



St Joseph School

PRESCHOOL HANDBOOK

Mission Statement

St. Joseph Preschool is a NALYC accredited program that 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.

Peg Johnston
PRINCIPAL

Jackie Olund
PRESCHOOL ADMINISTRATOR

220 Mountain Park Blvd. SW
Issaquah, WA 98027
(425) 313-9129
Fax (425) 313-7296
office@sjsissaquah.org

St. Joseph Parish office
(425) 392-5516

Web address: www.sjsissaquah.org

Preschool Staff

Preschool 3's Teacher	Carol Harig
Preschool 3's Assistant:	Donna Glaze
Preschool 4's Teacher:	Sharon Rowe
Preschool 4's Assistant:	Donna Glaze
Pre-K Teacher:	Suzana Deily
Pre-K Assistant:	Donna Glaze

TABLE OF CONTENTS

Mission Statement	1
Phone numbers	1
Preschool Staff	1
Table of Contents	2
Policies	
Admissions	3
Policy of Non-Discrimination.....	3
Priority for Acceptance.....	3
Alcohol and Tobacco	3
Badges	4
Bathroom Assistance.....	4
Birthdays	4
Bulletin Notices/Event Scheduling.....	4
Closure or Delay of School	4
Clothing.....	4
Communications	4
Conflict Resolution	5
Curriculum	5
Drop-off and Pick-up.....	5
Emergency Drills.....	6
Emergency Information.....	6
Field Trips	6
Financial Aid.....	6
Illness and Injury	6
Immunization Form.....	7
Lunch Bunch	7
Medication.....	7
Non-custodial Parents	7
Notices and Artwork.....	7
Nut Free Campus	7
Parental Co-operation	7
Parents on Vacation	7
Parties and Events	7
Photographs of Students.....	8
Room Parents	8
Safety and Security	8

School Commission	8
School Schedule	8
Snacks.....	8
Supplies.....	8
Tuition.....	8
Volunteers	9
Withdrawal of Student.....	9

Admissions

Policy of Non-Discrimination

St. Joseph Preschool 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 based on sex, race, color, national or ethnic origin in administration of its educational policies, scholarship program, athletic or other school administered programs.

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. We 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 who hold values and goals consistent with the Catholic Church through commitment to their parish.

During the registration period, students will be prioritized in the order below. Any students not placed by the end of the registration period will be placed in a non-ordered waiting pool. Applications received after the registration period will 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 schedule below, at the time of each opening.

1. Currently enrolled elementary students.
2. Siblings of currently enrolled elementary students.
3. Registered at St. Joseph Church or Mary, Queen of Peace Church, meet their criteria for parishioner status, sacrificial

- giving card on file, contributing member, participate in the faith life of the parish.
4. Registered Catholics from a neighboring parish or transferring from an out-of-state parish, for at least 3 months, sacrificial giving card on file, contributing member, participate in the faith life of the parish.
5. Other students within the community.

- 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 principal will make decisions on acceptance.
- St. Joseph School does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

Alcohol and Tobacco

St. Joseph Preschool 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, 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 supervised bathroom visits; however, children attending the preschool are responsible for their own toilet needs. Employees are not allowed to assist children in the bathroom. 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 St. Joseph School office staff approves all notices and flyers going in the Family Envelope. Any announcements to be placed in the all school Weekly Newsletter must be received by the Snoqualmie office by Tuesday noon of the week the announcement is to be published.

To schedule any student related event, all times must be cleared through the school office first. In addition, use of the facilities must be scheduled through the Parish office. Snoqualmie facilities must be cleared through the Snoqualmie office. If your event is cancelled, please notify the appropriate offices.

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. 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

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 e-news.

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. 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, contact the school office.

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 week 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. You may be asked to sign various notices and return them to school. Please co-operate in doing this promptly.

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 preschool administration. If the issue is not

resolved at this time, the matter may be discussed with just the preschool administrator. If the issue is still unresolved after a conference with the principal, they may take the matter to the pastor.

Curriculum

The St. Joseph Preschool curriculum follows developmentally appropriate practices (i.e. child-centered and hands-on learning) evolving from credible research into child development. It offers a varied curriculum that includes science, nature, cooking, music, dance, health, prayer, pre-reading, math readiness, and creative and large muscle activities. The curriculum fosters social, spiritual, emotional, physical, cognitive development and group skills. It allows children to make choices, encourages independence and kindergarten readiness and visibly integrates Gospel throughout the class day. The curriculum also fosters ongoing parent involvement and community building during specific times throughout the school year. These family events include Dad's Pumpkin Carving, Thanksgiving Feast, Christmas Social, and Preschool Picnic.

Drop-off and Pick-up

The maximum speed limit at all times on the school grounds is 5 MPH. **No parking in the designated fire lanes at any time.** Please park in the parking lot.

Drop-off:

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:

Pre-3 and Pre-4 students are dismissed directly from their classroom. Please come to the classroom to collect your student and sign your child out.

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.

Your child will only be released to those individuals listed on the Student Information Sheet. Consent is needed for your child to be released to any individual not listed on the Student Information Sheet.

Emergency Drills

Drills for Fire, Earthquake and/or Lock-down will be conducted throughout the year.

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 Preschool 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 – if you drive students other than your own

1. Drivers must:
 - Attend a Virtus program “*Protecting God’s Children*” held in locations throughout the VirtusOnline.org (visit

<https://www.virtusonline.org/virtus/> to create an account and register for a class)

- Fill out and pass a Volunteer Background Check on [VirtusOnline.org](https://www.virtusonline.org).
 - Have a Driver Information Sheet on file prior to trip.
 - Be 21 years of age or older.
 - Have a valid, non-probationary driver’s license.
2. The vehicle must have valid and current registration, and valid, current license plates.
 3. The vehicle must be insured for the following limits, \$100,000 per person/\$300,000 per occurrence.
 4. Drivers will follow only approved itinerary. No extra stops are allowed for refreshments or sightseeing.
 5. Drivers will be responsible for making sure all students are securely seat-belted in the vehicle at all times.
 6. Car/booster seats are required for all students.

Financial Aid

St. Joseph School Tuition Assistance:

Several partial scholarships for preschool 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.

Illness and Injury

A student must stay home at least 24 hours after having a fever, vomiting, diarrhea, a draining rash, eye discharge or pink-eye, or after starting a course of antibiotics. A student should not attend school if he/she has a cold with a non-clear mucus discharge, lice, nits or scabies, fatigue that prevents normal activities, or any other contagious illness.

When a student becomes sick or is injured during the school day, the teacher or playground supervisor will send the student, accompanied by an adult, to the office. The parent will be called if a student needs to be picked up or has received a

head injury. Emergency personnel will be called if deemed necessary.

Immunization Form

State law requires us to have current immunization card for all students. Forms must be on file before the student's first day of school. Forms are available in the school office or on the school website under Forms.

Lunch Bunch

Lunch bunch is an opportunity for preschool students to stay and have lunch at school. Students must bring their own lunch. Lunch bunch is available for Pre-4 (M & W) and Pre-K (T, TH & F) from 11:45—12:30 pm on a regular or drop-in basis for an additional charge. Sorry this is not available for 3's.

Students must sign up for drop in Lunch Bunch on the signup sheet provided outside the classroom. Drop in Lunch Bunch will be billed monthly at a rate of \$6/per days used.

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. No teacher is to give out medications. RCW 28A.210.260 and 28A.210.270 and 28A.210.280 and 28A.210.290.

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 will be provided for your student. Please check it daily for important notices and projects that have been completed.

Nut Free Campus

We are a nut free campus. At no time is food to be provided that contains any nuts. If you have questions or concerns please contact the classroom teacher.

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 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.

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.
- Getting approval from the teacher or administration before sending any communication home to families.
- Assist teachers in any way needed

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 visitor badge issued by the office. Students and staff are to notify the office or the administration if they notice a visitor not wearing a badge.

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-3's

Tuesday and Thursday
9:00 am—11:45 am

Preschool-4's

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

Pre-Kindergarten's

Monday through Friday
12:30 pm—3:20 pm

Lunch Bunch - 11:45 am—12:30 pm

Monday and Wednesday – Pre-4's
Tuesday, Thursday, and Friday – Pre-K's

Snacks

Preschool parents will provide snacks according to a schedule that will be made by the teacher. Snacks must be nutritious and **peanut free** (ex. crackers, cheese, fruit, veggies, raisins). The classroom teacher will provide a list of recommended snacks. Sugar products need to be kept for birthday and classroom celebrations only. At times you may be asked to provide certain "theme snacks" or ingredients for cooking projects on your scheduled day.

Supplies

Parents will be given a supply list in the packet they receive after they have registered.

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 to FACTS (a tuition management system). Additional fees for lunch bunch will be billed on the monthly incidental charges statement sent home in the Thursday envelope. Tuition is paid over 10 months, August through May.

Volunteers

Volunteers are welcome in our preschool classroom. Visitors to the Issaquah campus, 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. Students and staff are to notify the office or the administration if they notice a visitor not wearing a badge.

In order to volunteer with students in any capacity; classroom volunteer, field trip chaperone, etc., you must complete the following: attended a Volunteer Training session, attend a Virtus program, have passed a background check and have a Confidentiality Form on file.

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