



**St. John Bosco Catholic
School Preschool Handbook
2019-20**





Mission Statement

Guided by Jesus Christ, we are a caring community dedicated to academic excellence, serving others, and developing the whole child within the traditions of our Catholic faith.

Philosophy

- *We believe that all children, by their God-given nature, can learn. All learners, users, and creators of knowledge are engaged in a dynamic process of discovering who they are in relationship to God, the human family, and nature.*
- *We believe that our community, which includes students, educators, parents, parish members, and clergy, consists of leaders working together as one in God to inspire all to reach their potential. Furthermore, our community assists in the lifelong development of the whole person, including spiritual, moral, intellectual, emotional and social growth, and physical well-being.*
- *We believe that schools provide professional and caring educators who, as positive role models, teach traditions and build character. They inspire students to learn and support parents as the primary educators of their children.*
- *We believe in providing a child-centered and nurturing environment. The school community empowers children to become critical thinkers who can problem-solve through life's challenges.*
- *We believe the ultimate purpose of faith-based education is to serve God and God's creation.*

The ABCs of St. John Bosco Preschool Programs

If your child is sick and cannot attend school, please call the Absentee Line at 480-219-4849.

Arrival:

All classes start at 7:50 a.m. Early drop off in the Pre-Kindergarten classroom is available in the morning starting at 7 a.m. For the safety of all children, park only in the north parking lot by the MPR and walk your child to class each morning. If you arrive to school after the 8:00 a.m. bell please walk your child to the office and we will take them to their classroom and sign them in. This limits disruptions after class has begun.

All mornings should begin as follows:

The attendance book is located just inside the classroom door. It is required by the Arizona Department of Health and Safety that any persons designated to sign your child in and out must write their legal first and last name (FULL signature) and be 16 years of age. By law, preschool staff can only release your child to persons you have previously listed in your child's file.

Backpacks:

Please send your child with a backpack and a lunch to school. Lunch is provided by the parents and is also available through Blue Willo Catering. The backpack should always contain a water bottle. All water bottles must ONLY have water. Please mark all personal items with the child's name. On Fridays, a folder will be sent home that will contain class projects and important information regarding announcements and notes from your child's teacher.

Bathroom Readiness

In accordance with our licensing through the state of Arizona, students must be fully potty trained to attend SJB Preschool classes. To be fully potty trained means not having consistent accidents. Our preschool program expects parent cooperation with their child's bathroom readiness. Pull-ups are not allowed in either program. For more information, please refer to the SJB Preschool bathroom readiness policy.

Birthdays

Birthdays are a very special day for every child! Talk with your child's teacher at least one week in advance if you wish to send in special snacks. Our school Wellness Policy requires that any food served to the whole class must meet the nutrition guidelines (including birthday treats, if allowed by the teacher). Soda, energy drinks, and caffeine drinks are not permitted. The complete wellness policy can be found online at www.sjbosco.org. Please be aware of students with allergies when sending birthday snacks.

Classrooms will have 2 - 3 parties a year where special treats agreed upon by the teacher **prior** to the party may be served.

****There will be no distribution of treats before, during, or after school.**

****NO cupcakes, brownies, cakes, cookies, or candies, etc.**

****Please consider non-food items for birthday or other awards.**

St. John Bosco Catholic School is committed to providing a school environment that promotes and protects children’s health and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health. The purpose of the policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

If you are having a party for your child and are only inviting a few children from class, we ask that you mail any invitations to avoid hurt feelings. However, if you’re inviting the entire class we will be happy to put the invitations in the students’ backpacks.

Book Club

We are pleased to take part in the Scholastic Book Club. When you order a book, our school receives bonus points which will be used toward earning books for our school. Each month or two, your child will bring home a book order form. There is no obligation to parents. If you wish to order a book(s), there will be directions attached to the order form with information to order online. When books are delivered, we will place them in your child’s backpack and send them home.

Clothing

Our preschool curriculum consists of teaching children through creative play; therefore, we paint, play with nature and anything that will engage our creative minds. It will get messy! Most Preschool students will wear an SJB school uniform.

3-year-olds uniform: Gray P.E. t-shirt with P.E. shorts, blue romper, white or navy polo with navy shorts, and plaid jumper are highly encouraged.

If you choose not to dress your child in the school uniform, please send your child in play clothes that you do not mind getting dirty. Children should be dressed in comfortable, washable clothing that he/she can manage in the bathroom.

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

Not permitted clothing options: Button pants, tutus, costumes, flip flops, sandals, barefeet, unicorn/kitten/crowns or large bow head gear or nail polish

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

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

BOYS’ AND GIRLS’ P.E. UNIFORM

Shorts	Solid, navy shorts - 7”- 9” inseam, 2” from the back of the knee, creating a basketball shorts length. No logo or a logo no larger than a quarter.
Shirt	White or navy short- or long-sleeve polo shirt in a traditional polyester/cotton-blend material with the acceptable St. John Bosco logo or white or gray P.E. t-shirt. NO moisture wicking shirts, ex: Under Armour
Sweatpants (optional)	In cold weather, plain, navy athletic pants. Approved logo sweatpants are available at www.sjbstore.com . These are only for P.E. days; dress, twill, long pants are to be worn on other days. Leggings, yoga pants and jeggings are NOT acceptable at any time.

Sweatshirt (optional)	In cold weather, navy or white sweatshirt with St. John Bosco logo. The approved zipper hooded sweatshirt is available at www.sjbstore.com and may be worn at any time on campus.
Shoes	Any flat, closed-toe, closed-heel shoes. Tennis shoes, ballet flats, Toms, etc. in any color or color combination are all acceptable. NO neon, light-up, roller shoes, glitter, boots, wedges, or wedge heels will be allowed. Shoe laces must match each other.
Socks	Plain white, navy, or black socks or tights. Socks must be worn with all shoes. NO logo; NO leggings

Children spend time outdoors each day and should have appropriate outdoor wear; warm outer clothing in the winter and light clothing in the spring/summer are suggested. Sunscreen should also be applied. Children run on the playground, so we recommend socks and sneakers. Please do not send your child to school in sandals. Flip flops are not permitted.

Conferences

Progress report conferences will be scheduled in the fall and spring. Additional conferences can be scheduled at any time.

Critical Incident Management Policy

The purpose of this policy is to ensure the safety of students. To guarantee that St. John Bosco School community has the best interest of the students in case of an emergency situation, all employees are expected to be familiar with the procedures listed in the plan. All employees will report any threats to appropriate authorities/school staff.

Curriculum/Activities and Programs

SJB Preschool is a Christ-centered, play-based, learning environment. We enrich students' lives by offering them hands-on experiences, encouraging social-emotional skills, and bringing the awareness of Christ into their rapidly-expanding world. Your child will develop math, science, language, social, spiritual, and emotional skills through a wide variety of activities. Our caring and professionally-trained staff will, in partnership with the family, develop the skills each child needs to have success in kindergarten.

SJB Preschool embraces the developmental philosophy of learning, which respects each child as a unique individual, and supports the knowledge that young children learn best through play and hands-on experiences. Through daily classroom activity we strive to maintain a:

BALANCE between:

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

Daily activity offering always includes:

- Creative arts
- Blocks
- Dramatic play
- Sensory materials
- Manipulatives
- Science
- Literature
- Music & movement
- Snacks
- Outdoor play

Discipline

Discipline with Purpose - DWP Expectations

We believe children can be taught self-discipline skills as a part of the total school curriculum. To this end, the school implements a program called *Discipline With Purpose (DWP)*, a positive approach to discipline based on the developmental level of the student.

The two goals of discipline, according to the DWP philosophy, are to maintain safety and order within the community, and to identify, teach, and practice the skills necessary to be self-disciplined. With this in mind, discipline is not punishment, but rather an opportunity to teach a skill that is not yet developed. We expect students to conduct themselves in a manner that is becoming of a Catholic student and exhibit self-disciplined behavior at all times, on- or off-campus, in conformity with the norms of this handbook. The preschool director and principal is the final recourse in all disciplinary situations.

In preschool, we work to eliminate any potential problems before they happen. Our staff expresses appropriate respect and affection for the children and models positive social interaction and expression of feelings. Should there be a disciplinary problem, we use several techniques that help children to internalize rules and become self-directed in their behavior. These include offering choices, problem-solving, natural and logical consequences, ignoring, redirecting, and a "cooling off" time in an area of the child's choice. We will work together with parents to keep the lines of communication open.

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety, and welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort, or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing or continuing to do any of the following:

1. Causing personal injury to, or damage to the property of, any person (including the student or him/herself).
2. Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

Dismissal

At the end of the class day, please pick your child up at their classroom and **sign-out (FULL signature please) your child in the attendance book.** As stated earlier, we will only allow the child to leave with the persons listed on your child's registration form. You are required to keep that list updated in RenWeb. If there is a change please email or make note on the sign-in sheet to let your child's teacher know if someone else is picking your child up at the end of the day.

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

Email

St. John Bosco Catholic School encourages strong communication. If you wish to contact a teacher, please write a note (to be delivered to the teacher's mailbox in the office) or email (FirstInitialLastName@sjbosco.org) requesting a call or an appointment. Teachers will share their schedules with parents at Curriculum Night. In addition, teachers will email classroom information through RenWeb and newsletters. Teachers' personal telephone numbers or email addresses are never given to parents or students per Safe Environment policy.

All faculty and staff try to respond to questions or comments as soon as possible. Sensitive issues are best addressed in person or by phone.

- In an emergency, contact the office.
- **Send emails prior to 4:30 p.m. Monday through Friday. Emails sent after 4:30 p.m. on Friday will be answered at the start of the next school week.**
- **Emails should be brief, informational, and used to confirm, clarify, or schedule appointments.**
- Emails should not be forwarded without the permission and knowledge of all parties involved.
- Humor, chain, or business solicitation letters should not be sent to school email addresses.
- Please refrain from sending messages to multiple recipients unless there is a very specific reason for everyone to receive the message. Information pertaining to your child or staff member is not a group concern.

By appointment: Parents may contact faculty members to set an appointment to be held before school, after school, or during prep-time. If the teacher does not have notice of an appointment, the parent may be asked to make an appointment as requested and return at the meeting time.

Enrollment

Students will be enrolled through the school's admissions process. After enrollment forms and the registration fee are submitted, you will meet with the preschool director to finalize your child's enrollment.

Field Trips

As with all school activities, field trips are part of our educational curriculum. Teachers will plan, with advance notice, "on-campus" field trips, such as visits to the church, school library, science garden, prayer garden, nature walks, etc. We are also working on bringing various outside educational programs to our campus. Trips will be planned with safety in mind, which are relevant and meaningful to your children. We do not offer "off-campus" field trips for preschool.

Fire Drills and Lockdown Drills

To keep the children safe, we will practice these drills on a monthly rotation. The dates of our drills are listed in the attendance book for our state inspector. Under the advisement of the City of Phoenix Fire Marshall we are asked to:

1. Practice fire drills with the building fire alarm.
2. Never park in the front of the preschool building or church fire lanes. This is for the safety of all children attending St. John Bosco School.

Forgotten Items

If a child forgets an item at home, parents may drop that item off in the office and the office staff will make sure the child receives it. This helps limit disruptions throughout the school day.

Forms

All enrollment forms must be completed before any child attends class. This includes emergency contact listings with working phone numbers, completed blue health card, diocesan photo release, and food allergy notification. All forms need to be filled out completely for licensing purposes.

God is First

As Catholics, we start and end each day with a prayer and say a prayer before our meals. The children will be taught the Our Father, Hail Mary, and the St. John Bosco prayer. Our classrooms and hallways are decorated to constantly remind the children of God's love for them.

Pre-Kindergarteners will begin attending Mass on Fridays in the winter and visit the chapel often. We always encourage families to attend Mass weekly. In addition to prayer, part of each day is devoted to learning more about God and our faith, His love for us, and how He wants us to treat others.

Preschool teachers utilize Stories of God's Love curriculum from Benzinger.

Home-School Communication

We provide many opportunities to keep parents informed including:

- Parent Newsletters: Your child's teacher will provide a weekly newsletter with information of curriculum and events.
- Parent Programs: We provide many opportunities for parents to observe what their child is learning in class. Pre-Kindergarten will have a Thanksgiving, Christmas, Mother's Day and Graduation program. Family and friends are invited. Our programs are held in the church or MPR for your convenience and comfort.

Hours of Operation, Class Days, Age Requirements

SJB Preschool accepts students from ages 3 through 5 years in conformance with licensing regulations.

3-year-old Program Options:

- Full-Day: Monday – Thursday 7:50 a.m. – 3:00 p.m., Friday 7:50 a.m. – 12:30 p.m.
- Half-Day: Monday – Thursday 7:50 a.m. – 11:30 a.m., Friday 7:50 a.m. – 12:30 p.m.
- Two-, three-, and five-day options

Extended School-Day Program:

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

Pre-Kindergarten Program Options:

- Full-Day: Monday – Thursday 7:50 a.m. – 3:00 p.m.; Friday 7:50 a.m. – 12:30 p.m.
- Half-Day: Monday – Thursday 7:50 a.m. – 11:30 a.m.; Friday 7:50 a.m. – 12:30 p.m.

Extended School-Day Program:

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

Illness

Do not send your child to school for 24 hours after he/she has had a fever over 100 degrees, rash, vomiting, diarrhea, or a severe cough. If your child has a communicable disease, inform the school so parents of exposed children can be alerted.

Immunization

All immunizations must be up-to-date and a copy of the immunization record must be kept in the preschool office.

Injury

Should your child become injured at school, your child will be taken into the nurse's office and assisted accordingly. The child may need a band aid, ice applied, observation, and/or a call to the parent for emergency assistance. If we are unable to reach you by phone, we will call from the emergency information sheet that is on file for your child. Please keep the information updated. All injuries and/or accidents will be documented and signed by the nurse. You will always be told of the incident and given a copy.

Insurance Information

SJB Preschool carries liability Insurance as required by licensing regulations rule #R9-5-308. We are insured by:

The Catholic Mutual Relief Society of America 10843 Old Mill Rd. Omaha, NE 6815

Incident Report

If a child brings harm to self, others, or environment you will receive an email from your child's teacher stating what happened and how it was addressed. Your child's teacher will then follow up with a phone call to discuss the situation further.

Kindness

Preschool is an opportunity for children to learn and develop social skills. Our teachers will help children learn about their own emotions, friendship, and empathy for those around them. With the aid of biblical stories, music, and books, we will discuss these beneficial lifelong skills.

Lice

Head lice are a common occurrence among young children. Head lice spreads from person to person by direct contact with hair or by sharing items such as hats, brushes, etc. Lice do not carry diseases or illnesses, however, they are a nuisance. SJB Preschool has a “NO NIT/HEAD LICE” policy. This means that all nits and lice must be removed from the hair before your child may return to school. If head lice are discovered on one child, the entire preschool will be checked. Children with head lice will be sent home immediately and a notification letter will be sent home to the classmates. For more information on lice, please refer to SJB Preschool No Nit/Head Lice Policy.

Licensing Information

SJB Preschool is regulated by The AZ Department of Health Services Office of Child Care Licensure. They can be contacted at 602-542-1025. The local office address is: 150 N. 18th Ave, Suite 400, Phoenix AZ 85007. Inspection reports are available online at www.azdhs.gov or in the school office.

Medication Procedures and Storage

SJB does not administer medication at the preschool. All medication is stored in the nurse’s office and administered by the school nurse.

Messy Work

Preschool can be messy! Please understand your child will be learning through development activities. The art projects that are produced in class will require the use of fine motor skills. It is essential for your child to master these skills to help prepare them for kindergarten. Pre-cut projects are not a part of the SJB Preschool curriculum.

Music

Each week your child will be exposed to music. Every child will learn a sense of rhythm (an important pre-reading skill), an appreciation for music of different cultures, and experience a time of free expression using a variety of instruments.

Outside Play

Weather permitting, your child will go outside each day. For safety reasons children are to wear shoes at all times. Please do not send your child in sandals or flip flops. Part of the playground is exposed to the sun, so we ask that you apply sunscreen before school. Children will be asked to wear shoes at all times.

Parent Responsibilities

SJB Preschool recognizes the parent as the child’s first and most important teacher and supports this role by providing opportunities for parents to participate in the education of their children. Parent-participation preschools are unique. When parents and teachers work together, the link between home and school is strengthened. For children, parent involvement demonstrates that education and school experiences are valued.

For parents, classroom participation provides an opportunity to gain insight and understanding of child development and supports the development of parenting skills useful in everyday interactions with children. Parent participation means a greater investment and greater return.

The cooperative efforts of parents and teachers working together provide the best learning environment for young children.

Pictures

The teacher will frequently take pictures of the children at work and play to display or use for a project. You are asked to sign a photo release for these photos. We will also have a photographer come to our school to take pictures of the children. They come in the fall and in the spring. Purchase of these photos is optional; no purchase is required.

Schedule

A schedule is posted in each classroom. Your child's day includes prayer, outside play, centers, snack, music, group activities, and circle time. Your child's teacher will provide you with additional information about the class.

Themes

We have many themes that we use throughout the school year as part of our curriculum. In order to enhance these themes, e.g., community helpers, firefighters, healthy bodies, and pets, we would like to invite special visitors to come and talk to the children about their job or profession. If you would like to be a visitor, or know of someone, please talk to your child's teacher. This is fun for everyone involved!

Updates

It is imperative to keep all phone numbers, addresses, and medical information updated.

Volunteers

We rely on our families to help us with many different activities throughout the school year. Classroom volunteers should have an assigned time with their child's teacher. Volunteers need to check in at the office before going to the classroom. There are many other volunteer opportunities throughout the campus year-round. Check out the weekly *Bulldog Bite* email for more information.

Every volunteer must attend the Safe Environment Training class prior to volunteering. These classes are offered at our parish as well as other diocesan parishes. Please register for convenient online classes at your earliest convenience. A link to the Diocese of Phoenix website can be found on the St. John Bosco School website at www.sjbosco.org.



Preschool No Nit/Head Lice Policy

Head lice are a common occurrence among young children. Head lice spread from person to person by direct contact with hair or by sharing items such as hats, brushes, etc. Lice do not carry diseases or illnesses; however, they are a nuisance. As such, parents have the responsibility of detecting and treating head lice in their children. Regular checking is required as children may have head lice without knowing. If head lice/nits are found at home, please contact the school.

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

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

1. Call/notify parents whenever head lice/nits are found in their child’s hair. We will have the children ready and prepared for pick-up.
2. Distribute school policies and procedures as well as relevant information for the control, detection, and treatment of head lice/nits. The dignity and privacy of each child will be respected at all times.
3. Support parents with practical advice and a sympathetic attitude while stating the school’s expectations about responding to head lice/nit infestations.
4. Administer an inspection of the student’s hair upon the child’s return to school.

To help control head lice, parents with children at SJB Preschool will:

1. Regularly inspect their children’s hair to detect head lice/nits.
2. Notify the school if their child has head lice/nits.
3. Comply with school expectations regarding the treatment of head lice/nits.

A united approach between home and school will help manage head lice infestation. The simple rules which apply to all parents are: ***Check weekly, treat quickly, and tell the school.***



SJB Preschool Bathroom Readiness Policy

In the best interest of the children, our preschool/pre-kindergarten has adopted a policy regarding bathroom accidents and children being fully, independently potty trained. In accordance with licensing through the state of Arizona, students must be fully potty trained to attend SJB Preschool classes. To be fully potty trained means not having consistent accidents. Both programs expect parent cooperation with their child's bathroom readiness. Pull-ups are not allowed in either program.

Children become frustrated and challenged with usage of the bathroom. Sometimes children are just not emotionally or physically mature in regards to using the bathroom independently. With the implementation of this policy the preschool staff wants to alleviate bathroom accidents and have outlined the following expectations:

Expectation of the Child:

- The ability to tell a teacher when they need to use the bathroom.
- The ability to pull their underwear and other clothing up and down when using the bathroom.
- The ability to wipe themselves.
- Proper bathroom usage including washing hands.

In the event of a student having four or more accidents within a 30-day period, an action plan will be put into place to determine the child's readiness for our program. The preschool reserves the right to withdraw the student from the program if the child is not demonstrating that he/she is fully potty trained.

I acknowledge that I have read and understand the SJB Preschool Bathroom Readiness Policy.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date