

2021-2022

St. Patrick's
Catholic
Pre-school
Parent Manual

809 S. Main Street
Angels Camp, CA 95222
stpatrickscatholicpreschool.org
209.736.4458
EIN# 33-1035219

LIC:
053607112
054500363

Welcome

To St. Patrick's Catholic Preschool! We are glad you have decided to join us and hope that you and your child find this to be a rewarding, educational and fun experience. We believe that a child's education will flourish with carefully planned and age-appropriate social, emotional, and academic curriculum.

St. Patrick's Catholic Preschool is a non-profit preschool. Our preschool will provide a unique learning environment for both you and your child. It is important that every family entering the program understand that throughout the school year your family will be expected to actively participate in the classroom, attend meetings, fundraise, and become involved in community events. Read this manual carefully and understand that you are responsible for knowing your role, and by attending this program you are making a commitment that will last the duration of the school year. Please don't hesitate to ask questions and contact us with any concerns.

We look forward to a great year getting to know you and your child!

Sincerely-

The Saint Patrick's Board of Directors

Director/Teacher:	Kacy Barnett	kacy.may@gmail.com 209.559.8664 cell
Teacher	Jamie Mather	jamie.marie09@ymail.com 209.595.9173
President	Elise Swanson	eliza8380@gmail.com 209.485.8380 cell
Parish Representative	Winslow Steigerwald	swinslowsteigerwald@gmail.com 928.301.4563 cell

Table of Contents

Welcome	1
Our Program	5
Program Philosophy	5
Program Goals	5
Program Mission Statement	5
Licensing	6
Admission Policy	6
Medical Information, Physical Examination & Immunizations	6
Emergency Cards & Medical Treatment	7
Parents' and Children's Rights	7
Hours of Operation	8
Dues and Fees	9
Registration Fee	9
Scholarships	9
Monthly Tuition	9
Late Payment Fee	10
Returned Check Fee	10
Refunds	10
Cooperative Membership Policies	11
Drop off and Pick Up Policies and Procedures	12
Arrival and Sign In	12
Pick up and Sign Out	12
Special Pick up Arrangements	12
Church Events and Functions	12
General Housekeeping	13
Food Service	13

Naptime	13
Dress Code	13
Extra Clothing	13
Sharing	13
Toys from Home	14
Birthdays	14
Visitors	14
Smoking	14
Phone use	14
State Inspection	14
Safety Policies and Procedures	15
Safe Environment	15
Child Abuse and Neglect	15
Fire Drills and Visit from the Fire Department	16
Earthquake Drills	16
Lockdown/Intruder Drills	16
Relocation	17
Rules for a Safe Preschool	17
Injury Prevention	18
Health and Wellness Policies and Procedures	19
Illness Guidelines	19
Immunization and Vaccination	21
Medications	21
Medication Policy	21
Incidental Medical Services (IMS)	22
First Aid and Injury Reports	23
Allergies and Asthma	24

Field Trips	25
Communication	26
Parent Orientation	26
Monthly Parent Advisory Meetings	26
Handling Classroom Concerns	27
Preschool Daily Schedule	28
School-Age Daily Schedule	28
School-Age Summer Program Daily Schedule	29
Rules and Behavior Management Policies and Procedures	30
Guidance and Discipline	30
Biting and Physical Aggression	31
Grounds for Dismissal	31
Fundraising	32
Parent Jobs	33
Board Positions	35
Evaluations	36
Termination Conditions	36

Our Program

Program Philosophy

We believe all children are unique and develop on their own schedule. We realize, recognize, and respect the different abilities of all our students. We strive to provide developmentally appropriate learning activities based on small groups and play in an effort to help your child develop a lifelong love of learning and sense of self.

Components of the Catholic faith are integrated throughout the curriculum and environment in an age appropriate manner. We encourage all children, regardless of religious affiliation, to follow the “Golden Rule” and treat others the way that they themselves would like to be treated. We model respect, loyalty, patience, and courtesy. We teach children to value the uniqueness and sacred dignity of each individual and to understand the moral and social obligations that bind all people into the world community. We strive to create an atmosphere that combines structure and creativity, while instilling an enthusiasm for learning.

We know that children grow in stages, and learn primarily through play. We treat each child as an individual by allowing the child to work and play at their own pace and at their own level. We teach a love of learning by allowing children to fully experience their own stages of development without pressure. Both our indoor and outdoor learning environments are carefully planned to encourage independence and provide choices. A wide variety of activities are offered in the areas of creative art, math, science, cooking, tactile play, music and movement, large and fine motor, practical life, dramatic play, language arts, and manipulatives.

Program Goals

Our emphasis is on preparing the whole child for school readiness, not just academic achievement and standardized measurable scores. A child who is “ready” for school is a child who can:

- Sit and listen to stories
- Follow simple multiple step directions
- Demonstrate pre literacy skills
- Develop motor skills
- Demonstrate prosocial behavior and conflict resolution
- Verbalize thoughts and emotions
- Play cooperatively
- Adjust to changes in routine.

Program Mission Statement

Saint Patrick’s Catholic Preschool fosters the development of the whole child: spiritually, intellectually, socially, physically and emotionally. We offer you and your child a rich environment in which each child may reach their full potential.

Licensing

St. Patrick's Catholic Pre-school is a non-profit Catholic preschool which is licensed by the State of California. All staff meet the qualifications, as outlined by the State Department of Social Services. Preschool staff take part in continuing education, in the study of early childhood education, in order to keep abreast of new research and knowledge.

Admission Policy

We accept fully toilet trained children (no pull ups or diapers allowed) from the ages of 2 years 9 months to Kindergarten enrollment for our preschool program, and from school enrollment through age 8 for our school age program. Saint Patrick's is a licensed, non-profit preschool and child care facility. We do not discriminate based on sex, race, religious preference, or ethnic origin in the administration of our educational policies, admission policies, or scholarship programs. Parent and child are required to visit the school prior to enrollment. This is to determine whether the program will be able to meet the particular needs of both the parent and child. This is a good opportunity for the parents to view the school and ask any questions they may have about the program.

Each family is responsible for monthly tuition, volunteering for rotating classroom work days (participating co-op membership only), monthly parent advisory meetings, contributing towards fundraising efforts, and the care and maintenance of the classroom and preschool grounds, as well as signing up for one 3rd Sunday of the month Hospitality Table after Mass outside the church.

Prior to admission, each child must have a complete registration packet with all required forms submitted. This includes:

- Registration Form & Registration Fee \$125 (\$75 returning)**
- Admissions Agreement**
- Sunblock and Hand Sanitizer Forms**
- Waiver and Release Form**
- Identification and Emergency Info LIC700**
- Consent for Emergency Medical Treatment LIC627**
- Personal Rights LIC613A**
- Parent Rights LIC995A**
- Preadmission Health History LIC702**
- Child's Preadmission Health Evaluation - Physician's Report Lic 701**
 - Box checked for TB test results/risk assessment**
 - Not needed if child is enrolled in public or private elementary school***
- Child's Immunization Records**
 - Not needed if child is enrolled in public or private elementary school***

Medical Information, Physical Examination & Immunizations

It is vital that parents share your child's medical history with us at the time of registration (i.e. allergies, asthma, special medication, etc.). When a child has been identified with an allergy or requires medication

administration daily, the parent/guardian will be required to fill out a detailed allergy/ medication information form. We must be kept current of any changes to your child's medical condition after enrollment.

Each child must have immunizations up to date for their age. St. Patrick's Catholic Pre-school may admit a child who is lacking one or more required doses if the doses are not currently due on the condition that they receive the remaining doses when due.

Children entering our program are required to submit a completed physical exam within 30 days, including a TB risk assessment as required by Community Care Licensing, Physician's Report Form LIC701. The Physician's Report and Immunization Record is not required for our school-age children currently enrolled in a public or private elementary school.

Emergency Cards & Medical Treatment

Each child must have a completed emergency form (LIC700) on file. These forms must be kept up to date. Any change in address or phone number must be reported to the Director as soon as possible to ensure timely contact should a student become ill or hurt. Each child must have written consent for medical treatment with a list of any medication allergies (form LIC627) on file.

Parents' and Children's Rights

Parents must acknowledge receipt of their parent's rights and the personal rights of their child(ren). Forms for such purposes are included in the enrollment packet.

Children's rights:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.
4. To be informed of the address and phone number of the complaint division of the licensing agency.
5. To be free to attend religious services or activities and to have visits by a spiritual advisor of their choice.
6. Not to be locked in a room, facility, or building by day or night.
7. Not to be placed in a restraining device, except a supportive restraint approved in advance by the licensing agency.

Parent's rights:

1. Enter and inspect preschool without advance notice when children are present.
2. File a complaint against the licensee with the licensing agency and review the public files of St. Patrick's Catholic Pre-school.
3. Review; at the preschool, report of licensing visits and substantiated complaints made against St. Patrick's Catholic Pre-school during the last three years.
4. Complain to the licensing office and inspect the preschool without discrimination or retaliation.

5. Request in writing that a parent not be allowed to visit your child or take your child from the preschool, provided you have shown a certified copy of a court order.
6. Receive the name, address, and phone number of the local licensing office.
7. Be informed if adults associated with St. Patrick's Catholic Pre-school have a criminal record exemption.
8. Receive the Caregiver Background Check Process Form.

Note: California State Law provides that we have the right to deny access to the preschool to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in our program.

Hours of Operation

St. Patrick's Catholic Preschool is open Monday through Thursday from 7:30am to 4:30pm, and Fridays from 7:30am to 12:30pm. We follow the traditional school schedule of local public school districts and observe the following holidays:

- Winter Break
- MLK, Jr. Holiday
- Lincoln's Holiday
- President's Day Holiday
- Spring Break
- Frog Jump
- Memorial Day Holiday
- July 4th Holiday
- Labor Day Holiday

We also have our Summer Break the first two weeks of June. Our summer hours are Monday through Thursday from 8:00am to 4:00pm.

Dues and Fees

Registration Fee

Your registration packet is not considered complete until the non-refundable registration fee of \$125 for new students and \$75 for returning students (early bird registration paid by May 31 is discounted to \$100 new, \$60 returning) has been paid. Registration opens April 1st. Returning families are not guaranteed priority registration if the registration fee isn't paid by graduation of the previous year.

Scholarships

Scholarships are available at the Board's discretion. Scholarships are confidential and are considered on a case by case basis at the discretion of the Board. If you are in need of a scholarship, please contact any member of the Board (see page 1).

Monthly Tuition

Each enrolled family is responsible for monthly tuition in the amount corresponding to their attendance preference.

- **Preschool Only (7:30 - 12:30)**
 - 5 days per week \$400.00
 - 4 days per week \$340.00
 - 3 days per week \$300.00
 - 2 days per week \$240.00
- **Full Day Program (7:30 - 4:30)**
 - 5 days per week \$655.00
 - 4 days per week \$595.00
 - 3 days per week \$555.00
 - 2 days per week \$495.00
- **After School Program**
 - Hourly \$8.00
- **Sibling Discount** -20%
- **Co-op Membership Discount** -\$40

Monthly fees are due on the 1st school day of the month and do not vary according to the number of days in the month. No tuition adjustments are made when your child is absent due to illness or extended vacation. Tuition payments may be paid by cash, check (payable to St. Patrick's Catholic Preschool), or money order and are to be deposited into the dropbox mounted on the wall by student sign-in. We do not have a monthly billing process, so each family is responsible for paying on time without notice. You will receive a paid invoice upon receipt of payment for your records.

Late Payment Fee

There is a **\$25.00 late fee for all payments received after the 10th of the month**. If payments are not received by the last day of the month, your child will not be able to attend school until the balance has been paid in full, unless an agreement has been arranged with the Director and the Board. We will notify you if payments are not kept current. Tuition payment policies are strictly enforced.

Returned Check Fee

Any payment made by check that is returned to Saint Patrick's Catholic Preschool by the bank due to insufficient funds will incur a \$35.00 fee. The school reserves the right to ask for cash or money order to replace the returned check. After two returned checks, payments may only be made by cash or money order.

Refunds

A 30 day notice is required when a student is withdrawn from preschool during the school year. Parents who do not submit a 30 day notice are expected to pay the full month's tuition. If a 30 day notice is provided, prorated tuition will be returned in the next billing cycle.

Sign in/ Sign out Fee

If your child has not been signed in or out, and you have been given two reminder notices, there will be a \$5.00 charge every time your child is not signed in or out for the duration of the year.

Late Pick Up Fees

Preschool pick-up begins at 12:15pm. If your child is not picked up by 12:30pm, you will sign a late pick up slip and pay \$1.00 per minute past 12:30pm. For full day students, if your child is not picked up by 4:30pm, there will be a \$1.00 per minute late fee. There will be a 30-day grace period from the start of the school year. Late pick-up fees incurred after the grace period will be written up by the Director and placed in your child's cubby.

Reimbursement Policy

Being a part of a cooperative preschool sometimes requires families to purchase supplies for later reimbursement. Saint Patrick's Catholic Preschool is happy to reimburse families as long as their purchase is pre-approved by the Director or Board. Saint Patrick's Catholic Preschool approves a yearly budget and assigns specific amounts to each category of expense - we have to keep our spending within those limits, therefore, someone needs to make sure we are staying within our budget BEFORE expenses are incurred. There is a classroom reimbursement form that is to be completed, with attached receipts, and turned into a Teacher, Director or the Board President.

Cooperative Membership Policies

Families may enroll as either “participating” or “non-participating” members of the Saint Patrick’s Catholic Preschool. Both membership options are dependent upon completion of the registration packet and full payment of the registration fee. All parents, regardless of membership type, are required to fundraise, participate in classroom and grounds cleaning days, hold a classroom job, and attend monthly parent advisory meetings, as well as sign up for one 3rd Sunday of the month hospitality table to provide 2 dozen snacks and a gallon of juice.

Participating Cooperative Membership

We offer a parent co-op membership. A participating parent is required to work in the classroom at least 2 times in a month in order to receive the \$40 monthly tuition discount.

Working parents may be accompanied by their immobile infant in the preschool and at the parent advisory meeting as long as the infant is “worn” by the parent and do not interfere significantly with the duties of the participating parent or impede the proceedings of the meeting. Infants are not allowed to accompany parents during classroom work days once they become mobile, due to the fact that the preschool classroom contains many small objects that could potentially harm the infant, and also because the primary focus of the working parent should be the children enrolled in the classroom. This policy may be modified at the discretion of the Board.

Drop off and Pick Up Policies and Procedures

Arrival and Sign In

St. Patrick's Catholic Preschool opens at 7:30am. Instruction begins promptly at 8:30 am. PLEASE BE ON TIME- Your child's transition from home/parent to school/teacher is facilitated by allowing them to start their day when the other children are also starting.

Students are to be walked into the preschool by an adult and will enter through the double glass doors. The doors are to remain closed and locked during school hours; adults will need to use the doorbell to signal a need for another Saint Patrick's Catholic Preschool adult to open the doors. Students will hang up their backpack and bring their lunch bags and a water bottle into the classroom to be placed in their cubby. A full legible signature is required every day that your child is present at preschool- as required by Community Care Licensing (see fee on page 5.) **In the event of an emergency this will be the only accurate record of the children being present in preschool that day.** Each student also signs in for their day at the dry-erase table in the hallway. After signing in please walk your child to the door of the classroom. **Please do not enter the classroom.**

Pick up and Sign Out

Our preschool day ends promptly at 12:30pm. Pick-up begins at 12:15pm. You must sign your child out using the same form you signed them in on at drop off. Please arrive on time and retrieve your child quickly.

Special Pick up Arrangements

If your child is going to be picked up by an adult who is not on the emergency contact release form, please notify the teacher when you drop your child off in the morning. Only people authorized by you will be allowed to take your child from preschool. If we do not know the person picking up your child, we will call you to verify the name on their ID. If you are unaware at drop off that a different adult will be picking up your child, you must call and leave all identification information with the teacher. Children will not be released until verification is received.

Church Events and Functions

In the event that there is a church or community function that will prevent or disrupt the drop off or pick up procedure, your child will be brought to your car through the exit on the left side of the building (facing the Angels Camp Museum). Whenever possible you will be notified of this change in advance. You will still be required to sign in and out.

General Housekeeping

Food Service

St. Patrick's Catholic Pre-school does not offer food service. Please send your child with a healthy lunch and/or snack (depending on their daily schedule). All lunch boxes and containers should be clearly labelled with the child's name. We do not allow candy, junk food or juice at the preschool. On certain "party days" there may be treats such as cupcakes, cookies, etc. All children should bring a water bottle daily so that they have drinking water available on the playground.

Naptime

Naptime will be offered daily from 12:45pm to 1:45pm. Each child will be supplied with their own resting mat and sheet. Please send a blanket and pillow (if desired) from home. These items should be labelled clearly with the child's name. At the end of each week, all bedding will be sent home with the child to be laundered and returned the following week. During naptime, the children are expected to rest and remain quiet but will not be forced to nap. Quiet time activities will be available for children who wake before the naptime period is over.

Dress Code

Children should wear clothing which enables them to play safely and comfortably. **Clothes that are conducive to potty training are encouraged- elastic waist pants and clothing items without excessive zippers or buttons.** Please do not send your child in clothing that you would not want damaged in play or stained during art projects. We try and prevent this from happening, but cannot guarantee that clothing will remain in good condition during the course of a typical preschool day. **Closed toed shoes are required for safe and practical outdoor play. Shoes with slippery bottoms, such as jellies, sandals, or cowboy boots are not safe for active play. At the discretion of the teacher, these shoes may prevent your child from participation in daily activities. If your child is not wearing closed toed shoes, they will not be allowed to climb on the play structure. All sweaters and jackets should be clearly labeled.**

Extra Clothing

Be sure that your child has a set of seasonally appropriate clothing to be kept at the preschool should they need it during the day. Extra clothing will be used in the case of bathroom accidents and/or saturation due to spills, messy art projects, or play. All extra clothing will be placed inside a box labeled with your child's name. Remember to update extra clothing as the seasons change. Clothing left behind by students who are disenrolled, or at the end of the school year, will be donated. **If your child wears their emergency clothes home, please wash and return them promptly.**

Sharing

Each child will have an assigned share day. On this day, your child may bring one to five items that are meaningful to them or fit the classroom targets of that week (letter, number, shape or color). All sharing is to fit inside the container provided and will be stored in the child's cubby after share time. Please bring your child's share box to the classroom door at drop-off to be placed in the designated area inside the

classroom. Encourage your child to decorate their container and take pride in their sharing. Remember that the ultimate goal of a “classroom share day” is to get your child to use expressive and descriptive language to describe their sharing items.

Toys from Home

Children are not allowed to bring toys from home to play with in preschool. If your child comes to school with a toy, they will be asked to place the toy in their cubby until it is time to go home. If you would like to send a toy to be utilized by the entire class as appropriate for a specific classroom theme, please contact the teacher first, as this is up to her discretion.

Birthdays

Your child may celebrate their birthday at the preschool. Parents are responsible for notifying the teacher that they will be arriving during the snack portion of the day to provide a birthday treat. Please do not bring party invitations to the school unless all students in the class are invited; if all students are invited then the invitations may be placed in the cubbies before the start of the school day. The teacher and other students in the preschool will acknowledge the child’s birthday whether or not a treat is provided. If your child has a birthday during a time when school is not in session, contact the teacher to discuss the “un birthday” celebration that takes place at the end of the school year.

Visitors

In the instance that an adult or child would be visiting our classroom (birthdays, holidays, work days etc) it is the responsibility of the Saint Patrick’s Catholic Preschool parent to inform the teacher before the arrival of the visitor. Visitors are approved at the discretion of the teacher.

Smoking

As specified in **section 1596.795 of the Health and Safety Code**, smoking and the use of alcohol or illegal drugs on the premises is strictly prohibited.

Phone use

Please reserve the use of cell phones to only emergencies while in the preschool. A cubby in the adult bathroom is provided for your personal items while you are participating in the classroom.

State Inspection

The State Department of Social Services/Community Care Licensing has the right to: inspect the facility (including student and family records), and interview the children and co-op parent. These inspections may take place without prior consent and all parents and staff are expected to cooperate fully.

Safety Policies and Procedures

Glass Door

For the safety of the children, teacher, and working parents, we ask that everyone entering and exiting the building makes sure that the double glass doors are closed and locked at all times. The door will lock when it is securely closed. If you are entering the building you will need to use the doorbell to signal a need for another Saint Patrick's Catholic Preschool adult to open the doors. Children are not permitted to open the doors; if a child tries to open the door, instruct them to go get an adult.

The Hallway

Children are always supervised by adults while they are in the hallways. Children are not permitted to go to the hallway without supervision of the teacher, co-op working parent, or other registered family member of the Saint Patrick's Catholic Preschool.

Safe Environment

It is the policy of the Roman Catholic Bishop of Stockton that any adult who volunteers in a church program within the Diocese of Stockton who has regular contact with children be fingerprinted ("Live Scan") as part of the background check that is a part of registration. Participating Co-op members will be required to:

1. Complete the "Live Scan" form that is mailed to families as part of the registration packet.
2. Make an appointment with the Calaveras County Sheriff's office in San Andreas, CA.
3. Take the completed "Live Scan" form, a current photo ID, and \$18.00 to pay the associated fee.

In addition to the Live Scan, all parent volunteers must also provide:

1. Immunization records for MMR, Tdap, and flu
2. TB test
3. Statement of good health

Child Abuse and Neglect

As required by the state of California, Saint Patrick's Catholic Co-op preschool teachers and aides are mandated reporters and must report all suspected cases of child abuse and neglect. All registered participating co-op members are required to complete an online training called "shield the vulnerable" where they will learn to recognize the signs of child abuse and neglect. Participating co-op members are required to return the printed certificate upon completion before they will be allowed to work with children in the classroom.

Bathroom Policy

Children and adults are to use separate bathrooms, unless there is an emergency. Children are to enter their designated restrooms alone and should close the door behind them. The working co-op parent should be aware of who is in the restroom and listen for a request for assistance if the child should require an adult's help. When an adult enters the restroom to assist a child with toileting, the door should

remain cracked (closed enough to provide privacy, but not so much as to allow the adult and child to be alone in the bathroom behind a closed door). Adults should only use their designated bathroom and are required to lock the door behind them.

Fire Drills and Visit from the Fire Department

At minimum our preschool will conduct two fire drills per year. During this time the teacher will:

1. Contact the appropriate local emergency response personnel to notify them of the drill.
2. Close all windows and doors and turn off the lights.
3. Collect the sign in/ sign out sheet from the hallway.
4. Quickly and calmly lead the children and adults to the previously designated safety area.
5. Stay in the designated safety area until the emergency response personnel have given the all clear notice to return to the classroom.

Prior to exiting the building the working co-op parent in the classroom on the day of the fire drill will need to:

1. Check the bathrooms and other areas within the classroom to make sure all children have exited the classroom together.
2. Know where the fire extinguishers are located (fire extinguishers are inspected, maintained, and certified by a state licensed fire extinguisher company).
3. Help with keeping the children safe from emergency vehicles that may be entering the parking lot or building.

Earthquake Drills

At minimum our preschool will conduct two “Duck and cover” earthquake drills per year. During this time the teacher will:

1. Instruct the children to “Duck and cover” (adults will prompt the children to tuck their heads to their chins, with their fingers interlaced at the back of the neck, and their necks and faces covered by their arms) and hide under the table with their backs to the windows.
2. Children and adults will remain quietly in this position until the teacher signals “All clear.”
3. If children are on the playground during the drill they will be instructed to follow fire drill procedures and relocate to the previously designated safety area until the teacher signals “All clear.”

The working co-op parent in the classroom on the days of the earthquake drills will need to:

1. Check the bathrooms and other areas within the classroom to make sure all children are together in a safe location.
2. Assist the teacher in prompting the children through the “Duck and cover” position.
3. Help with keeping the children safe from emergency vehicles that may be entering the parking lot or building.

Lockdown/Intruder Drills

At minimum our preschool will conduct two lock down drills per year. During that time the teacher will:

1. Instruct the children to “Lockdown.”
2. Classroom teachers are to quickly glance outside the room to direct any students or staff members in the hall into your room immediately
3. Remove the rubber stopper from the door handle, thereby locking the door.
4. Relocate children and adults to the teacher supply closet and place the door stop under the inside of the closed door.
5. Turn out lights and computers.
6. Call 9-1-1

The working co-op parent in the classroom on the days of the lockdown drills will need to:

1. Check the bathrooms and other areas within the classroom to make sure all children are together in a safe location.
2. Assist the teacher in relocating the children to the closet.

Relocation

In the event of a real fire or emergency, it would be the job of the working co-op parent to contact the children’s parents to let them know where the students have been relocated to for their safety. A phone list is located across the street from the preschool at the parish office (820 S. Main Street). Parents would be advised to pick up their children immediately in the case of an actual fire or emergency. A phone call will also be made to Sonora radio station KVML (1450 AM/ 92.7 FM and 93.5 FM) at 209.532.6397 so that they may broadcast any information pertaining to the emergency.

Rules for a Safe Preschool

Personal safety is our first and foremost concern at preschool. Preschool rules are needed to ensure the safety of everyone. The following are preschool safety rules:

1. Be respectful of others by using kind words and actions.
2. Hands and feet are not for hitting or kicking or hurting.
3. Toys are for playing, not throwing or breaking.
4. No weapons allowed in the preschool.
5. Materials are to be used for their intended purpose (i.e. blocks are for building, chairs are for sitting, etc.)
6. Walking feet are used during inside playtime.
7. Snacks are eaten at the table during snack time and the child is done when the last bite is swallowed.
8. As issues arise, teachers and parent assistants use gentle reminders and redirection to help children follow the rules. They will also assist the children to clearly communicate their feelings with one another.

In addition, these rules are for adults:

1. All adults will participate in a safety awareness walkthrough- first aide, sanitation supplies, and safety postings.
2. Children must be under the direct supervision of an adult at all times. If you must leave your assigned station, including times when you assist a child in the bathroom or supervise them in the hallway, you must notify another working adult.
3. The classroom door should be kept closed.
4. The glass doors are to be kept closed and locked and no unknown person should be granted access.
5. Children are not to open the glass doors.
6. All safety hazards must be reported to the teacher and/ or Board.
7. All hazardous materials and cleaning materials must be kept out of children's reach in the teacher supply closet or the adult bathroom.
8. In order to protect the co-op, staff and parents, no adults should ever be alone with a child where they cannot be seen by another adult.

In outdoor climbing play structure:

1. Parents will supervise the play yard to ensure the safe use of equipment. This takes particular vigilance on the part of parents. Your job will be to stay close enough (within arm's reach and with hands free) to react quickly, to teach children to navigate equipment successfully, and to follow the climbing rules.
2. Children slide feet first and can only go up on the slide pre designated by the teacher or working co-op parent.
3. Children need to wear rubber soled, close toed shoes and climb in safe clothing (i.e. no long dress-up clothes, etc.)
4. Be respectful of other climbers (i.e., no pushing, shaking, etc.)
5. No running or tag games are to be played on the climbing play structure.
6. If a child does not follow the rules, give one warning, then remove the child from the climbing play structure and instruct the child to play in another area (if the behavior persists then remove the child to the bench and seek the intervention of the teacher)
7. The "outside bag" containing a first aid kit and safety.emergency procedures is to be taken outside each time.

Injury Prevention

It is the responsibility of all parents in our preschool to ensure the safety of our co-op. If you see something that looks unsafe, immediately inform the teacher or the Board.

Health and Wellness Policies and Procedures

Hand Washing

Hand washing is the single most important method in reducing disease transmission. We encourage the adults and children to wash their hands:

1. Upon entering the classroom in the morning
2. Before and after eating
3. After toileting
4. After nose blowing
5. Whenever contact with body fluids occurs

We understand that the thoroughness of hand washing by the children will vary according to their developmental level and abilities. This is OK, working co-op parents are there to help. As the children grow their technique will improve. Visual aids demonstrating the most effective way to wash hands are posted in the bathrooms.

Sanitation Measures

The preventative measures listed below help sanitize the preschool and decrease the spread of germs.

1. Hand washing is to occur after using the bathroom, and before/after snack.
2. Hands are to be washed under running water with hand soap and dried with a clean paper towel.
3. Paper towels and facial tissue must always be available.
4. Hand sanitizer should be used by the teacher and working co-op parent and children each time they enter the classroom. Sanitizer is not to be used without adult supervision and cannot be stored in a location where children can access it without an adult.
5. The snack area floor is to be swept after each snack session, and the tables and chairs are to be sanitized.
6. Each day a spray bottle of fresh bleach solution is to be made up by the working co-op parent and used to wipe down all areas used in snack and communal activities.
7. Garbage is to be emptied at the end of each day. It is the responsibility of the participating co-op working parent to empty the garbage cans. Garbage cans are to be cleaned when soiled. Trash is disposed of daily.
8. Clean laundry and dirty laundry are to be kept separate and all soiled laundry is to be washed once a week.

Illness Guidelines

Because preschool brings children into close contact with each other, communicable disease spreads easily among them. To prevent the spread of a contagious disease, children with communicable diseases must be kept home. Parents must call the teacher and inform him/her about the illness. The teacher will then post notice to parents of the possibility of exposure. The following is a list of symptoms that may indicate your child (or yourself) has a communicable disease. Keep your child home if any of the following symptoms are present:

1. Diarrhea: Two or more watery stools in a 24-hour.
2. Vomiting: Vomiting one or more times within the past 24 hours.
3. Rash: A body rash not obviously associated with diapering, heat or allergic reactions.
4. Eyes: The eyes are pink or have thick mucus or pus draining from them.
5. Appearance/Behavior: Unusually tired, pale, lacking appetite, difficult to wake, confused or irritable.
6. Sore throat: Especially when associated with fever or swollen glands in the neck.
7. Fever: A temperature of 100 degrees or higher, with or without a sore throat, rash, vomiting, diarrhea, earache, irritability or confusion.
8. Lice: Children with lice (it happens to the best of families) may not attend preschool until they are free from lice and nits (eggs).

Children must remain home for 24 hours after symptoms are gone (without medication) and 24 hours after your child has resumed normal behavior and eating. Please note: although 24 hours is the required wait time, 48 hours is preferable as it increases the probability that the illness is actually over and will not re-occur.

If a sibling is home sick, we urge you to keep other siblings home as well. Working parents should contact the teacher immediately if they need to stay home due to illness, and are responsible for getting their shift covered.

Specific diagnoses that require Public Health notice are listed below, if your child has been diagnosed with the following they must be kept home until cleared by a doctor.

1. Bacterial Meningitis
2. Chicken Pox
3. Conjunctivitis (pink eye)
4. Fifth Disease
5. Hand Foot and Mouth Disease
6. Head Lice
7. Impetigo
8. Mononucleosis
9. Methicillin-resistant Staphylococcus Aureus (MRSA)
10. Strep Throat

Children with mild cold symptoms who do not have any symptoms described above probably do not need to be excluded from preschool. Colds are very common in young children and once they have cold symptoms are not particularly contagious. The decision to send a child with a cold to preschool should be based on the comfort level of the child. Please do remember that other working parents will be in charge of your child's care when determining if a cold is too severe for your child to attend school. A health care provider should evaluate greenish discharge from the nose. Ear infections are not easily spread and children do not need to stay at home if they are comfortable going to school.

Age When Entering	Immunizations (shots) Required
2–3 Months	1 each of Polio, DTaP, Hib, Hep B
4–5 Months	2 each of Polio, DTaP, Hib, Hep B
6–14 Months	3 each of DTaP 2 each of Polio, Hib, Hep B
15–17 Months	3 each of Polio, DTaP 2 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday
18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR on or after the 1st birthday 1 Hib on or after the 1st birthday** 1 Varicella

Immunization and Vaccination

Parents must show their child's Immunization Record as proof of immunization. Parents or guardians of, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.

Medications

“Medications” include prescribed as well as over the counter medications. Parents must sign the liability release section of the medication form (LIC 9221) for any medication to be administered. Do not send medicine to school without discussing its arrival with the teacher prior to sending it. We will not dispense any medication without a doctor’s note- this includes over the counter medications. The staff and Board will follow the physician’s instructions, and any accommodations will be based on Saint Patrick’s Catholic Preschool's ability to accommodate the necessary accommodations. No exception will be made to the preschools medication administration policy. If parents or guardians do not provide the completed medication form(LIC 9221), they personally will need to come to the preschool and administer the medication. Any medications that are unused or expired will be returned to the parents for disposal.

Medication Policy

Saint Patrick’s preschool is not able to dispense any medication without a Medication Authorization Form that has been completed by a child’s physician and signed by the parent and physician for all medications (prescribed and over the counter). Medication Authorization Forms(LIC 9221) are available in the preschool. According to California law, we are allowed to administer medication when the “Parent Consent for Administration of Medication Chart” is completed by a parent. If more than one medication is to be administered each medication needs to be logged on a separate line. Parents must complete the Medication Log daily, or we cannot administer medication. This applies to medication contained in the prescription containers and medications in the over the counter packaging.

All prescription medication must be current and include the child’s name, date, dosage and times to be given, physician's name, in the original container with the label and legible directions, and have your child’s first and last name legibly printed.

All medication will be stored in the preschool teachers supply closet in a labeled and locked storage container. The locked storage box will be brought out, by the teacher, when the building is exited during emergency preparedness drills.

The classroom teacher will be the only person who administers the medication. **The teacher will sign a form confirming that they were advised by the parent on how to administer any medication or device. This form will be stapled to the Lic.9221 form.** The classroom teacher will also be instructed by the parent of any cleaning and proper disposal techniques for any medications or devices.

Incidental Medical Services (IMS)

Any child with IMS will be evaluated prior to acceptance to determine whether we will be able to provide such needed services. We will enroll children with the following IMS needs:

1. Inhaled medications- notwithstanding any other provision of law, Saint Patrick's Catholic preschool will administer inhaled medication to a child if all of the following requirements are met. (For purposes of this section, inhaled medications shall refer to medications prescribed for the child to control lung related illness, including, but not limited to, local held nebulizers.)
 - a. Saint Patrick's Catholic Preschool has been provided with written authorization from the legal parent or guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the parents legal guardian.
 - b. Saint Patrick's Catholic Preschool complies with specific written instructions from the child's physician to which all of the following shall apply:
 - i. The written instructions shall contain all of the following information:
 1. Specific indications for administering the medication pursuant to the physician's prescription.
 2. Potential side effects and expected response.
 3. Dose form and amount to be administered pursuant to the physicians prescription.
 4. Actions to be taken in the event of the side effects or incomplete treatment response pursuant to the physicians prescriptions.
 5. Instructions for proper storage of the medication.
 6. The telephone number and address of the child's physician.
 - ii. The instructions shall be updated annually.

When the teacher administers the inhaled medication to the child, she shall record each instance and provide a record to the child's parent or legal guardian on a daily basis.

The teacher will complete formal training designed to provide instruction in administering inhaled medication to children with respiratory needs. This training will include, but not be limited to, training in the general use of nebulizer equipment, how to clean equipment, proper storage of inhaled medications, how a child should respond to inhaled medications, what to do in case of an emergency, how to identify side effects, and when to notify a legal parent of guardian. This training shall be a component in the pediatric first aid certificate requirement as provided in Section 1596.8661.

For a specified child, the license or staff person who administers inhaled medication has been instructed to administer inhaled medications by the child's parent or guardian. Training materials pertaining to the nebulizer care that the teacher receives in the process of obtaining or renewing pediatric first aid certification, will be kept on file.

EpiPen Jr. and EpiPen

Saint Patrick's Catholic Preschool will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226 (e). However, whenever these devices are used, we will still obtain emergency treatment for the child as specified in California Code of Regulation, Title 22, Section 101226.

The use of these devices are emergency supportive therapy only and are not a replacement or substitute for immediate medical or hospital care.

In addition to the requirements in California Code of Regulation, Title 22, Section 101226, the following applies to the use of the EpiPen Jr. and EpiPen:

1. Use in accordance with the directions and as prescribed by a physician.
2. Keep ready for use at all times.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injectors if the solution is discolored and/or contains a precipitate (both the EpiPen Jr. and EpiPen have a see through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent or guardian immediately after administering the EpiPen Jr. and EpiPen.

First Aid and Injury Reports

Saint Patrick's Catholic Preschool uses its best efforts to supervise children, prevent accidents, and avoid aggressive conduct between children. Nevertheless, it is reasonably foreseeable that accidents may occur due to the inherent nature of the program and the young age of the children. Falls or minor injuries from play equipment, as well as other minor incidents may occur during the school year. If the severity of the injury warrants parental notification, an injury report (in duplicate) will be written and given to the parents at pick up time. One copy will be kept in the student's file in the preschool classroom and the original will go to the parent.

In accordance with the state regulations, the staff will wash all injuries with soap and water as well as apply a band aid and triple antibiotic ointment as needed. Ice packs may be used to prevent potential swelling. Parents can take other medical measures once the child is back in their care. In case of serious injury, such as head trauma or a broken bone, we will make every effort to contact the parent, guardian or persons listed on the emergency contact list. **It is important that you keep the school up to date with these numbers.** Paramedics may also be called if necessary. The classroom teacher is regularly trained in CPR and children's first aid procedures.

Allergies and Asthma

Parents must inform the teacher and director of any allergies suffered by the child. Food allergies are posted in the classroom, please be mindful of allergies when bringing food for parties. Allergies to insect bites or pollen should be mentioned to the teacher. Medications for severe allergic reactions and inhalers for asthma attacks can be kept at school and should be discussed with the teacher and Board. Some children do have allergies that have symptoms similar to colds. If your child has such an allergy a note from the doctor stating so should be in your child's preschool file so that he/she is not sent home unnecessarily.

Field Trips

Field Trips

Field trips are a valuable part of your child's preschool experience. Some field trips we have taken in the past include visiting a bakery, Utica Park, Big Trees National Park, Murphy's Pizza Co., the municipal airport, Covers apple ranch and pumpkin patch, and the Bret Harte FFA petting zoo. Your child will have a chance to see new sights and new places, and learn more about our neighborhood and surrounding community. Field trips will be discussed in advance at the monthly parent advisory meetings, and a notice will be placed in your child's cubby at least one week before the scheduled date of the field trip. Parents provide transportation to the field trip site, or arrange for another parent to drive their child. **We prefer a child to adult ratio of 1:1 but allow 2:1 ratio.**

Every child must:

1. Have a signed permission slip
2. Wear a provided Saint Patrick's Catholic Preschool shirt which will be distributed upon arrival.

If you are driving, you must:

1. Be over age 21 and possess a valid California state issued driver's license
2. Have proof of insurance
3. Carry minimum auto liability insurance of \$100,000 per person/\$300,000 per accident.
4. Have one seat belt per seated occupant, and appropriate car seats for children under 8 years of age or under 4 feet 9 inches of height.

Siblings

Safety is our first concern at all times; especially when we are out in the community and aren't as able to plan for unforeseen potential danger. Only one other child in your care may attend the field trip, so as to observe the 2:1 ratio.

Communication

Good communication between members of the Saint Patrick's Catholic Preschool, the Board and the classroom teacher is key to the success of the child. There are several ways for parents to communicate with us, i.e. email, phone, text.

Parent Orientation

Prior to the start of each school year, an informational meeting will be scheduled to review the information found in this manual. All parents, Board members, and the classroom teacher will attend.

Bulletin Boards

In the hallway, above the sign in/ sign out binder, the teacher and Board will post all relevant news and information. This is where the monthly theme calendar is posted, as well as the participating co-op working parent schedule.

Email

It is important that all members of the preschool check their email regularly. Please make sure that you have a current email address on file. Email is also an appropriate way to communicate about any upcoming changes or concerns you might want to discuss with the teacher or Board, but cannot do so during drop off or pick up times due to potential disruption in supervision of other children in the classroom.

Individual Conferences

Discussions of your child's progress throughout the year may be scheduled by you, the parent. Email or call the teacher to schedule a meeting time convenient for all members involved in the meeting.

Monthly Parent Advisory Meetings

Once a month, on the second Monday of every month, the Board, the teacher, and all members of the preschool (participating members as well as non-participating members) will sit down, without children present, to discuss all information relevant to the preschool. The teacher will discuss upcoming themes and activities, the Board will report on fundraising and administrative topics, all parents will report on the specifics of their individual preschool jobs. This is also an open forum to discuss, in a polite manner, any concerns that affect the entire preschool. It is also a time for all members of the co-op to bring to the teacher and Board any ideas, talents or equipment that you would like to share with the children during the upcoming month's classroom theme. Feel free to ask questions and make suggestions. We welcome and encourage your input!

For \$5 per child, child care will be provided in the preschool classroom during these meetings. Babies in carriers are welcome at meetings. All families registered in the preschool are required to attend these meetings. If the parents are unable to make the meetings, a family representative must still be present

(grandparents, caregiver, aunts/ uncles etc...). Each family will be allowed to miss no more than two meetings per school year without penalization from the Board.

Handling Classroom Concerns

All of us are seeking the best for the children enrolled at Saint Patrick’s. If a problem arises it is imperative that members of the co-op work together towards resolution. Whenever possible, communicate directly with one another regarding concerns. If member to member communication isn’t possible or isn’t preferred, the teacher should be your next contact; this step is essential. Teachers are very helpful when they are involved in the process of resolving concerns. Our Board recommends the following steps:

1. Schedule non-classroom time for a private discussion with the teacher (can be by phone or email).
2. State the problem, issue, or concern, state proactive or reactive measures you’ve tried, and what end result you would like to see.
3. Listen to the teacher's observations and perspectives regarding your concerns.
4. If this process does not satisfactorily resolve the issue, contact the Board directly to schedule a meeting.
5. Avoid talking negatively with other members of the co-op. This often creates a problem even when there isn’t one.

Concern Chart

Concern:	Whom to talk to:
Child’s progress	Teacher
Child or family concerns	Teacher
Workday schedule conflict	Other participating co-op members
Health concerns	Teacher
Curriculum	Teacher
Tuition, scholarships, dues and fees	Teacher and Board
Problems with other members or children	Member first, then teacher, then Board
Withdrawal from program	Teacher or Board

Preschool Daily Schedule

- 7:30 Drop-off & Free Choice
- 8:15 Morning Centers
- 8:45 Morning Circle Time (Tuesday morning, visit to Chapel)
- 9:00 Table Time Activities
- 9:30 Free Play & Snack
- 10:15 Structured Play/Group Activity
- 10:30 Share Circle
- 11:00 Lunch
- 11:30 Outside Play
- 12:15 Preschool Pick-up
- 12:30 Storytime
- 12:45 Nap Time/Quiet Time
- 1:45 Free Choice
- 2:30 Afternoon Snack
- 3:00 Enrichment Group Activity - Science, Technology, Engineering, Art or Music
- 3:30 Outdoor Free Choice
- 4:15 Storytime & Pick-up

School-Age Daily Schedule

- 2:30 After-school Arrival/Afternoon Snack
- 2:45 Outdoor Free Choice
- 3:30 Homework Time/Group Arts & Crafts Activity
- 4:15 Storytime & Pick-up

School-Age Summer Program Daily Schedule

- 8:00 Drop-off & Free Choice
- 9:00 Circle Time
- 9:15 Group Arts & Crafts Activity
- 10:00 Outside Free Choice & Snack
- 11:00 Structured Play/Group Activity
- 11:30 Lunch
- 12:00 Quiet Time/Silent Reading
- 1:00 Enrichment Group Activity - Science, Technology, Engineering, Art or Music
- 2:00 Afternoon Snack
- 2:30 Outdoor Free Choice
- 3:30 Storytime & Pick-up

Rules and Behavior Management Policies and Procedures

In keeping with our philosophy of healthy social and emotional growth and development, all children will be treated with dignity and behavior management strategies will provide positive reinforcement. The state of California prohibits the use of corporal punishment of any kind, the infliction of pain or humiliation, ridicule, coercion, threat, mental abuse, of other actions of punishment-**Health and Safety code, Section 1596.81/ 1595.72/ 1596.73/ and 1597.05**

Guidance and Discipline

1. A child is not “forced” to participate. Some children need a “looking on period”. We provide a “choice chair.”
2. Let children learn by experience. Encourage them to do for themselves as much as possible – zipping coats, cleaning up spills, putting away toys. Offer assistance only when it is necessary to avoid failure. You might be able to do it faster, but they will learn through doing it themselves.
3. Encourage children to explore and experiment with the least amount of direction.
4. Avoid hovering. Keep in mind it is the art PROCESS that is important, not the product. Comments about how nice a color is or what an interesting pattern the child has made are more appropriate than questions like, “What are you making?”
5. Encourage the child whenever possible- “We’ll try again”, “That was hard work, but you kept trying”.
6. Avoid discussing children in their presence.
7. Cultivate calm when talking or working with children.
8. Seat yourself whenever possible.
9. Give clear, simple direction – and a choice only when there is one.
10. Praise the behavior you wish to continue.
11. Be consistent.
12. Don’t interrupt anything a child is doing without fair warning: “Five minutes to clean up time”.
13. Be available for assistance when necessary. Allow children to problem solve when possible.
14. Redirect behavior that involves hurting selves, others, property. Isolate a child who is out of control. When in doubt consult teacher, or teacher aide (when applicable)
15. Approach a child who is misbehaving in a friendly manner and suggest another activity or area.
16. When children are in social conflict, let them work it through if they can.
17. Sharing is a concept foreign to preschool age children. Step in when necessary to avoid injury or to suggest a possible solution.
18. If you have a concern about guidance and/or discipline in the classroom please talk with the classroom teacher and/or the Board.

Biting and Physical Aggression

Children who bite or are physically aggressive towards staff or other children will be sent home for the day and the parents, teacher, and board will need to meet prior to the child returning to the classroom.

Grounds for Dismissal

In the event that the behavior management or disciplinary needs exceed the capabilities of the teacher and Board, to the extent that the behavior of the child is compromising the quality of the program for other children in the preschool, that child will be asked to withdraw from the program. If the child is sent home for biting or physical aggression more than twice a month, or placed into time out more than twice a week, the parent, teacher and Board will meet to discuss the behavior management and disciplinary needs of the child.

Fundraising

Fundraising is an essential part of the preschools operation and success. Mandatory fundraising helps keep the cost of tuition affordable and helps prevent additional costs being passed on to families when classroom needs arise. There are three mandatory fundraisers per year that have been decided in advance by the Board, the families are responsible for the money generated by these two fundraisers whether they participate or not. Those two mandatory fundraisers are:

1. Drive-Thru dinner Ticket sales
 - a. Each family will have a predetermined number of tickets to sell.
 - b. Number of tickets will depend on the preschool's budget and how many children are enrolled.
 - c. Each family will need to sign up to work the event.

2. 2 Day Spring Craft faire/ Chicken in a Barrel
 - a. Craft fair and dinner will take place in March
 - b. This fundraiser is put on by Board President, Monie Segale.
 - c. Money raised is used to make our preschool the best it can be and helps with the purchase of new playground equipment, craft supplies, academic manipulatives and books.
 - d. Parents are responsible for:
 - i. Providing a baked good for the bake sale table
 - ii. Signing up to work the event
 - iii. Selling dinner tickets

3. Chocolate Bar Sales

Additional fundraisers are to be decided on by the co-op members and the Board.

Savemart Shares and Angels Food Market Community Cards

Parents are strongly encouraged to sign up for these programs. All you have to do is swipe a card at check out and a percentage of your purchase is donated back to the preschool- usually 3% of purchases.

Parent Jobs

Participating and non-participating Co-op members are required to hold “jobs” in the preschool. If you are a participating member, you are only able to do your job on your classroom work day if it doesn’t interfere with the amount of supervision and participation you are able to provide.

Job:	Required duties:
Classroom Special Events Coordinator(2)	Plans and delegates tasks for special events including- third Sunday reception, classroom parties and feast days, creates signs up sheets. Sends reminders and creates public postings as a way to remind parents and monitor participation. Assists with all fundraising efforts- planning and follow up. This job may require extra meetings with the teacher and Board.
Maintenance and Cleaning Coordinator	Sets up and implements the daily, monthly and bi annual cleaning of the preschool and preschool grounds. Creates a checklist and public posting so all parents know cleaning responsibilities. Keeps inventory of cleaning supplies and notifies teacher or board when supplies are low. Notifies Board if preschool classroom or preschool grounds require maintenance.
Calendar Coordinator	Will be responsible for passing around the volunteer calendar for the following month at parent meetings, then checking to ensure that each parent has signed up and fulfilled their required number of days for that month.
Photo and Publicity Coordinator (2)	Will photograph school events and fundraisers to be used for publicity, bulletin boards, quarterly newsletter, etc. and organize photos in folders by event in the preschool Shutterfly account to be used in the yearbook. Take the first day of school and school graduation photos, and organize school picture day.
Field Trips Coordinator	Works with the teacher and Board to schedule, organize and announce preschool field trips. This job includes scheduling with the field trip location, ensuring the proper paperwork is given to parents and returned to the teacher in accordance with the timelines needed, and verifying parent driving eligibility, collecting funds, and writing thank you notes to the field trip location upon trips completion.

Board President and parent representative	Acts as a primary coordinator and attends all Board and Parent meetings. This parent will act as a resource to other parents, as well as coordinate teacher appreciation gifts, and monitor that the rest of the co-op members are performing the functions of their individual classroom jobs, and help with registration and orientation.
Board Vice President	The person (possibly a new parent) is appointed by the Board. This Board member shall assist the president with all of their duties, and take over in their absence.
Library and Book Organizer	Replaces books in the classroom library according to the theme of the week (see monthly calendar), and puts books away in the book cabinet according to the established organization system. Coalates and distributes scholastic book flyers into cubbies. Rotates quiet-time book bags every 2-3 weeks to ensure fresh reading materials.
Playdough and Sensory Coordinator	Makes the playdough on a weekly basis. Materials and recipes provided- if a child in the classroom has a nut allergy, the playdough must be made in the Parish hall kitchen. Works with teacher to organize and maintains the weekly sensory bins.

**** Failure to participate in your selected job could result in disciplinary actions by the Board, and may result in revoking of membership ****

Board Positions

The Board is in charge of running Saint Patrick’s Catholic Preschool as a non-profit organization. Board members are not required to participate in preschool, but do participate in fundraising efforts to help bring in necessary funds to keep the preschool running. Board members meet monthly and the meetings are closed. However, all parents are encouraged to come and address the Board if there are any questions or concerns that haven’t been managed by the Director or Teacher. Any questions about school policies or suggestions will be welcomed. The date, place, and agenda of each Board meeting will be publicized in advance of the meeting.

President:	Maintain a close relationship with the parents and classroom teachers ensuring a consistently high quality program. Oversees all fundraising efforts. Consults on all disciplinary actions and on revoking membership. Attends, takes attendance, and takes minutes at all preschool meetings. Minutes are posted within 48 hours of meetings.
Parish Representative:	In times when there is no Director on site, the Board President shall act as Director. This person holding this position is appointed by the Parish Priest. This Board member shall be present at all Saint Patrick’s Catholic Preschool Board Meetings and Parent Advisory Meetings. Maintains relationship with Priest and parish members. Works with the treasurer to make deposits.
Fundraising and Publicity Coordinator:	This person is appointed by the Board. This Board member shall work with the President and preschool special events coordinator and photo and publicity coordinator to make sure all fundraising and social events are properly publicized. This member shall work with the president and treasurer to keep track of fundraising goals and report back to parents regarding progress and deadlines.
Preschool Director and Treasurer:	See “Preschool Director” job qualifications. This Board member shall attend all St. Patrick’s Catholic Preschool Board Meetings and Parent Advisory Meetings. Sets meeting agendas and keeps order at meetings. Shall pay bills as needed and manage reimbursements. Shall work with the President to make deposits. Shall work with the President and Parish Bookkeeper to prepare and follow a school budget.

Evaluations

Twice a year- in December and in April, all parents in the preschool will be given confidential evaluations of the preschool program, and the teaching staff. We are asking for your help in improving our program. Your candid feedback and observations will provide us with valuable insight into how we can improve our program and preschool. The information you provide to us will be kept confidential and private. Your name will not appear on the questionnaire, and your responses will not be linked to your identity in any way.

Termination Conditions

The school may terminate a child's enrollment in the schools program effective immediately upon written notice of such termination, if any of the following conditions arise:

1. Payment owed by the parent to the preschool is not paid within 15 days after such payment is due.
2. In the opinion of the preschool's teacher and Board, a child's behavior threatens the physical, mental health, or well being of one or more of the other children in the preschool. If reasonable accommodations will eliminate the threat, the child may be suspended until the time such accommodation can be implemented.
3. In the opinion of the Board, a parent's behavior threatens the physical, mental health, or well-being of the preschool staff, and/ or is disruptive, destructive, or detrimental to the integrity of the preschool.
4. The child is picked up late more than three times in any 30 day period, without having been provided any justifiable reason for the late pick up.
5. On more than 2 occasions within any 30 day period, in the judgement of the teacher, a child has obvious symptoms of illness when brought to the preschool, or a parent fails to pick up the child from the preschool promptly when notified that the child is ill.
6. Failure to comply with the conditions of this manual may also result in termination from the St. Patrick's Catholic Preschool program.