

Description of Services

The program is a licensed preschool program providing a balance between academic and social development, allowing time for 3-4 year olds to experience group instruction and explore their world at their individual pace. After care provided for school age children 3-14.

Hours of Operation

School starts at 7:50 and ends at 3:00 Monday through Thursday, and ends at 12:30 on Friday. Parents may sign-in their children beginning at 7:15 a.m. and after-school care is available for an additional fee until 6:00 p.m. Half day Preschool starts at 7:50 and ends at 11:30 Monday through Thursday, and ends at 12:30 on Friday. Parents have access to areas where enrolled child is receiving care.

Enrollment Procedures

A child must be 3 years old by August 31st in order to apply. Application is completed through St. John Bosco Catholic School. Registration requires acceptance, copies of immunization, the Emergency Information Form (blue sheet) completed in its entirety, signed and the registration fee paid. In order to disenroll a child, a parent or guardian must provide a 30-day written notice as to the date on which the disenrollment will become effective.

Charges and Fees

Enrollment Fee: \$200

Tuition 2016-2017: \$5,665 (Catholic parish rate), \$7,909 (non-Catholic parish rate).

Half day Preschool: \$4,290 (Catholic parish rate), \$5,995 (non-Catholic parish rate)

All tuition and fees are paid through FACTS.

Child Admission and Release

Children must be signed into the program by a parent (first initial and last name) with the time of arrival documented. Parents must sign out their children when they are picked up with the departure time documented. Any person signing out a child may be asked for photo identification. If a child is leaving school with anyone other than their parents or emergency contacts, parents complete and sign the Temporary Release Information Form available on the SJB website. This form will allow a specific person to take the child out of school. A parent signature is required; email or telephone permission is not sufficient.

Discipline Methods

The Preschool program follows Discipline With Purpose, a self-discipline program. Teachers develop classroom discipline cycles that reflect the natural consequences of an inappropriate or unproductive behavior. School rules, self-discipline and discipline cycles are posted in each classroom and on teachers websites.

Transportation Procedures

The program does not provide transportation of students.

Field Trips

The program does not provide traditional field trips. However, students attend Atrium (portable classrooms behind church), the school-wide Mass at St. Benedict Church, Library (on campus), and music class (on campus) each week. Parents will fill out a form at the beginning of the year for all of these items.

Responsibilities of Parents

Parents are required to regularly update the emergency information as it changes. Parents are asked to work with the staff of the program to provide an environment that will prove most beneficial to their children. All parents or guardians of registered students are involved in personal service to the school. Two parent households serve 25 hours; single parent households serve 10 hours.

Activities

The primary goal of the program is to provide an environment where children can grow socially and academically, preparing them for Kindergarten. A sample daily schedule is posted on the website. Various activities are offered to spark children's interests in art, group play, and creative problem solving. The school teaches them about Jesus, helping them develop a love for others and God's creation, and preparing them to be life-long learners.

Liability Insurance

In accordance with the Diocese of Phoenix and the Department of Health Services, the program carries the required amount of liability insurance. The program does not carry medical insurance. A copy is available for review in the Business Manager's office.

Medication Procedures

In the event that a child needs to receive medication at school, all medications (prescription or non-prescription) must be delivered to the office in their original packaging and must be age and dose appropriate. This includes cough drops. Parents will complete the Medication Release Form available at the nurses' office. Prescription medications must have the prescription label with the child's name and dosage clearly visible. All medications must be dispensed from the nurse's office and we can only dispense medications that have been signed in by a parent or legal guardian. We do not provide stock medications.

Emergency Medical Procedure

In the event of the medical emergency, staff will call 911 first and obtain medical help for your child. The parent or guardian who is listed as the individual to call in the event of a medical emergency will then be notified. If that person is not available, the program personnel will continue calling the designated adults provided on the Emergency Information Form until a parent or guardian can be located and notified. If a child has a communicable disease or infestation, the child will be separated from the program under appropriate supervision so the parent may pick up the student immediately.

Pesticides

The entire St. John Bosco Catholic School campus is treated with pesticides once a month. A sign is posted at the main entrance and on preschool classroom doors 72 hours prior to treatment.

Inspections

The Arizona Department of Health Services, Office of Child Care Licensing, licenses the program. Inspection reports are available upon request to the Director or in the school office.

Licensure

The Arizona Department of Health Services, Office of Child Care Licensing located at 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007, (602) 364-2539.