



Preschool and Daycare Handbook 2018-2019

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EQUAL OPPORTUNITY & NONDISCRIMINATION

All Saints Catholic School is committed to equal opportunity and does not discriminate on the basis of race, color, national or ethnic origin, sex or disability in the educational programs and activities which it operates. All Saints Catholic School policy, not to discriminate in educational programs and activities, extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admissions policies, scholarship and loan programs, athletic and other school and parish administered programs.

ADMISSION TO PRESCHOOL PROGRAM

All Saints Catholic School is designed to serve children who are four years old by September 15th. Five-year-old children may be accepted to our program after a brief conference with parents, teachers, and administration has taken place. There will be a tuition fee for this service. All children are required to be toilet trained by the start of the school year.

STATEWIDE VOLUNTARY PRESCHOOL PROGRAM

All Saints Catholic School is fortunate to be a part of the Statewide Voluntary Preschool Program. This is a grant that has been obtained from the State of Iowa with the collaboration of the Davenport Community School District. Due to the funding received from the state, we are able to offer a quality preschool education to your child at no cost to you. Though your participation in certain events is required (conferences and home visits), you have many other possible ways to be actively involved in your child's education. These opportunities include volunteering at the school, participating in field trips, holiday or seasonal celebrations, or cultural events. Your child should attend preschool on regular basis to actively participate in our curriculum program. Our curriculum has been approved by the state and we are required to teach from that specified curriculum for two hours each day. The children are assessed several times throughout the school year and those assessments are used to direct the path we take with the curriculum. Assessment results are shared with the parents during conferences and home visits. The remaining class time that is not used for the required curriculum will be used for Religion or any other activity that the Preschool staff feels is necessary. We follow the Quality Preschool Program Standards (QPPS) to ensure the best possible education and environment for you and your child. Our preschool program is staffed with state licensed Early Childhood teachers and associates certified in Child Development. If you would like to view the curriculum, program standards, or a copy of the grant, please contact the school.

ALL SAINTS CATHOLIC SCHOOL MISSION STATEMENT

All Saints Catholic School community shares a common goal of preparing children for a lifelong learning and Christian service. We are committed to nurturing each child's spiritual, intellectual, social, moral, emotional and physical development. All are encouraged to utilize their God-given gifts in an atmosphere that challenges them to strive for their unique potential.

STATEMENT OF PHILOSOPHY

We believe that we supplement the Catholic Christian education given by parents in the home. Our responsibility, then, is developing the whole person, spiritually, morally, physically, intellectually, socially, and emotionally.

By creating a faith-community, we strive to instill Christian values in each student by which he/she will be able to clarify their own values in life according to the Gospels, with the hope that they become self-directed individuals who will be responsible for their own decisions, behavior, and learning. We believe that each child is an important, unique individual, whose intellectual success is built upon a healthy self-concept, making our school child-centered.

Cooperating with the parents, we continue the religious development of the child by furthering knowledge of the Church in the world and each child's part in it, preparing them to participate fully in the Church's liturgical life.

Therefore, our ultimate goal is to be a Christ-centered school that prepares each child with Christian values and fundamental skills that will help them to meet the demands that society places upon them at present and in the future.

OBJECTIVES

The philosophy of All Saints Catholic School states the principles upon which our educational system is built. In order to implement these principles, All Saints Catholic School has the following supporting objectives:

- ◆ To create an inclusive and welcoming Christian community through liturgies, discussions, and school activities.
- ◆ To provide a program that will help children assess values and apply them.
- ◆ To provide an instructional program that will help each child to develop at his/her own rate, according to his/her own intelligence, using a variety of grouping patterns, learning modes, and materials.
- ◆ To create as many successful learning experiences as possible for the child.
- ◆ To provide a code of conduct, based on the Christian moral code, that brings unity, order, and safety within the school community.
- ◆ To encourage parental involvement through volunteer programs, attendance at conferences, and meetings.
- ◆ To prepare students for living a Christian life.

PRESCHOOL HOURS

Preschool hours are 8:00-10:30 and 12:00-2:45

All Saints Catholic School follows the school calendar for the Davenport Community School District.

DRESS CODE

We ask that the children dress in play clothes and tennis shoes. For the safety of the child, we ask that no flip-flops, crocs, or open toed shoes be worn. While tennis shoes are the preferred option, we ask that all shoes have either laces, velcro, or buckles.

In cold weather, warm coat, hats, and mittens will be required. If a child is not dressed properly for outside play in cold weather, they will have to sit in the office while their class is outside. If your child chooses to wear snow boots, please provide a pair of shoes for him/her to change into while in the classroom.

PERSONAL BELONGINGS

Personal items, such as backpacks, will be placed on the child's hook so as not to disturb the children in the classroom. Car seats may be taken to the child's classroom and stored outside the classroom. The school is not responsible for the condition or loss of personal items brought to school. Teachers or staff members may remove and send home any items which are deemed inappropriate for the classroom. Toy guns or weapons of any kind are not allowed.

BEHAVIOR MANAGEMENT PLAN

A behavior management plan teaches, guides, and nurtures students to help them accept responsibility for their own behavior and actions. All Saints Catholic School uses a positive method called 1-2-3 Magic. This is a simple, precise, and effective way of managing- gently and firmly- the behavior of children. Children will be given two warnings before they are removed from the activity. After the second warning, if the behavior continues, they will then be given a short time to calm down and refocus. After this occurs, they may rejoin the class activities. If necessary, this process will start over.

DISMISSAL POLICY

Dismissal from the program may occur with the following situations:

- ◆ If a child is consistently exhibiting disruptive or dangerous behaviors to themselves, classmates, or staff members
- ◆ Excessive unexcused absences from preschool
- ◆ If the student does not seem ready for a preschool setting

Upon suggesting discharge, the parents will be asked for a parent, teacher, and principal conference to discuss the situation. A written summary will be presented by the teacher and signed by the parents and staff present. A copy of this summary will be given to the parents and the other kept in the student's file at school. Dismissal from preschool may be considered the most appropriate arrangement for the student. If at any time the parent does not feel the program is meeting the needs of their child, they are encouraged to contact the teacher for a conference.

SCHOOL CLOSING/LATE START/INCLEMENT WEATHER

All Saints Catholic School, during times of inclement weather, will follow the same schedule as the Davenport Community School District for emergency school closings and late starts. The announcement of school closing and late starts usually is made via the local radio and TV stations. If there is a two-hour late start, the morning preschool class will be cancelled, however the afternoon class will start at its regularly scheduled time.

BREAKFAST AND LUNCH PROGRAM

Students may participate in the Federal Hot Lunch and Breakfast Program. A breakfast program will be available in the World Café from 7:00 – 7:50am for an additional charge.

Students are required to purchase a school provided lunch for an additional charge.

Prices are determined and set at the beginning of each school year. Some families may qualify for free or reduced priced meals. If you feel you may qualify or would like more information, applications are available in the school office. Prices are based on income, number of members in the family, etc.

All breakfast and lunch menus will be sent home and posted outside the preschool classroom for parent preview.

All meals and snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, medical conditions or religion. A permanent exemption of any certain food for allergies or medical conditions must be accompanied by a doctor's note. Parents may be required to provide substitutes when accommodating children with allergies or medical conditions. Any student arriving after the breakfast or lunch time should have already eaten.

TRANSPORTATION POLICY

Transportation to and from school is the responsibility of the Preschool child's parent or guardian. Current state law requires all children to be in approved safety restraints.

You must provide this for your child, he/she must be seated while dropping off or picking up is occurring. If your child does not have the appropriate child restraint, Preschool Staff may not allow your child to leave with you.

STUDENT ARRIVAL

Students eating breakfast at school may enter the building at 7:00 with an adult and go to the preschool room. Breakfast will be served at 7:00 am. All Saints Catholic School will not accept responsibility for students who arrive before supervision is provided at 7:00, unless your child is enrolled in the before school daycare program. There is an additional charge of \$3.50 for this service, and students may arrive beginning at 6:30, however, they MUST be enrolled. Please walk your child into the classroom and a staff member will be there to help the children with the breakfast procedures.

For those students arriving at 8:00 am or 12:00 pm, a preschool teacher will be on the west playground to help with student drop off. We ask that you enter through the alley located off of Fillmore Street (next to Holy Family Church) and allow a teacher to get your child out of the car and walk him/her into the school. Please be advised that if traffic becomes a problem the Preschool Staff may change the location of drop off. If this occurs, the Preschool Staff will notify parents of the new location that is best for everyone.

ATTENDANCE

When a child is enrolled in school, he/she is expected to be in regular attendance for the schedule agreed to by the parents and program administrator. In order for your child to get the full benefit of the programming we offer, your children should be in school at your program's designated start time. Regular attendance is important for the child's development. Enrolled children should attend unless they are ill or on vacation. If a child is to be absent, the parents must notify the school; otherwise, the absence will be considered unexcused.

A student's enrollment status will be reviewed after 10 unexcused absences by the classroom teacher and parent, and may result in the student being dropped from services after 15 unexcused absences.

Please Note: Students who are absent from, or leave morning preschool early for any reason, will not be able to return for afternoon daycare that day.

STUDENT ARRIVAL/DISMISSAL POLICY

Prior to the start of each school year, each family will be given specific instructions on the arrival and dismissal procedure.

COMMUNICATIONS/PARENTAL INVOLVEMENT

Calendars, menus, newsletters and other information will be sent home to parents each month and posted on the school web site (www.ascsdav.org). Announcements of upcoming events will also be printed in the Church bulletins. Preschool students also receive a weekly note that will inform the parents of the skills we are working on each week.

Parents or guardians are welcomed to visit the Preschool class at any time. All visitors are asked to report to the office immediately. At the office, visitors will check in and a staff member will guide you to the classroom. Families are encouraged to visit the Preschool class at anytime. The school asks that parents or guardians check with the preschool teacher beforehand. The presence of another adult in the classroom can sometimes be disruptive to the children and parents are asked to defer to the teacher's judgment.

Voicemail and e-mail communications with the school are available. Frequent communication between parent and school is essential for mutual support in providing what each individual child needs. If you have any questions, don't hesitate to call the Preschool Staff or Principal. Parents and teachers working together can provide each child with the best environment for enhancing successful and happy school experiences.

CONFERENCES

Parents and teachers will conference three times each year. In Fall and Spring, parents will be asked to come to school to meet with the preschool teachers. In January, the preschool teachers will come to your home for a Home Visit Conference. Conferences are an important time for the teachers and parents to communicate about the progress of the child. In addition to these mentioned conferences, additional conferences may be scheduled as needed.

FAMILY VACATIONS

We encourage parents to plan family vacations around the school calendar. However, if your child must be out of school for family vacations, parental assistance is vital. Each teacher must be contacted prior to the vacation. Parents are reminded that time spent out of school cannot be replaced by written work alone. Therefore, teachers will not be expected to prepare assignments prior to the vacation. All makeup work must be completed within five school days of the student's return.

HEALTH RECORDS

All Saints Catholic School will keep current health records for each student. Each child must be current for routine screening test and immunizations according to the schedule recommended, published in print, and posted on the Web sites of the American Academy of Pediatrics, the Center for Disease Control of the United States Public Health Service (CDC-USPHS), and the Academy of Family Practice.

ILLNESS

It is recommended that children be kept home for symptoms of illness. Parents should notify the office at 324-3205 as to their child's specific illness. We are required to submit a report to the Scott County Health Department at the end of each school week.

If a student becomes ill during the school day, the parents will be contacted. Once contacted, we ask that your child is picked up within the hour. We ask that you keep your child at home until they are free from fever, vomiting, diarrhea, red and draining eyes or ears, evidence of parasitic infections (lice, ringworm, scabies), chronic congestion or hacking cough, redness of throat or eyes, skin rashes, difficulty breathing, irritability, unusual tiredness, or evidence of possible communicable disease. ***Your child may NOT attend school if they have had a fever, diarrhea or vomiting within the last 24 hours and they may not return until they are free from all of the above listed symptoms for twenty-four hours without the assistance of medication.***

An emergency contact card is to be filed for each child at the beginning of the school year and immediately updated when there is a change. This card includes emergency contact numbers and directions in case of emergencies. This information may not be changed over the phone! You will need to go to the school office for all changes.

The following guidelines are enforced for these contagious diseases:

- **Chicken Pox:** Your child will be allowed to return to school after **ALL** Chicken Pox are crusted over (5-7) days.
- **Conjunctivitis: (Pink Eye):** Your child will be allowed to return to school 24 hours after proper medication is administered and with a doctor's note.
- **German Measles (Rubella):** Your child may return to school 7 days after the rash begins.
- **Giardia, Salmonella, Shigella and Campylobacter:** Your child will be allowed to return to school when there is documentation of 2 negative stool cultures after treatment.
- **Head Lice:** Your child may return to school the day after treatment begins; they must be nit free. The school personnel must examine the child before he/she may return to the classroom.
- **Hepatitis A:** Your child may return to school one week after the illness has started and he/she is fever-free for 24 hours.
- **Herpes Simplex Infections:** Your child may return to school with approval of child's doctor.
- **Hib Disease (haemophilus influenza):** Your child may return to school when he/she has completed a 4-day course of Rifampin and is well.
- **Impetigo:** Your child may return to school 24 hours after an oral medication has begun and 48 hours after a topical medication has begun.
- **Measles (Rubella):** Your child may return to school 4 days after the appearance of the rash.
- **Meningococcal Disease (Neisseria meningitides):** Your child may return when he/she has completed a 2-day course of Rifampin and is well.
- **Mumps:** Your child may return to school 9 days after the swelling appears.
- **Pinworms:** Your child may return the day after treatment begins as prescribed by your child's doctor.
- **Ringworm:** Your child may return 24 hours after treatment begins as prescribed by your child's doctor, along with a doctor's note with diagnosis and treatment.
- **Roseola:** Your child may return when he/she is rash and fever-free.
- **Rotavirus:** All symptoms must be gone for 24 hours before your child may return to school.
- **Scabies:** Your child may return the day after treatment begins as prescribed by your child's doctor.
- **Shingles:** Your child may return when all sores are crusted.
- **Strep Throat/Scarlet Fever:** Your child must be on an antibiotic for 48 hours and be free of a fever for 24 hours before returning.

- **Tuberculosis:** A child diagnosed with active TB disease must be excluded. Children with TB disease may return after they have begun treatment and a written statement from the child's doctor that they are no longer contagious.
- **Head Injury:** If a child receives a head injury during the school day, the parent will be informed. At the discretion of the supervisor in charge, the parent may be asked to take the child home for observation.

Please do not bring your child to school with any unidentifiable symptoms. Please report any contagious diseases immediately to the teacher or teacher's associate. A written note from a doctor, stating your child is free of disease, must be obtained if your child has had a contagious disease. All families will be contacted when a contagious disease is circulating among the children.

If your child has had surgery, you must obtain a written note from your doctor stating your child is ready to fully participate in our program.

An emergency contact card is to be filed for each child at the beginning of the school year, and immediately updated when there is a change. This card includes emergency contact numbers and directions in case of emergencies. This information may not be changed over the phone. You will need to go to the school office for all changes.

MEDICAL APPOINTMENTS

If at all possible, parents should schedule doctor or dental or other appointments outside of school time. If appointments such as these must be made during school hours, please try to schedule them so that your child misses a minimum amount of school time (i.e., early in the morning or late in the afternoon).

STUDENT ILLNESS/MEDICATION

All Saints Catholic School follows the policies and procedures of the Scott County Health Department.

Controlled medication must come to the school office in an original prescription bottle with the current date. Medication not in its original container provided by the pharmacist with a pharmacy label will not be accepted. Dates may vary by one or two days if a prescription was picked up over the weekend. No medication dose changes will be accepted over the phone or in writing by a parent. Changes must be accompanied by a written prescription from the physician who has prescribed the medication. The bottle must be marked with a permanent marker or pen with the following:

1. "School bottle" (a new bottle with the current date will be expected each month)
2. Number of pills parent placed in the bottle. Medication will be counted upon arrival to school and be confirmed by a second person. If there is a discrepancy, parent may be called to school. Do not break pills in half.
3. Date bottle sent to school
4. Parent initials

Prescription medication cannot be administered unless the medication is in the original container with a label that contains:

1. Name of student
2. Name of medication
3. Dosage of medication
4. Directions for use
5. Name of physician

Students are not allowed to carry medication with them in school, with the exception of an inhaler used for asthma attacks or an EpiPen. These must be labeled with student's name, doctor's name, and name of medication. A parent note must be sent to the school advising that the student is carrying an inhaler or EpiPen. All other medication must be sent to the school office for storage and administration.

Students should not stay in at recess unless they have a signed statement from their doctor.

All teachers will have a list of students with medical problems. Parents must notify the school as to medical conditions of their children. In cases where it is warranted, administration will meet with the teachers involved and the parents to discuss the medical condition of the student. At this meeting, all parties will be informed as to the usual methods of dealing with the medical condition.

All medication is dispensed by a certified person with the exception of an EpiPen or inhalers used by asthmatics who have permission to carry the inhaler or EpiPen on their person and use it themselves as the physician has prescribed.

REPORTING CHILD ABUSE

All Saints Catholic School employees are mandatory child abuse reporter of suspected child abuse. By law, staff has to report any signs of abuse to the Iowa Department of Human Services.

EMERGENCY PROCEDURES

Staff and student safety is a priority at All Saints Catholic School. Emergency procedures have been established and provided to all staff members.

FIRE PLAN

The fire signal is a siren.

Procedure: When a signal sounds, students stand up and proceed out of the room in a single file and in orderly fashion using the designated routes. Someone in the room should close the windows, turn off the lights and close the door.

Please acquaint yourselves with these diagrams. Departmental students may be in a different room at different times and should use the escape procedure for the particular room that they might be in at the time of the alarm.

FIRST FLOOR EXITS FOR THE FIRE DRILLS

- ◆ Students who exit from the west doors should walk across the alley to far playground near the south fence.
- ◆ Students who exit from the east doors should walk to the farthest side of the alley west to the playground.
- ◆ Preschool room exit from south outside alley door.
- ◆ Trailer classrooms exit to far playground across alley.

STORM PLAN

Storm Signal: A continuous intermittent bell is the usual signal. In case of power failure, a runner system will announce the warning.

When Signal Sounds: **PS1 (Mrs. Bennett)** will proceed to the boys' restroom across the hall from her room, **PS2 (Mrs. Wren)** will exit room to the right and proceed to girls' shower room, **K1, K2, 101, 102, 201, 202, 302** stay in rooms and go behind book cases and take positions. Upstairs students come downstairs and position themselves in the interior corridors. **6th, 7th, 8th** students position themselves in north hallway. **301, 401, 402, 501, 502** position themselves in the south hallway. Students should not sit in front of doors. Specials' teachers need to take their students to the corridor assigned to their homeroom. All teachers should have flashlights and emergency packets with them. The office will announce an "all clear" signal when it is safe for students to return to classrooms.

FIELD TRIPS

All Saints Catholic School recognizes that a properly planned, well conducted and carefully supervised field trip is a vital part of the curriculum of any classroom. As such, student trips of significant educational value are to be encouraged.

Field trips shall have the approval of the Principal in advance of the trip. Consent of the pupil's parents is required in advance of any trip involving the use of public or private transportation.

Parents will be required to fill out a permission slip for each field trip. Drivers for field trips must have a driver information sheet on file in the school office.

PARTY INVITATIONS

It is recommended that party invitations not be passed out during school time unless each student in the classroom is receiving an invitation. We appreciate your cooperation and sensitivity regarding party invitations. The Privacy Act laws prohibit the school from releasing telephone numbers or addresses of students.

ALL SAINTS CATHOLIC SCHOOL BOARD OF EDUCATION

The All Saints Catholic School Board of Education normally meets on the third Monday of each month. These meetings, held in the Holy Family Parish Office, begin at 5:15 pm and are open to parishioners, parents, faculty, staff and other interested persons.

Parishioners, parents of students, and members of the faculty or the staff desiring to bring a legitimate concern to the attention of the Board with respect to an agenda item are encouraged to contact a Board member so that the matter can be considered by the Board in due course. In the event any parishioner, parent of a student, or a member of the faculty and staff feels it is necessary to personally address the Board concerning an agenda item, they will be allowed to do so provided the same can be accomplished within the confines of an orderly, timely meeting. Proper decorum will at all times be required and the President of the Board and Board are vested with discretion to limit the number, length and content of any such discussions or comments. Anyone desiring to add an item to the agenda must request permission of the Board President or Pastor of the parish, preferably at least 24 hours prior to the meeting. This can be accomplished by either telephone or personal contact. No person may present orally or discuss at any regular Board meeting any charges or complaints against individuals employed by All Saints Catholic School or persons attending the school. All such charges or complaints should be presented to the Board, through the President, in writing and signed by the person making the complaint. If necessary, discussion would ensue during an Executive Session of the Board.

HOME & SCHOOL ASSOCIATION

The Home & School Association is an organization which raises funds for school needs and also assists the school with various volunteer projects. It also promotes mutual cooperation between parents and teachers for the benefit of the child in school. It assists in developing a spirit of unity and cooperation in the school community. All are encouraged and invited to come and share in the activities. Room parents and committees are formed for various activities throughout the year.

COLD AND HEAT POLICY

We will follow the regulations that were set by the Iowa Department of Health. The children will have outdoor play unless the weather does not permit. In winter outdoor play will occur if the temperature is above 15 degrees Fahrenheit with the wind chill factor. In summer, the children will have outdoor play unless the temperature exceeds 90 degrees Fahrenheit. The Child Care Weather Watch chart will be posted in the classrooms to assist the staff on making the best choices for the children.

During the winter months, parents will be notified through the weekly note that outdoor play will resume according to the listed conditions. Children should come to school dressed in layers to accommodate the classroom and outdoor setting. Preschool staff will assist the children in layering to go outside.

In warmer months, the parents will be notified through weekly notes that outdoor play will resume according to the listed conditions. Staff will plan play in shaded areas and sun-protective clothing will be encouraged.

SUN INJURY POLICY

To avoid sun injury, parents will be encouraged to apply sunscreen with UVA and UVB protection of at least SPF 15 or higher before coming to school. With written permission and product sent to school, staff will apply sunscreen before outdoor play.

PETS

All classroom pets or visiting animals should appear to be in good health. Pets or visiting animals need to have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized, and that the animal is suitable for contact with children. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff will make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as classroom pets because of the risk of salmonella infection.