



St. Joseph School – Issaquah † Snoqualmie

PRESCHOOL HANDBOOK 2003-2004

Mission Statement

St. Joseph School is devoted to fostering an environment that enhances the spiritual growth of our children within a nurturing, Catholic community. In partnership with parents, we are dedicated to providing a strong academic foundation that recognizes the individual learning style of each child. We encourage students to achieve their own potential, see God in others and be of service to the community.

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Preschool Staff

Preschool 3's Teacher:	Michele Frerker
Preschool 3's Assistant:	Ann Shikany
Preschool 4's Teacher:	Zenia Landi
Preschool 4's Assistant:	Adrienne Smith
Pre-K Teacher:	Faith Tadman
Pre-K Assistant:	Susan Sutherland

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Admissions: Policy of Non-Discrimination

St. Joseph School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, scholarship program, athletic or other school administered programs.

Admissions: Priority for Acceptance

St. Joseph School is a **Catholic** school. Our reason for existence is to provide a quality education *within the context of the Catholic faith*. Our first priority is always in some way connected with the faith formation of the student. Because we at St. Joseph believe we can support parents in the religious formation of their children, but never replace them, we give the highest priority for admissions to families where at least one of the parents is a registered, contributing, and participating member of a church. Students should be in the habit of reasonably regular attendance at worship.

During the registration period, students will be prioritized in the following order. Any students not placed by the end of the registration period will be placed in a non-ordered waiting list pool. Applications received after the registration period will also be placed in the pool. As openings arise throughout the year, all applicants in the pool will be re-evaluated and re-prioritized (according to the following schedule) **at the time of each opening**.

1. Returning elementary students.
2. Siblings of returning elementary students.
3. Children of employees of St. Joseph Church and School.
4. Registered at St. Joseph Church or Mary, Queen of Peace Church, for at least six months, sacrificial giving card on file, contributing member, **reasonably regular attendance** at Sunday Liturgy.
5. Registered at St. Joseph Church or Mary, Queen of Peace Church, for at least six months, sacrificial giving card on file, contributing member, **at least "some" attendance** at Sunday Liturgy.
6. Registered at St. Joseph Church or

Mary, Queen of Peace Church, **for less than** six months, sacrificial giving card on file, contributing member, reasonably regular attendance at Sunday Liturgy.

7. Registered Catholic **from a neighboring parish**, sacrificial giving card on file, contributing member, reasonably regular attendance at Sunday Liturgy.
8. Registered in a **non-Catholic** church, active and contributing member, with reasonably regular attendance at non-Catholic Sunday Worship.
9. Registered at St. Joseph Church or Mary, Queen of Peace Church, contributing member, but **not reasonably attending** Sunday Liturgy.
10. Registered Catholic from a neighboring parish, contributing member, but **not reasonably attending** Sunday Liturgy.
11. **Non-Catholic** registered in a non-Catholic church, contributing member, but not reasonably attending Sunday Worship.
12. **Inactive or Non-Catholic** not currently involved in a church

- Mary, Queen of Peace will have priority for 25% of all new openings and will also have priority for any openings that are not filled by St. Joseph parishioners.
- St. Joseph Preschool students are not guaranteed acceptance into the Elementary School. Current preschool students will be accepted for kindergarten according to the admission policy stated above. If all factors are equal in the priority of two students and one is a St. Joseph preschool student, the St. Joseph preschool student will have priority.
- If all factors are equal in the priority of two or more students, the administrator and pastor will make decisions on acceptances.
- We encourage all school families to become active participants in the faith community in which they are members.

Alcohol and Tobacco

St. Joseph School maintains a safe and healthy environment for its employees and students. Alcohol and tobacco are prohibited on all school grounds. The principal may authorize exceptions for special occasions.

Badges

Visitors to the school, whether volunteering in any capacity or simply observing, are required to register at the office immediately upon entering the grounds. Visitors must also wear a visitor badge issued by the office. Visitors without badges will be reminded by the staff to register and pick up a name badge from the office.

Bathroom Assistance

Preschoolers will have numerous supervised bathroom visits; however, children attending the preschool are responsible for their own toilet needs. Please send children in clothing that they are able to manage independently. Children will be encouraged to do the best they can and reminded to wash their hands.

Birthdays

We would like to celebrate each child's birthday either on or near their actual birth date. If you would like to bring special treats that day, we encourage you to do so. Please make arrangements with your child's teacher.

Bulletin Notices/Event Scheduling

The school office staff approves all notices and flyers going in the Family Envelope. Any announcements to be placed in the Weekly Newsletter must be received by the office by Wednesday noon of the week the announcement is to be published.

To schedule any student related event, times must be cleared through the Issaquah school office. Use of Issaquah facilities must be cleared through the Parish office. Snoqualmie facilities must be cleared through the Snoqualmie office. If your event is cancelled, please notify the appropriate offices.

Car Pools and Traffic

The maximum speed limit at all times on the school grounds is 5 MPH.

All preschool students must be escorted to the classroom door and signed in. (Please do not drop off your student before the classroom opens.)

Pick-up:

Preschool 3's and 4's (non-lunch bunch) are dismissed directly from their classroom.

Please come to the classroom to collect your student.

All Preschool 4's (lunch bunch) students gather downstairs, outside the church hall (or inside the hall during inclement weather). Please park your car before coming to collect your student. On elementary school half-days, please follow the drive-through procedure for picking up your student.

Pre-K students will gather with the elementary students, by class, in the middle parking lot for drive-through pick-up. Please enter the upper lot, drive down to the middle lot, form two lines and wait for your student(s) in your car. Teachers will help students into cars; drivers are to remain in their cars to keep the process quick and safe. For safety, if you would like to park to pick-up your student(s) or speak to staff, please use the upper or lower lots. Pedestrians should cross only at the crosswalk, NOT IN BETWEEN CARS.

Any students not picked up by 3:35 pm will be escorted to extended care and charged accordingly.

Closure or Delay of School

If inclement weather or other emergency causes St. Joseph School to close, television and radio announcements will be made on stations KOMO(4), KING(5), and KIRO(7), on radio stations KIRO(710am) and KOMO(1000am), and/or their web pages. If one campus closes, both campuses will be closed. The decision and notification will usually be made by 6:15 am. Parents in certain geographic areas (such as hills) may make a prudent decision, based on the weather, about attending school, even if school will be in session. In the event of heavy snow during the school day or other "Acts of God" which may require early dismissal of school, please listen for specific instructions on one of the stations listed above. Parents in certain geographic areas (such as hills) may make a prudent decision, based on the weather, to pick up students early from school, even if school will not be dismissing early. If school is dismissed early, but parents cannot make it to school early, students will be supervised in school until the usual dismissal time or until parents can safely pick them up. Permission to release students to persons other than parents must be stated on the Student Emergency Information Form.

If there is a prolonged school closure because of an emergency situation, the principal will determine if additional school day(s) should be added to the calendar.

Clothing

The preschool children should wear **play clothes** suitable for playing and painting. We use tempera paint, but the children don't always wear their aprons and brushes sometimes go astray. Please label all clothing, lunchboxes and backpacks with your child's name. Please send some type of outerwear each day as we play outside everyday except when it is raining.

Communications

All School Newsletter

St. Joseph School Newsletter is published twice a year.

Conferences and Communication

In order to encourage effective communication between school and home, spring conferences will be held for all 4's and Pre-K students to evaluate a child's readiness to attend kindergarten. Whenever a conference is necessary at other times during the school year, the teacher or parent may initiate the scheduling of one, or may conference over the telephone. Teachers are usually not able to conference on the spot before or after school unless this has been scheduled in advance so as to be able to devote quality time to the conference.

Calendar

A yearly school calendar will be sent home in the June packet. Updates are listed in the weekly newsletter.

Directory Information

Directory information is published with a family's name, address, telephone number, and a family e-mail address in addition to student name and date of birth. It also includes the names of teachers with school e-mail information. Information will not be released for anyone to use this list outside of school in any way unless prior clearance is obtained from the principal. If a family does not wish to have this information or a portion of this information published, a Directory Consent form should be filled out and filed in the school office no later than the end of May.

E-mail

We value the art of interpersonal communication. For this reason we encourage person-to-person communication as much as possible. Any issue of a personal nature or any situation requiring in-depth discussion is best addressed directly with the person(s) concerned. Staff and administration will not respond by e-mail to issues of a sensitive nature. An appointment can be initiated by the parent, teacher or administrator for this purpose.

Family Envelope

Every Thursday a communication packet will be sent to each family by way of one student. The packet is the primary means of communication to the home from the school, Parents' Club and other organizations. Many times you will be asked to sign various notices and return them to school. Please co-operate in doing this promptly. It will save time required in making follow-up phone calls. If your packet does not come home, please look to your student to help find it.

Teacher Letters

Teachers send home weekly letters/newsletters. These newsletters are a way for parents to be part of their student's learning experiences.

Conflict Resolution

Conflicts and grievances are settled on the basis of the principle of subsidiarity. When a parent has a conflict or grievance they are expected to try to resolve the issue directly with the teacher first. If the issue has not been resolved with a conference with the teacher, the parent should have a conference with the teacher and the principal. If the issue is not resolved at this time, the matter may be discussed with just the principal. If the issue is still unresolved after a conference with the principal, they may take the matter to the pastor.

Emergency Information

Parents are responsible for making sure the information the school has regarding emergency contacts and the student's physician's name, in case of illness or injury, is current. Parents should notify the school office if any information changes.

Field Trips

St. Joseph School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom.

In the interest of safety, the following regulations must be met:

Written notice of the field trip and permission to attend

1. The written consent of parents and/or legal guardians must be obtained for every student participating in field trips.

2. A permission slip must be signed and filed prior to departure.
3. Permission by phone is not acceptable in place of a signed form.
4. Field trips are privileged outings. Students can be denied participation if they fail to meet behavioral requirements.

Driver Requirements

1. Drivers must fill out and have on file prior to trip, a Driver Information Sheet.
2. The driver must be 21 years of age or older.
3. The driver must have a valid, non-probationary driver's license.
4. The vehicle must have valid and current registration, and valid, current license plates.
5. The vehicle must be insured for the following limits, \$100,000 per person/\$300,000 per occurrence.
6. Drivers will follow only approved itinerary. No extra stops are allowed for refreshments or sightseeing.
7. Drivers will be responsible for making sure all students are securely seat-belted in the vehicle at all times.
8. Students under 90 lbs. in weight or under 5'2" in height (usually around 12 years of age) shall not be placed in the front seat of a vehicle equipped with a passenger-side air bag that cannot be turned off.
9. Booster seats are required for all students until the student weighs 60 pounds or is 6 years of age.

Financial Aid

St. Joseph School Tuition Assistance: Several partial scholarships for both preschool and grade school are available. Applications are due at the time of registration. If a family experiences financial need during the school year, they can meet with the school principal to see if aid is available.

Archdiocesan Tuition Assistance Program: The Archdiocese provides tuition grants to needy families. The amount of tuition assistance for the 2002-03 school year is \$550 per student. Requests are due on or before the third Friday of March. Applications for financial aid are available in the school office.

Fundraisers

Tuition is established at a level where, combined with fundraising requirements, a St. Joseph School education is made available to

families wishing to enroll their student. The Development Committee, under the direction of school administration, establishes and implements the means of securing all necessary funds, excluding tuition and fees, required to meet the budgeted operational needs of St. Joseph School. Preschool families are required to participate in the Auction. All families are expected to procure \$100 worth of items and contribute to each student's class project.

Illness and Injury

When a student becomes sick or is injured during the school day, the teacher or playground supervisor will send the student, accompanied by another adult, to the office. After being informed, the parent or contact will make the final decision regarding continued attendance at school that day. Teachers and secretaries will also give input. A student should stay home at least 24 hours after having a fever, or after starting a course of antibiotics.

Immunization Form

State law requires us to have an updated immunization card for your student. Please send a copy of any new immunizations that your student has received during the year, or update the current form enclosed in your August packet. This form needs to be re-dated every time you update any information.

Lunch Bunch

Lunch bunch is an opportunity for up to 10 preschool students to stay and have lunch at school. It is available for 4's students, on Monday, Wednesday and Friday, and Pre-K students, on Monday, Tuesday and Thursday, from 11:45 am – 12:30 pm. (Sorry this is not available for 3's.) The cost is \$2.50 per day and will be added to your student's tuition statement.

Students must be registered to participate. A sign-up sheet will be posted at the end of each month for the following month. Please sign-up for only one spot per week. After the sign-up has been posted for several days and everyone has had a chance to sign-up, you may sign-up for remaining openings. Please be fair. Out of consideration of others, please give as much notice as possible when canceling. **With the exception of pizza days, please do not sign-up your child for a day that is already full.** If you have an emergency situation, please talk with your child's teacher.

Medication

The Washington Board of Health requires that medication (over-the-counter or prescription) given during school hours requires an "Authorization to Administer Medication" to be on file in the school office. This form includes the condition requiring medication, the drug to be administered, and the physician's signature. All medications must be kept in the office in a secure location with clearly labeled written instructions. A student will report to the office at the prescribed time to have medication administered. Students will take all medications in the office and sign off on a record keeping form. No teacher is to give out medications. RCW 28A.210.260 and 28A.210.270 and 28A.210.280 and 28A.210.290.

Milk

Milk is available during lunch bunch for 30 cents each. Milk charges will be added to a students' monthly tuition statement. Lunch supervisors will track students' milk charges in a notebook.

Non-custodial Parents

It is the intention of St. Joseph School to abide by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. St. Joseph School abides by all parenting plans set up by the court. It is the custodial parent's responsibility to provide a copy of the family plan to the school. It is the intention of the school to carry out the orders of the court. If the court decrees a restraining order, a picture of the person with the no contact order should be placed in the student's file. This information will be given to teachers and specialists on a need-to-know basis.

Notices and Artwork

A cubby just outside the classroom will be provided for your student. Please check it daily for important notices and projects that have been completed.

Parental Co-operation

Parental co-operation is essential for the welfare of students. If, in the opinion of the administration, parental behavior seriously interferes with the teaching/learning process, the

school may require parents to withdraw their student(s) and sever the relationship with the school.

Parents' Club

The purpose of the Parents' Club is to support and promote our children's Catholic education at St. Joseph School by assisting the school, staff and administration. Specifically, the purposes of the Parents' Club are:

1. To facilitate open communication between the Parish, School Commission, parents, faculty and students;
2. To provide support for our children's educational and recreational needs by:
 - A. Providing volunteer support for the school community;
 - B. Providing social programs and educational activities for parents, students and teachers and;
 - C. Promoting the school to the parish, parents and community.

Please look for opportunities throughout the year to become an involved member of the Parents' Club! Your involvement is important and offers a great way to meet new friends while making a difference for the children and their education.

Parents on Vacation

It is helpful to teachers and the school office to be notified when parents plan to be away. If a student is living temporarily with relatives or friends or is being cared for at home by someone other than a parent, parents should notify the school.

Parties and Events

St. Joseph School does not sponsor parties outside of school. On special occasions a simple classroom party may be arranged through consultation with the teacher and room parent. If a parent chooses to have a private party, written or oral invitations must not be given out at school unless everyone in a classroom is invited. There are no exceptions. Hurt feelings result when it is obvious that some students are not included.

Photographs of Students

Occasionally, photographs of students and school activities are used for promotional purposes, yearbook, and as items for bidding at the auction. If a parent does not want his/her

student's photograph to be made public in ways such as these, a written statement must be sent to the office by the end of the first week of school.

Pizza Days

Pizza Days are held monthly on Fridays. All 4's students are invited to participate. There will be one Thursday pizza day to allow the Pre-K class to participate. Pizza must be paid for at the beginning of the school year. Pizza money is not paid with Lunch Bunch money. This payment should go to the Parents' Club pizza day coordinator. A sign-up sheet was sent home in your August packet.

Recess Procedures and Rules

Issaquah and Snoqualmie

The playground is the arena for students to grow socially. It is the hope for all students that when they have a problem, they own it as theirs, try to work it through first themselves, and then seek assistance from the adults on duty if no resolution can be found by themselves. The following are the main recess rules and procedures:

- Students will show courtesy and respect to the playground supervisors and follow whatever direction they give.
- All preschool students will stay within the fenced area unless they are riding bikes.
- In most cases students should attempt to solve their own problems. If students are not successful, they should then ask supervisors for help.
- No students are to be excluded from games (soccer, basketball, kickball, etc.).
- Good sportsmanship is a must.
- Fighting games are not allowed.
- A warning will be given for inappropriate behavior. A time-out from play is given if the behavior continues.
- Stop play immediately when a signal is given that recess has ended. Return all play equipment to the equipment basket if no one else is on the playground.
- Line up with your class in an orderly manner.
- Stay within the play area at all times.
- Refrain from climbing on the rocks around the waterfall, playing on the hill or deliberately kicking balls into the rockery.
- Jump ropes are only to be used for jumping.

Room Parents

Teachers utilize their Room Parents when needing assistance with various projects or activities. A Room Parent's responsibilities include:

- Planning class parties with the teacher.
- Helping contact and arrange drivers for field trips.
- Getting approval from the teacher or administration before sending any communication home to families.
- Directing parents with particular concerns or problems to address the issues with the teachers or administration personally.
- Coordinating parent volunteers in the classroom.

Safety and Security

Students are never allowed to leave the classroom without an adult.

Visitors to the school, whether volunteering in any capacity or simply observing, are required to register at the office immediately upon entering the grounds. Visitors must also wear a name tag issued by the office. Students and staff are to notify the office or the administration if they notice a visitor not wearing a nametag.

School Commission

The Commission is established by the pastor, in accordance with Archdiocesan policy, to assist him and the principal in policy areas relating to the parish school. On an annual basis, the Commission shall select specific school goals and evaluate whether these goals are being met.

The Commission is consultative in the following sense: the members cannot act apart from the pastor and the principal and cannot address issues or make decisions binding on the parish school without approval of the pastor and the principal. Consultation also means that decisions will not be made in major new goal areas until and unless the school Commission has been consulted. The areas in which the Commission has responsibility and will be consulted are:

- Long and short term planning
- Evaluation
- Policy development and formulation
- Public relations
- Development
- Facilities

School Schedule

Preschool Schedule

Preschool 3's

Tuesday and Thursday
9:00 am—11:30 am

Preschool 4's

Monday, Wednesday, and Friday
9:00 am—11:45 am

Pre-Kindergarten

Monday, Tuesday, Wednesday, and
Thursday, 12:30 pm—3:20 pm

Lunch Bunch

Monday, Tuesday, Wednesday, and
Thursday, 11:45 am—12:30 pm

Elementary Schedule

1st - 4th grade

Monday - Friday, 8:55 am - 3:20 pm

AM Kindergarten

Monday - Friday, 8:55 am - 12:30 pm

PM Kindergarten

Monday - Friday, 11:45 am - 3:20 pm

9:00	Morning Preschool drop off
11:30	Preschool 3's pick-up (T and Th)
11:45	Preschool 4's pick-up (M, W and F) Pre K Lunch Bunch drop-off (M, T and Th)
11:45-12:30	Lunch Bunch (M, T, W, and Th)
12:30	Preschool 4's Lunch Bunch pick-up (M, W and F)
3:20	Pre-K drive-thru pick-up

Snack

Preschool parents will provide snacks according to a schedule that will be made by the teacher. At times you may be asked to provide certain "theme snacks" or ingredients for cooking projects on your scheduled day.

Tuition

St. Joseph School is committed to making enrollment at the school financially accessible. A registration fee is required for each student at the time of registration. (The registration fee will be refunded if the school does not accept the student.) All registrations are tentatively accepted until registration procedures are completed.

Tuition is due by the 10th day of each month. Additional fees for lunch bunch are also billed on the monthly tuition statement. A late fee of \$15.00 will be added to payments

received after the 10th of the month. Tuition is paid over 10 months, beginning in August, with the final payment due in May. Monthly tuition payments:

Withdrawal of Student

St. Joseph School must be given 30 days written notice prior to withdrawal of a student. Tuition for the withdrawing student is due for the 30 day period following written notice of withdrawal, with the amount due to be determined by the school. For example, if notice is given on December 3 that your student's last day will be December 7, you will owe tuition through January 3rd .

The preschool tuition year begins on August 1, 2003; therefore the last day to withdraw without owing tuition or fees additional to those paid at registration is July 1, 2003. Registration fees and tuition paid at registration are deposited upon receipt and are not refundable after acceptance of your student.

