



**St. John Bosco Catholic  
School Preschool Handbook  
2018-19**





## 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 ABC's 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. Early drop off in the Multi-Purpose Room (MPR) 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 or in the South Parking lot near the church and walk your child to class each morning. If you arrive to 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: Located just inside the classroom door. It is required by the Arizona Department of Health and Safety that any persons designated to sign in and out your child must write their legal first and last name (FULL signature) and be 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:**

3 year old students are not required to bring a backpack to school.

Pre-Kindergarten: 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. Inside 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 important information regarding classroom newsletters, 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.

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 a plastic bag and send them home with the children.

**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! Most Preschool students will wear a SJB school uniform. Example the 3 year olds uniform: white or gray P.E. t-shirt with P.E. shorts, blue romper, white or navy polo with navy shorts and plaid jumper. However, it is not required for the 3 year old students. If you choose not to dress your child in the school uniform, please send your child in play clothes that you do not mind getting dirty. Children should be dressed in comfortable, washable clothing that he/she can manage in the bathroom. Please be aware buttons, zippers and dresses are difficult for little ones to manage while toileting.

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

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. 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 an optional conferences in the spring. Additional conferences can 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 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 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
- 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 model 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, problems 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 the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or 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 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 your child up at the end of the day.

- Pick up time is 11:30 am for half-day students.
- Full-day students pick up time is 3:00 pm.
- Friday all students are dismissed at 12:30 pm.

## **Email**

Your child’s teacher will check their email daily and it is a good way to send any questions or comments you might have about your child or class. They will send newsletters, announcements, calendars, and reminders to your email account on a weekly basis.

## **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, atrium, school library, science garden, prayer garden nature walks and we are 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 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. Each Pre-K child will attend Catechesis of the Good Shepherd (Atrium) once a week as part of their Pre-Kindergarten curriculum. 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.

## **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, Parent 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

### *Extended School-Day Program:*

- Mornings – Monday – Friday 7:00 a.m. -7:50 a.m. (free of charge)
- Afternoons – Monday – Thursday 3:00 p.m. – 6:00 p.m., Friday 12:30 p.m. – 6:00 p.m.

### *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-Day Program:*

- Mornings – Monday – Friday 7:00 a.m. – 7:50 a.m. (free of charge)
- Afternoons – Monday – Thursday 3:00 p.m. –6:00 p.m., Friday 12:30 p.m.–6:00 p.m.

## **Illness**

Do not send your child to school for 24 hours after he/she has had 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 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 the child 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, they do cause 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 and it helps 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 (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 put on 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 about 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 have many themes that we use throughout the school year as part of our curriculum. In order to enhance these themes, for example, 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. 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 classes online 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). Classroom volunteers should have an assigned time with their child's teacher prior. 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.

## ***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 does not carry diseases or illnesses, they do cause 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.

When a case of nits/head lice is found, 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.
3. Support parents with practical advice and a sympathetic attitude while stating the school’s expectations about responding to head lice/nit infestations.
4. Upon return of the student, an inspection of the student’s hair will be administered. To help control head lice, parents with children at SJB Preschool will:
  - a. Regularly inspect their children’s hair to detect head lice/nits.
  - b. Notify the school if their child has head lice/nits.
  - c. Comply with school expectations regarding the treatment of head lice/nits.

### Procedures

5. Families 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. If head lice/nits are found in school, SJB Preschool/ Pre-Kindergarten staff will call/notify the parents, support parents with practical advice and a sympathetic attitude while stating the school’s no nit/head lice policy. The dignity and privacy of each child will be respected at all times.
6. Once the school is notified or becomes aware of head lice in a class, all parents in the class will be notified of the situation by letter. Again, the dignity and privacy of each child will be respected at all times.
7. It is the responsibility of the parents of every child in a class to take effective action to detect and treat head lice in their children. Reminder letters will be sent home if the infestation of head lice continues.
8. 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 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