



**DRAFT**

**St. John Bosco Catholic  
School Preschool Handbook  
2024-2025**





## 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.**

### **Arrival**

All classes start at 7:50 a.m., with the classroom doors opening at 7:45 a.m.

For the safety of all children, park only in the north parking lot and walk your child to class each morning through the front gate. If you arrive at school after the 8:00 am bell you must go through the school office. Please continue to your child's classroom and sign in the binder located outside of the classroom. Knock on the classroom door and a teacher will open to receive your child.

**The 3's Program and Pre-K students are not to use the carpool option at any time.**

### **All Mornings Begin As Follows:**

The attendance book is located just outside 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 legibly sign using at least their first initial and full last name 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 to school with a full size backpack, two snacks (one if half-day), and a lunch if full day. Lunch is provided by the parents and is also available through [Blue Willo Catering](#), our partner in school lunch service. ALL preschool classrooms are Tree-Nut FREE. The backpack should always contain a water bottle with the child's full name on both the lid and container. All water bottles must ONLY have water. Please mark all personal items with the child's name. A folder will be sent home on Fridays 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 and/or Special Occasions**

Birthdays or special occasion gifts for students (flowers, balloons, etc.) are not to be delivered or brought to school. Saint John Bosco Catholic School requests that private party invitations are not to be distributed at school. Children at all grade levels are deeply hurt when excluded from a party. Thus, party invitations may be distributed only when given to every member of the class or to all girls or all boys of the class. 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.

Classrooms will have 3 parties a year where special treats agreed upon by the teacher **prior** to the party may be served. Our school wellness policy requires that any food served to the whole class

must meet the nutrition guidelines. 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 note:**

- There will be **NO** distribution of edible food treats before, during, or after school including but not limited to birthdays.
- **NO** cupcakes, brownies, cakes, cookies, or candies, etc. for teacher birthdays.
- Only **non-food items may be sent in for birthdays.**

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.

**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. **It is the parent’s responsibility to make sure their student is in compliance with the uniform policy. The homeroom teacher will check her/his class daily to make sure each student is in uniform.**

3-year-olds and Pre-Kindergarten students are to wear at least the St. John Bosco P.E. uniform (navy mesh shorts/navy sweats and SJB gray P.E. T-shirt). They may also wear a white or navy polo shirt with SJB logo with navy shorts, or plaid jumper/ blue romper (girls). **It is highly recommended in the 3s program to wear the P.E. uniform for both boys and girls or the blue romper dress for girls vs. the plaid dress. Previous “older” versions of the SJB P.E. T-shirts are not permitted including the version that has the school on the back with yellow rays.**

**Permitted clothing options:** Shorts with snaps, elastic waistband, simple headbands and bows

**Non-permitted clothing options:** Button pants, tutus, JoJo bows (and the like), costumes, flip flops, sandals, bare feet, unicorn/kitten/crowns or large bow head gear or nail polish.

**All students are required to wear socks and closed-toe shoes to school everyday.**

**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.
Shirt	The St. John Bosco <b>gray</b> P.E. T-shirt sold by ANTON Uniform is the <b>ONLY</b> acceptable shirt to be worn for P.E. (has Rosco the Bulldog on the back)
Sweatpants (optional)	In cold weather, <b>plain, navy sweatpants</b> . Approved logo sweatpants are available at the online SJB Spirit Shop. These are only for P.E. days; dress twill 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 gray sweatshirt with St. John Bosco logo. The approved navy or gray crew zippered sweatshirt may be worn at any time on campus. <b>(NO longer permitted: SJB hoodies or white SJB sweatshirts)</b> <i>Non SJB sweatshirts or jackets will be removed in class and during Mass.</i>
Shoes	Tennis shoes in any color or color combination are all acceptable. <b>NO neon, light-up, roller shoes, glitter, boots, wedges, wedge heels or Crocs will be allowed.</b> Shoe laces must match each other.
Socks	<b>Plain</b> white, navy, or black socks or footed tights. Socks must be worn with all shoes. <b>NO logos. NO leggings.</b>

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 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 will, in partnership with the family, develop the skills each child needs to achieve 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 a balance between:

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

Daily activity offering always includes:

- Creative arts

- Blocks
- Dramatic play
- Sensory materials
- Manipulatives
- Science
- Literature
- Music & movement
- Snacks (provided by parents)
- 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.

According to the DWP philosophy, the two goals of discipline 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 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 concern, 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 the 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 your child (first initial and full last name) in the attendance book. We will only allow the child to leave with the person(s) 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 a note on the sign-in sheet to let your child’s teacher know if someone else is picking your child up at the end of the day.

The 3s Program and Pre-K students are not to use the carpool option at any time.

- Pick up time is 11:30 am for half-day students.
- Pick-up time is 3:00 pm for full-day students
- ALL students are dismissed at 12:30 pm on Fridays or any school-wide half day. (Note: Preschool and Pre-K students DO still eat lunch on school-wide half days. Please provide a packed lunch or hearty snack)

### **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 the teacher ([FirstInitialLastName@sibosco.org](mailto:FirstInitialLastName@sibosco.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 pm Monday through Friday. Emails sent after 4:30 pm 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 fees are submitted, parents will meet with the Preschool Director to finalize the 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 off that item 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, Angel of God, and St. John Bosco prayer. Our classrooms and hallways are decorated to constantly remind the children of God's love for them.

All preschool students visit the chapel often. We always encourage families to attend Mass weekly. In addition to prayer, much 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:

- Class Newsletters: Your child's teacher will provide a weekly newsletter with information about curriculum and events.
- Holiday/Special Programs: We provide many opportunities for parents to observe what their child is learning in class. Family and friends are invited. Our programs are held in the church or multi-purpose room (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 7:45 am–3:00 pm; Friday 7:45 am–12:30 pm
- Half-Day: Monday–Thursday 7:45 am–11:30 am; Friday 7:45 am–12:30 pm
- Two-, three-, and five-day half-day and full-day options

#### *Pre-Kindergarten Program Options:*

- Full-Day: Monday–Thursday 7:45 am–3:00 pm; Friday 7:45 am–12:30 pm
- Half-Day: Monday–Thursday 7:45 am–11:30 am; Friday 7:45 am–12:30 pm



### **Before- and After-School Program: INNOVATION LEARNING**

The state licensed before- and after-school program provided by Innovation Learning is available to all St. John Bosco students. The program is held in the preschool classroom for preschool students. **Pre-registration with Innovation Learning is required. Innovation Learning offers weekly and flexible (drop-in) scheduling.**

All students must be registered for aftercare with Innovation Learning just in case they are unable to be picked up on time after school. We understand unforeseen circumstances such as traffic, accidents, or a meeting running late can occur, and we want to ensure that all students have a safe and supervised environment during these times. **To facilitate this, ALL families must register online by August 5. Registration is \$16 per child, with a mandatory \$1 fee to be paid upfront during online registration; the remaining \$15 is ONLY charged to your FACTS account if and when you use the program. Parents will receive a registration link to provide student information (required by the Arizona Department of Health) before the first day of school.**

The program is available from 6:30am-7:30 am (before school) and 3:00 pm (or dismissal) until 6:00 pm. Please contact Innovation Learning at 1.866.239.3661 (8:00 am–5:00 pm MST) or [info@innovationlearning.com](mailto:info@innovationlearning.com) with any questions.

### **Illness**

Please refrain from sending your child to school for 24 hours after experiencing a fever surpassing 100.6 degrees, a rash, vomiting, diarrhea, or a severe cough. In the case of your child having a contagious ailment, kindly notify the school so that parents of potentially exposed children can be informed. It is advised that if your child exhibits signs of illness, such as lethargy or general unwellness, **even without a fever**, it is best to keep them home. If these symptoms manifest while your child is at school, irrespective of their temperature, they will be asked to return home. Based on our experience, we have observed that students who are excessively fatigued and displaying signs of illness tend to struggle in their daily preschool learning environment.

### **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 to the nurse's office and assisted accordingly. The child may need an adhesive bandage, ice applied, observation, and/or a call to the parent for emergency assistance. If we are unable to reach the parent by phone, we will call using the emergency information sheet on file for the child. Please keep the information updated. All injuries and/or accidents will be documented and signed by the nurse. The parent/guardian will always be told of the incident and given a copy of treatment.

### **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 him/herself, others, or the environment, the parent/guardian will receive an email from the child's teacher stating what happened and how it was addressed. The 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 part of the SJB Preschool curriculum.

### **Music**

Your child will be exposed to music daily. Music ignites development in all areas of learning—social, emotional, motor skills and language. Exposing children to music daily during early development helps them build memory skills, self expression, auditory perception, sound patterns, and rhyming.

## **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.

## **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 are scheduled 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 who would like to be a visitor, 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 on RenWeb and your blue health card. Any time you have a change, please notify your child's teacher to ensure all updates are properly made.

## **Volunteers**

We rely on our families to help us with many different activities/parties 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).

**Non-school age siblings should NOT be brought to campus during school hours for participation in volunteer activities.** For the comfort and safety of the students, the front office has a key for the adult restrooms. Adults do not use the student restrooms.

St. John Bosco Catholic School expects involvement from each family. **Each family is required to provide 25 hours of service to the school.** Volunteer hours should be recorded in Renweb. Please see our school website for further instructions and volunteer opportunities.

### ***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.***



## ***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