-School Communication

We believe in a strong partnership between school and home. To keep families well-informed and involved, we offer several forms of communication:

- **Weekly Classroom Newsletters**
Your child's teacher will send a weekly newsletter via RenWeb or email to share curriculum highlights, reminders, and upcoming events.
- **Holiday & Special Programs**
Families are invited to attend a variety of special events throughout the year, which showcase your child's learning and growth. Programs are typically held in the Multi-Purpose Room (MPR) or the classroom.

Hours of Operation, Class Days, and Age Requirements

St. John Bosco Catholic School Preschool accepts children ages 3 through 5 years, in accordance with Arizona state licensing regulations. Children must be fully potty trained before starting school.

3-Year-Old Program Options

We offer flexible scheduling to meet the needs of families:

Full-Day Program

- Monday–Thursday: 7:45 AM–3:00 PM
- Friday (or any school-wide half-day): 7:45 AM–12:30 PM

Half-Day Program

- Monday–Thursday: 7:45 AM–11:30 AM
- Friday (or any school-wide half-day): 7:45 AM–12:30 PM.
- Families may choose from either a three-day, or five-day option in either the full- or half-day format.

PreKindergarten Program Options

Our PreKindergarten program prepares children for kindergarten through faith-based academic and social-emotional instruction. Schedules options are either 5 full days or 5 half days.

Full-Day Program

- Monday–Thursday: 7:45 AM –3:00 PM
- Friday: 7:45 AM–12:30 PM (or any school-wide half-day)

Half-Day Program:

- Monday–Thursday: 7:45 AM–11:30 AM
- Friday: 7:45 AM–12:30 PM (or any school-wide half-day)

Before- and After-School Program: Innovation Learning

St. John Bosco partners with Innovation Learning, a state-licensed provider, to offer safe and engaging care before and after school for all students, including preschoolers.

For preschoolers, the program is held in the preschool classroom and offers both weekly and flexible drop-in scheduling.

Registration Requirement

To ensure all students have a safe and supervised space in the event of late pick-up, every preschool student must be registered with Innovation Learning by August 5, even if you do not plan to use the program regularly.

- Registration Fee: \$16 per child
 - A \$1 fee is paid upfront during online registration
 - The remaining \$15 is charged to your FACTS account only if the program is used.

Parents will receive a link to register and submit all required health and emergency information as required by the Arizona Department of Health.

Program Hours:

- Before School: 6:30–7:30 AM
- After School: 3:00 (or dismissal) –6:00 PM

For questions, contact Innovation Learning:

 1-866-239-3661 (8:00 a.m. – 5:00 PM MST)

 info@innovationlearning.com

Illness

To ensure the health and safety of all students and staff, please follow these illness guidelines:

- Keep your child home for at least 24 hours after they experience any of the following:
- Fever of 100.0°F or higher
- Vomiting (within the past 24 hours)
- Diarrhea (within the past 24 hours)
- Rash of unknown origin
- Persistent or severe cough
- Red or draining eyes
- If your child exhibits signs of illness such as extreme fatigue, lethargy, or general unwellness, even without a fever, we ask that they stay home to rest and recover.
- If a child becomes ill while at school (regardless of whether they have a fever), parents will be contacted and the child will be sent home.
- If your child is diagnosed with a contagious illness, please notify the school as soon as possible. This allows us to inform other families of potential exposure when appropriate, while maintaining confidentiality.

Children who are not feeling well typically have difficulty participating in our active and engaging preschool day. Keeping them home helps promote faster recovery and protects the school community.

Immunization

All students must have up-to-date immunizations in accordance with Arizona state health

regulations. A current and up to date copy of your child's immunization record must be submitted and kept on file in the preschool and Health office. This includes all AZ State Required

Pre-Kindergarten vaccinations obtained while attending preschool.

Injury

If a child is injured at school, they may be taken to the nurse's office for appropriate care.

Depending on the nature of the injury, this may include:

All injuries and accidents are:

- Documented and signed by the school nurse

- Communicated to the parent/guardian
- Accompanied by a copy of the incident/treatment report

Please ensure your emergency contact information is always current.

Insurance Information

St. John Bosco Catholic School Preschool maintains liability insurance in compliance with Arizona licensing regulations under Rule #R9-5-308.

We are insured by:

The Catholic Mutual Relief Society of America
10843 Old Mill Rd.
Omaha, NE 68154

Incident Report

When a child causes harm to themselves, others, or the environment, communication with families is essential. If such an incident occurs, the following steps will be taken:

1. The child's teacher will send an email to the parent/guardian detailing:
 - What happened
 - How the situation was addressed
2. A follow-up phone call will be made to further discuss the incident, answer questions, and work together on any necessary next steps.

Our goal is always to support each child's growth and development with compassion, consistency, and open communication.

Kindness

Preschool is a formative time for developing social-emotional skills such as empathy, cooperation, and kindness. At St. John Bosco, we guide children in learning about:

- Their own emotions
- Friendship and collaboration
- Respect for others
- Christ-like compassion

Through the use of biblical stories, songs, and age-appropriate books, teachers help children build a strong foundation of empathy, emotional literacy, and problem-solving skills that will benefit them throughout their lives.

Policy and Protocol for the Management of Pediculosis (Lice)

It is the policy of SJB that the management of pediculosis (head lice) should not interfere with the educational process. The Protocol for Management of Pediculosis will be in accordance with the Arizona Administrative Code (AZ R9-6-355) and will incorporate evidence based practice. In cases of head lice, the student's privacy and the family's right to confidentiality will be maintained.

Head lice are a common occurrence among young children and are typically spread through direct head-to-head contact. Sharing items such as hats, combs, brushes, or hair accessories is strongly discouraged. While lice do not spread disease, they are considered a nuisance and require immediate attention. Therefore:

- Children with evidence of an active infestation will be held in the Health Office until the parent/guardian can pick the child up.
- Following treatment, the student may return to the classroom the next scheduled school day after being cleared by the Health Office.
- Parental notification letters will be sent out via email if lice cases are confirmed. Parents will be advised to thoroughly check their child's head at home when an exposure occurs, but it is also recommended to periodically examine your child's scalp throughout the year especially if you notice an increase in scratching or see possible nits.
- Environmental controls will be done to decrease the spread of lice in the classroom setting.

Licensing Information

St. John Bosco Catholic School Preschool is **licensed and regulated** by the **Arizona Department of Health Services (AZDHS), Office of Child Care Licensure.**

- Phone: **602-542-1025**
- Address: **150 N. 18th Ave, Suite 400, Phoenix, AZ 85007**
- Inspection reports are available:
 - Online at www.azdhs.gov
 - In the preschool office upon request

Our school follows all regulations set forth by AZDHS to ensure the health and safety of every child.

Medication Procedures and Storage

- St. John Bosco Preschool does not administer medication in the preschool classroom.
- All student medications must be stored in the school Health Office.
- Only trained Health Office or Principal-designated staff are authorized to administer medication.

- Please speak with the school nurse directly to make arrangements for any medication and consent form your child may require.

Messy Work

At SJB Preschool, we believe in **hands-on learning**—and that can get a little messy!

- Your child will participate in many creative, sensory, and skill-building activities that may involve paint, glue, markers, and more.
- These activities help develop **fine motor skills, creativity, and confidence**, all essential for kindergarten readiness.

We value **process over product**, so don't expect pre-cut or teacher-assembled crafts. Your child's work may look messy, but it reflects their **effort, growth, and independence**.

We recommend sending your child in **comfortable, play-ready clothing** each day.

Music

Music is an integral part of our daily preschool experience. Children are **exposed to music every day**, as it supports development across all domains, including:

- **Social-emotional growth**
- **Motor skill coordination**
- **Language and listening development**
- **Auditory perception and memory skills**

Through songs, movement, rhythm, and rhyming activities, music also promotes **self-expression** and helps children build early literacy and cognitive abilities in joyful and engaging ways.

Outside Play

Outdoor play is an important part of the preschool day and contributes to your child's **physical, social, and emotional development**.

- Weather permitting, children go **outside each day**.
- For safety reasons, children must **wear closed-toe shoes** at all times. Please do not send your child in **sandals, flip-flops, or Crocs**.
- Because portions of the playground are exposed to the sun, we ask that you **apply sunscreen to your child before arriving** at school each day.

Parent Responsibilities

At SJB Preschool, we deeply value the **essential role of parents** in a child's education. We view parents as the child's **first and most important teachers**, and we support this partnership through opportunities for involvement and communication.

Benefits of parent participation include:

- Strengthening the home-to-school connection

- Demonstrating to your child that school and learning are valued
- Gaining insight into child development and positive parenting strategies
- Creating a cooperative, faith-filled, and nurturing learning environment

When parents and teachers work together, children thrive. Your involvement in our preschool community is both welcomed and encouraged.

Pictures

Teachers frequently take photos of children during classroom activities, play, and special events to document learning and celebrate moments throughout the year.

- These photos may be displayed in the classroom or used in class projects.
- Parents/guardians must sign a photo release form as part of the enrollment process.
- A professional photographer will visit the school in both the fall and spring to take individual and class pictures.
- Purchasing these photos is optional; no purchase is required.

Schedule

Each classroom follows a consistent daily schedule designed to provide structure, promote learning, and support your child's development.

Daily activities may include:

- Prayer and faith-based reflection
- Circle time
- Centers and hands-on learning
- Snack time
- Outdoor play
- Music and movement
- Whole-group activities

Teachers post a copy of the schedule in the classroom and will provide families with more specific details about their class routines.

Throughout the year, we use a variety of developmentally appropriate themes to make learning engaging and meaningful for young children. Examples include:

- Community Helpers
- Fire Safety
- Healthy Bodies
- Animals and Pets

To enrich these themes, we invite guest visitors (such as firefighters, doctors, musicians, or parents with unique professions or talents) to share with the class. If you or someone you know would like to volunteer as a guest visitor, please let your child's teacher know. These experiences are fun, interactive, and memorable for the children!

Suspension and Expulsion Policy

The preschool is committed to providing a safe, supportive, and inclusive learning environment for all children. Clear, developmentally appropriate expectations for behavior are communicated to children and families and are reinforced through positive guidance, redirection, and social-emotional learning practices.

The preschool uses suspension and expulsion prevention strategies, including ongoing communication with families, observation and assessment of behaviors, individualized support plans, referrals to community resources when appropriate, and collaboration with families and specialists to address challenging behaviors.

Suspension or expulsion will be considered only when all reasonable efforts have been made to support the child's successful participation in the program and when a child's continued enrollment presents a serious safety risk that cannot be mitigated through reasonable accommodations or interventions. Families will be informed of concerns, involved in the development of support strategies, and provided with information regarding available resources and referrals.

The preschool will comply with all applicable state licensing regulations regarding suspension and expulsion practices.

Updates

It is very important that your child's records remain current and accurate throughout the school year. Please promptly update any changes in:

- Phone numbers
- Home address
- Emergency contacts
- Medical or allergy information

Updates must be entered into RenWeb and reflected on your child's blue health card. Notify your child's teacher of any updates so we can ensure your child's records remain up-to-date in all systems.

Volunteers

At St. John Bosco Catholic School, we greatly value and rely on the **active involvement of our families**. Volunteers are an important part of creating a vibrant, supportive learning environment for our preschoolers.

Volunteering in the Classroom

- Classroom volunteers must schedule their time **directly with the teacher**.
- All volunteers must **check in at the front office** before entering the classroom.
- For the comfort and safety of students, **adult restrooms** are available throughout the campus and must be accessed with a key.
- **Student restrooms are for children only.**

- **Non-school-age siblings** may not accompany volunteers during classroom activities.

Campus-Wide Volunteer Opportunities

There are many other opportunities to volunteer on campus throughout the year, including events, fundraisers, and special programs. These are regularly listed in the **weekly *Bulldog Bite* email** and on the school website.

Safe Environment Training (SET)

All volunteers must complete the **Safe Environment Training** course offered by the Diocese of Phoenix **before volunteering**.

- Training is available online or in person at our parish and other diocesan locations.
- You may find a registration link on our website: www.sjbosco.org.

Service Hour Requirement

- Each St. John Bosco family is required to complete **25 hours of volunteer service** annually.
- Hours must be **logged in RenWeb**.
- Instructions for logging hours and a list of volunteer opportunities can be found on the school website.

We are grateful for your partnership and appreciate the time and care you invest in our school community!

Preschool No 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 are found at home, please contact the school.

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

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

1. Call/notify parents whenever head lice 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. 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 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.
2. Notify the school if their child has head lice.
3. Comply with school expectations regarding the treatment of head lice.

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.***



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 not emotionally or physically mature in regards to using the bathroom independently. With the implementation of this policy, the preschool staff strives 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 a student has 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.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date