



**ST. JOAN OF ARC  
CATHOLIC  
PRESCHOOL  
Parent Handbook  
2011-2012**

*Be Blessed, Be Loved, Be Treasured*

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# ST. JOAN OF ARC CATHOLIC PRESCHOOL

## **Mission Statement**

The staff and parents at St. Joan of Arc Catholic Preschool are dedicated to providing a safe, healthy, nurturing environment that supports and encourages children in their developmental exploration of the wonders of God's world.

## **Philosophy**

St. Joan of Arc Preschool is based on the philosophy that positive early learning experiences translate into future school and personal success. School success is heavily dependent on the child's self-esteem and attitude toward the learning process.

Young children learn best by doing. Young learners require active thinking and experimenting to understand how things work and to learn firsthand about the world in which they live. Play provides this foundation for learning. Play is the work of the young child.

St. Joan of Arc Preschool believes that the acquisition of Catholic Christian values leads to a more spiritually balanced human being. It is these values that will guide a child throughout his/her whole life. This Preschool strives to not only instill a lifetime love of learning, but a love of the Lord as well.

## **Curriculum**

In keeping with the Diocesan Schools standards, the preschool curriculum is based upon the philosophy of *The Creative Curriculum*. This is a hands-on approach to learning where the classroom is designed to promote learning through exploration. Learning centers are set up, and materials are provided to foster the growth and education of each child at their own developmental pace. Realizing each child was created

uniquely, all of our children are exposed each day to a variety of age/developmentally appropriate activities to promote growth in all domains of development: spiritual, cognitive, social-emotional, and physical. A combination of teacher-directed and child-selected activities are offered within a daily framework and schedule to ensure that your child's self-esteem is fostered on a daily basis in a risk-free nurturing environment. Classroom activities provide opportunities for the child's self-expression as well as building autonomy and independence. Part of each day is spent in small and large group activities as well as individual learning opportunities.

Using an integrated thematic approach, weekly themes and daily activities are provided to help cultivate a positive Catholic identity within your child's soul, as well as promoting advancement within his mind. In preparation for more formal education, language development, reading readiness, math concepts, and problem solving skills are explored, built upon, and developed to meet the developmental level of each child.

*Handwriting Without Tears* is used in our Mini 3's and PreK classes to ensure your child's success with fine motor skills and alphabet knowledge to better prepare them for kindergarten. In addition, our program utilizes MacMillan/McGraw-Hill's *Treasures* curriculum for Language Arts. *Music*, *Art*, and *Physical Education* are also incorporated into our curriculum on a daily basis.

Catholic Christian values are emphasized throughout the day with special time set aside for daily prayer. All classes begin and end with prayer, both traditional Catholic prayers as well as personal prayers. For moral and character development, specific Fruits of the Spirit are spotlighted throughout the year. We would also like to invite you to attend our daily **Courtyard Prayers** with your child, in which we will gather as a faith based community to show our thanks to God for all of His blessings. This takes place in our inner courtyard at 9am. In addition, our students will visit the church for prayer, religious

teachings, and Eucharistic Adoration. To further develop their Catholic foundation, part of our student's daily curriculum incorporates stories and activities from a weekly newsletter they receive, Seeds. Since these activities are based on the liturgy of the week, we encourage families to review this material with your child prior to attending mass together.

In addition to the aforementioned preschool programs, The Catechesis of the Good Shepherd is also utilized for your child's religious formation. This program takes place in a room specifically designed to induce the quiet meditative persona required for their "hearts to hear" His word. We call this room our Atrium. The Catechesis of the Good Shepherd is a simple and effective Christian message presented to our children. Great truths are placed before the children in ways they can touch, feel, absorb, and understand. The Atrium is a place of prayer, in which work and study spontaneously become meditation, contemplation, and prayer.

Our staff aims to work with you in educating your child on the importance of what it really means to be a disciple of God, and to serve and love one another. We will strive to help your child become aware of his/her unique place in God's heart, by teaching life-long skills based on respect, appreciation for multi-cultural diversity, and civic responsibility. With your assistance, we will make available opportunities for your child to practice stewardship within St. Joan of Arc Catholic Church, his/her family, and our faith-based community.

Information and education is available to all families regarding best practice and curriculum at all stages and ages of development.

### **Activities**

We do not go on field trips off campus, but we believe that it is important to expose children to a variety of interesting learning experiences. One way we do this is by bringing in resources from our community: Police and Fire Safety, Dental Health, Snow Day, and Rodeo Day to name a few. During the year, we also have numerous family functions where we meet as a faith-based community such as an

Ice Cream Social, Trunk-or-Treat, Thanksgiving Feast, a Christmas Pageant with a Birthday Party for Jesus, Family Picnics, Donuts with Dad, and a Mother's Day Tea (which includes a special Coronation for Mary ceremony.) A portion of your Application Fee goes toward providing these programs.

All of our activities, as well as Church events, can be found online in our school calendar and at our website: [www.stjoanofarc.com](http://www.stjoanofarc.com).

*We would like all families attending our school to know that you are welcome to attend all Church events and your participation is greatly appreciated!*

### **St Joan of Arc Preschool Goals**

- To provide a safe, nurturing environment with activities to stimulate the developing spiritual, social, emotional, cognitive and physical needs of the young child.
- To model an environment rich in play and active learning.
- To model appropriate language that labels and reinforces independent behavior.
- To support healthy parent/child relationships and promote social competence in young children.
- To address and focus on goals and objectives as defined by Creative Curriculum.
- To build a partnership between home and school that nurtures and strengthens parenting skills.

### **Positive Guidance**

The Preschool utilizes a positive approach to guidance starting with helping the child to understand why a certain behavior is inappropriate, and helping the child learn what is expected and acceptable behavior. Certain behaviors that might be viewed as unacceptable naturally occur with children this age. Actions that may cause harm to themselves or others; that interfere with the learning experiences of others; or show disregard for materials and the environment, are behaviors that require thoughtful attention. We support self-regulation and work with the

children to help each child develop a healthy self-esteem by using positive reinforcement. The focus is always on the behavior, not the child. We model appropriate language for children to use and help them develop peer conflict resolution skills. Redirection is often used to remove the child from the immediate situation and move them into another activity. Occasionally a child may need to be removed from the classroom in order to eliminate distractions or stimuli.

If a serious behavior problem should occur, parents will be informed and should work with the classroom teacher to resolve the issue. If necessary, the Director may become involved in this guidance process. If a serious problem continues with no progress or resolution, the family may be asked to withdraw from the program.

### **Attendance**

For the students to gain the most from school, regular attendance is necessary. Please be considerate of the teacher's scheduling by being on time in the morning and prompt when picking up your child.

There will be a charge of \$5.00 for each 10 minute interval of care past your child's pick up time. **If your child will not be attending class please call the school office before the start of class that morning.** Messages can be left by calling 602-867-9179.

### **Attendance At Mass on Holy Days**

In order for our staff to attend Mass, Preschool classes will begin after Mass at approximately 9:15am on Holy Days of Obligation. We encourage parents to join us and attend Mass with their child at 8:30am. The Holy Days of Obligation that fall within our school days this year are All Saints Day – Tuesday, November 1<sup>st</sup> and the Immaculate Conception – Thursday, December 8<sup>th</sup>. We also invite parents to attend Mass with their child on Ash Wednesday, February 22<sup>nd</sup>, as school will not begin until after the 8:30am Mass.

### **Arrival and Departure Procedures**

**St. Joan of Arc Preschool does not provide transportation to or from**

**our preschool.** Parents are expected to escort their children to the classroom each day and sign them in, as required by the State of Arizona Department of Child Care Licensure. When entering our campus, we ask that you please turn off cell phones and give your full attention to your child. It is a memory that he/she, along with you, will treasure forever! In addition, please have your child use the restroom and wash his/her hands before entering the classroom. Children should arrive no earlier than 8:55 in the morning, at which time they should be signed in by their parent/guardian prior to Courtyard Prayer. Doors to the classroom are not opened by the teacher until after Courtyard Prayer. It is important that you do not arrive late, as it is disruptive to the classroom and can be upsetting for your child. If you have logistical issues that cannot be remedied, please inform the classroom teacher. At the end of the school day, the classroom door will be opened and the teacher will call each child to the door once the parent is seen and has signed out his/her child. ***Please remember to sign your child out each day,*** and notify the School Office if you are going to be late to pick up your child. It is important that we know so we may reassure your child. Parents who are late picking up their child repeatedly will be charged late fees. **Children will be released to authorized adults only and identification may be requested by the teacher.** Parents must make the school office aware, in writing, of any changes regarding pick-up.

\*Parents have full access to our school and may enter at any time.

### **Safety**

As your child's first and primary educator, we ask that you help us in expecting age-appropriate and respectful behavior of all our students. It is for their safety that we ask your help in reminding all preschool students to obey the school rules at all times. All children are asked to refrain from running inside the classroom, on the courtyard pavements, inside Weidner Hall, walking/jumping on the tables and benches in the courtyard, playing on the stage in Weidner Hall, throwing stones, and being in the playground without supervision. In addition, please see that your child/children clean up after themselves. **Children are not**

**permitted in the school before or after school hours without their parent/guardian.**

We encourage parents to help us enforce safety rules. Listed below are a few procedures parents need to follow:

Hold your child's hand when walking through the parking lot.

WALK with your child to and from the classroom.

Use caution when backing up from a parking space, and when driving in the parking lot.

Close school gates after entering & exiting.

**It is also important that no child ever be left in a parked car.** Siblings should be brought in when dropping off or picking up your preschool child. If you are in need of assistance, please let the office know. In addition, please remember that most of our classrooms are not set up for children under the age of three. Please be sure to maintain custody of your younger children at all times.

### **Emergency Procedures**

We practice fire drills every month and "shelter in place" drills twice a year to help the children become familiar with the routine of evacuating the campus. However, we are careful in how we present and discuss this type of procedure, as we do not want to frighten the children unnecessarily.

When a child experiences a minor illness or injury at school, they will be brought to the School Office and kept as comfortable as possible while the parents are contacted. In the event a parent cannot be reached, those listed as emergency contacts will then be called. **It is important that parents keep our emergency contact cards updated.**

In the event of an emergency, the teacher or another qualified staff member will care for a child until a parent arrives. If a child suffers a

serious medical emergency, the School Office will call 911 for emergency assistance; and the child will be transported to the nearest medical facility, as determined by the emergency personnel. Parents or designated individuals will be contacted immediately and informed of the situation accordingly.

St. Joan of Arc Catholic Preschool has a “Crisis Plan” that is posted on the Parent Bulletin Board and available to parents upon request. This plan includes procedures followed in the event of fire, the need for evacuation, disaster situations and circumstances that may require lock-down protocol.

First Aid kits are kept in various locations throughout the campus and in each classroom, as are fire extinguishers. We recommend that you familiarize yourself with their location.

In case of telephone outage, the Director can be reached by cell phone at (480)229-1540. Please only use this number if there is no phone service to the School or Parish Offices.

If there is a long-term power or water outage during the school day, parents will be called to pick up their children early. If this situation occurs prior to the beginning of a school day, every effort will be made to notify parents of the need to keep their children home. Please note that we are unable to make up days that school is closed due to this type of situation or any emergency.

When leaving the classroom the teacher keeps track of the children by taking the class roster and emergency cards with her.

### **Security**

All of the teachers are connected to the school office by telephones and all of our classrooms are equipped with video cameras. We believe that these are important features for the safety of the staff and the children. In addition, the campus courtyard gate and office courtyard door is locked

once school begins

### **Health**

The health, safety and well-being of our students are of the utmost importance to us. In order to prevent the spread of disease, we ask that parents adhere to the following policies:

- Children should be taken to the bathroom prior to entering the classroom each day. Make sure they wash their hands afterwards.
- If your child has any symptoms of a contagious disease, they should be kept home from school. These signs or symptoms include: fever, diarrhea, vomiting, swollen glands, sore throat, cough and/or respiratory symptoms, eye/nasal discharge that is not clear, itching, and rash.
- Children who have had a fever or stomach disorder should be free of those symptoms a full 24 hours before returning to school. Please refer to the Guidelines for Excluding from Daycare reference sheet in the Registration Packet.
- If your child has been prescribed antibiotics, they must have completed a 24 hour cycle of medication before returning to school.

Please notify the School Office when your child has a contagious disease such as Strep Throat, Chicken Pox, etc. State Licensing law requires us to post the symptoms of such illnesses so teachers and parents are aware of potential infection and can hopefully identify additional cases effectively.

Washing hands is the best way to protect from spreading germs. Thus, we also ask that all adults wash their hands before working or volunteering within our campus.

### **Medications**

St. Joan of Arc Preschool will not dispense medications. If your child is taking medication, please arrange the schedule around school hours.

The only exceptions to this are inhalers for children with breathing

problems or epipens for severe allergies. Provisions must be arranged with the office before sending the inhaler or epipen to school.

### **School Wellness Policy**

St. Joan of Arc Catholic Preschool is committed to providing a school environment that promotes and protects children's health, well-being, 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 life-long health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the school year:

- Nutritional guideline
- Nutrition education
- Physical activity
- Other school-based activities
- Parent and staff involvement
- Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers/events to offer non-food items or healthy food choices. **Please see our School Wellness Policy posted on the Parent Bulletin for more specifics.**

### **Enrollment Procedures**

St. Joan of Arc Catholic Preschool does not discriminate on the basis of race, color, national or ethnic origin in its admissions and educational policies. Continuing families and parishioners are given priority enrollment over new families applying to the program.

Children with special needs will be accepted into the preschool program only if we can provide the services to meet those needs. In the case of a medical or physical situation, parents will be required to provide

additional documentation related to any special care or requirements.

All children are expected to be toilet trained prior to entering the preschool program. In the event of repeated, consistent, or habitual accidents, we will ask that the child be removed from the program. Three or more accidents occurring in one month may be considered repeated, consistent, or habitual. Since we are not licensed for infants, **pull ups are not permitted!**

To enroll a child, a parent or legal guardian must complete an Enrollment Application form and pay the non-refundable Application Fee. In addition, placement is not guaranteed until the first month's non-refundable tuition is paid. Prior to the first day of class all fees must be paid and the following documents must be returned to the school office:

Enrollment Application

Copy of the child's birth certificate (and custody documents, if applicable).

Copy of the child's Baptismal Certificate

Blue Emergency Information and Immunization Record Card  
**(with all information completed)**

Copy of the most current Immunization Documentation

Parent Handbook Agreement Form

Parish Verification Form (if applying for in-parish tuition)

Off Campus Permission Form

Family Information Survey

Photographic and Interview Release Forms

Uniform Order Form

Directory Authorization Form

Screening Form to Determine History of Chickenpox

### **Emergency Card**

The most current immunization record must be copied or faxed from the doctor's office and attached to the emergency card.

**The doctor and hospital names, full addresses, and phone numbers must be completely filled in.**

There must be at least two emergency contacts with complete addresses and phone numbers. These contacts must be two additional people other than the child's parents.

### **Immunizations**

It is required by law that your child be current with his/her immunizations. Below is a list of immunizations required by the Arizona Department of Health Services for preschool:

4 DTaP  
3 Polio (OPV/IPV)  
1 MMR  
2 Hep A  
3 Hep B  
1 Hib  
Varicella

*Children who complete the 4th DTaP and/or 3rd Polio on or after the fourth birthday do not need additional doses.*

### **Communication Avenues**

In order to facilitate the flow of information from school to home, the Preschool provides the following both on our website and in each classroom:

Annual Calendar of events and school closures  
Snack calendar  
Monthly newsletters

In an attempt to help keep parents informed of special classroom and school activities, the following procedures are also in effect:

- Orientation and Information Sessions
- Posted lesson plans in and outside of each classroom
- Flyers and posters for special events and reminders
- Weekly emailed reminders
- Parent/Teacher Conferences

- Student Progress Reports
- Staff Meetings
- Monthly HR Parent and PAC meetings
- Parent Information Bulletin Board

At the beginning of the school year parents are asked to attend a parent-only orientation session. At that time, individual school/classroom routines and objectives will be reviewed. Children get to meet the teacher and get familiar with the classroom at a separate Open House prior to school starting.

In November, Parent/Teacher conferences are held to discuss each child's growth and development as it pertains to their preschool experience. A second Parent/Teacher conference is held in February with a brief written overview of your child's progress thus far.

At any time during the school year, parents are welcome to contact the teacher to schedule a meeting. This is recommended if you have any questions or concerns pertaining to your child. The Director is also available to help families with any questions or concerns. Please call, email, or stop by the School Office to schedule a meeting.

It is imperative that parents notify the office of any changes in their address, phone number, or e-mail address.

### **Parent Involvement**

Parents are the first and most important teachers in children's lives. We are here to assist you in meeting the educational, developmental, and spiritual needs of your child. **Because we are working together to ensure your child's early success, we require each family to participate by volunteering a minimum of 7 hours per year.** The preschool encourages parents to participate in a variety of ways, including volunteering in the classrooms & on the playground, changing bulletin boards, helping with fundraising activities, becoming a Homeroom Parent, working on/with the Parent Advisory Committee

during our special events, or chairing one of our Committees. Your child's teacher will also welcome and love your support and help. If you have a special hobby, interest, or craft that you would like to share, please let your teacher know. Please see the Volunteer Opportunities brochure for a description of each volunteer position. Additional information regarding these opportunities will also be provided at the beginning of each school year. **We do realize that not everyone has the time available to participate and may choose to offer a financial contribution in lieu of volunteering, which would also be greatly appreciated!**

### **Parent Classroom Volunteer Guidelines**

- \* Attend a **mandatory** Safe Environment/Called to Protect training (see Safe Environment Training at [www.diocesephoenix.org](http://www.diocesephoenix.org) for times and locations.) **All** new parents must attend the 3 hour training session for parents. Please remember to register online prior to attending this class, and to sign-in when taking the class. If you are a returning parent and have already attended the 3 hour training, you may choose one of the renewal sessions, **which can be completed online**. Bring in your printed confirmation upon completion for your file.
- \* Check in at the School Office, sign the Volunteer log, and obtain a volunteer badge. You must also complete a confidentiality form to be placed in your file. Remember to sign out in the School Office, return your badge, and log your time prior to your departure.
- \* Wash hands in the adult bathroom prior to entering the classroom.
- \* Obtain permission from your child's teacher for a day and time to volunteer, and check in for specific directions/plans for the day.
- \* Wash hands and wear food gloves when assisting with snacks or serving food.
- \* Use the staff restroom for personal use.
- \* Follow the teacher's lead in the classroom.
- \* Interact with children by sitting at their level, observing their work/play, and becoming a participant only when appropriate. Remember that we are encouraging your children to do their own work, and become independent. It is the process, not the product, that is so

important!

\* Refrain from discussing specific issues with your child's teacher while volunteering in the classroom or on the playground. Constant supervision on the playground is critical! Safety rules are posted on the outside wall.

**\* The Arizona Department of Health Services requires that children must be supervised at all times by an employee. Volunteers may never be left alone with a child.**

Thank you for your participation!

Please also be advised of the following:

### **Diocese of Phoenix Code of Conduct**

For clergy and Diocesan personnel (including volunteers) in their ministry relationships with children, youth and vulnerable adults.

#### **A. Diocesan Policy requires that they:**

Participate in training programs for a Safe Environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct.

Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program, and parish.

Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child Protective Service as well as cooperate fully in any police investigation.

After notifying the police as described in #3 report to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct Policy can be implemented.

Advise an adult who reports an allegation of sexual abuse by church personnel with a minor or vulnerable adult, that he or she has the right and responsibility to report this allegation to appropriate law

enforcement and social service agencies.

Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults are drawn to personalities rather than the community at large.

## **B. Diocesan Policy prohibits:**

Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.

Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.

Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.

Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.

Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.

Field trips or other outings involving minors or vulnerable adults in places and situations where no other adults are present.

Travel with minors or vulnerable adults (who are not family members) without another adult present in the car, van, church bus, car pool or other means of transportation.

Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults.

Wrestling

Tickling

Other physical "horseplay"

Giving out to minors or vulnerable adults one's personal phone number, pager and personal e-mail address.

Taking a vulnerable adult, minor or group of minors to a restaurant for a meal without another adult present.

Giving alcohol and/or drugs to minors or vulnerable adults.

## **Confidentiality**

All student records and information are kept in the strictest of confidence. Files are accessed only by the preschool staff, State Licensing, and Diocesan Personnel. No other person or entity may have access without prior written permission from the parents or legal guardian.

Anyone that is privy to information or situations pertaining to a preschool child or family is expected to maintain the utmost level of confidentiality and professionalism at all times. Unethical behavior on the part of a parent may result in the removal of their child from the program.

## **Conflict Resolution Procedures**

The faculty and staff of St. Joan of Arc Catholic Preschool are dedicated to the well-being and development of each of our students, and want to work hand-in-hand with parents to provide a positive preschool experience. However, human nature and emotion often dictate how we perceive certain situations, and there may come a time when a situation may become stressful or uncomfortable.

In an attempt to keep the lines of communication open and relationships moving in a forward and productive manner, we ask that you adhere to the following procedures:

- When there is a concern pertaining to the classroom, please contact the teacher to set up a meeting. Meetings should be held with a third party in attendance.
- If a solution cannot be found, or the participants need additional assistance, the Director should be contacted.
- Situations that are not rectified to the satisfaction of those involved will then be brought to the Pastor.

## Hours

Preschool Office Hours: 8:00 am to 2:00 pm, Monday-Thursday

## Classes Offered

Mini 3s (2 days): Tuesday and Thursday

9:00am-12:00pm **(Child must be three by December 31)**

Three-year-olds (2 days): Tuesday and Thursday

9:00am-12:00pm **(Child must be three by September 1)**

Three-year-olds (3 days): Tuesday, Wednesday, and Thursday

9:00am-12:00pm **(Child must be three by September 1)**

Mini 4s (3 days): Tuesday, Wednesday, and Thursday

9:00am-12:00pm **(Child must be four by December 31)**

Pre-K (4 days): Monday, Tuesday, Wednesday, and Thursday

9:00am-1:30pm **(Child must be four by September 1)**

Children are expected to be toilet trained prior to entering the preschool program. Children are not allowed to wear Pull-Ups.

In the event of “consistent accidents,” we will ask that the child be removed from the program.

<u>Tuition: (per month for 9 months)</u>	<u>In Parish</u>	<u>Out of Parish</u>
Mini 3s (2 day)	\$215	\$260
Three-year-olds (2 day)	\$215	\$260
Three-year-olds (3 day)	\$295	\$340
Mini 4s (3 day)	\$295	\$340
Pre-K (4 day)	\$365	\$410

Application Fee: \$200.00 **(non-refundable)**

Options for tuition payments (with 1<sup>st</sup> month paid at registration) are:

- pay remaining balance in full in September
- pay remaining balance, half in September, half in January
- pay monthly September-April

## **Payment Policy**

All payments are due the first of the month for the following month. A \$15.00 late fee will be assessed on all payments made after the 10th day of the month. The Preschool reserves the right to deny your child admission to his/her class and to forward progress reports should your account fall more than one month behind. Families with more than one child enrolled in the Preschool receive a 10% discount toward the tuition of the second and of each additional child. The discount will be a percentage of the lower tuition amount.

Please notify the office of any special financial circumstances.

## **Financial Obligation**

Application Fee is due at the time of registration and is **non-refundable**. A **non refundable deposit** in the amount of one tuition payment will be due no later than May 10th. This deposit will be applied toward your annual tuition; counting as the *first of nine payments*. The second tuition payment will be due the 1st of September, and regular monthly payments will be made through April 1st of the school year. Current tuition schedules are available in the preschool office.

## **Withdrawal from Program**

Withdrawal from the preschool must be in writing 30 days prior to withdrawal. Any refund of tuition will depend on the status of the account, as well as date of withdrawal. Please contact the Preschool Office regarding this information.

At the discretion of the Director, a child may be removed from the program if it is deemed appropriate or necessary. Situations may include, but are not limited to:

Failure of payment

Inability to meet the needs of the child

When it is in the best interest and/or safety of the class grouping.

## Additional Policies

### Uniforms

Our uniforms consist of a St. Joan of Arc emblem T-shirt and khaki/navy shorts or pants. Children may wear their own khaki or navy shorts or pants, but elastic waistbands are required (girls may wear navy or khaki skorts or jumpers). While we do not have uniform shoes, we do require **athletic-type footwear**. Open-toed shoes such as sandals/crocs/flip-flops/cowboy boots are not permitted. Rubber-soled style with Velcro closures are highly preferred, so that children are able to “clean out their shoes” independently. For the cooler weather, we have optional uniform long sleeve T-shirts, sweatshirts and pants available. New uniforms can be pre-ordered and purchased in the school office. There is a limited supply of used uniforms available for \$2.00 per item by request in the office.

### Snacks

Snacks are provided daily through parent participation on a rotational basis. Nutritious snacks, which comply with the AZ Dept of Health Services, will be recommended. Your child’s teacher will provide a snack calendar. By law, any changes made to the posted snack calendar must be pre-approved by the Director and posted in the office. All snacks must be **store bought, unopened, and free from nuts. We are a nut free school and request all food brought into school be free of nuts.**

### Birthdays

Birthdays may be celebrated in class. If you would like to bring a treat on your child’s special day, please speak to your child’s teacher. **Treats must be store bought and in an unopened container.** We emphasize healthy treats and promote other ways of celebrating such as reading your child’s favorite book to the class or donating a special book to the class in your child’s name. Birthday party invitations may not be distributed at school, unless the entire class will be invited.

### **Lunch Bunch**

Our Lunch Bunch Program provides children with an opportunity to spend extra hours with their friends at school. Children eat lunch together (lunch is provided by the parents,) play games, and enjoy socializing with peers. The Lunch Bunch program begins in mid-September and is offered Tues., Wed., and Thurs. from 12:00pm-1:30pm. The cost is \$10.00 per day. There must be a minimum of 2 children participating in this program or it will be canceled for that day. Parents will receive prior notification if this were to happen.

If your child eats lunch at school, please use a “cold pack” to help keep perishable foods cool, and prepare a lunch that follows the guidelines of our Wellness Policy. Please do not include candy or soda in your child’s lunch as they are NOT allowed. Lunches should be easy to handle and “ready to eat.” Please note that we are unable to heat up or microwave children’s meals.

### **Emergency Clothing**

Parents are asked to provide a set of “emergency clothing” for their child to be kept at school. Please be sure to include: a shirt, bottoms (pants or shorts), two pairs of underwear, and socks. These clothes should be updated according to season and growth, and placed in a labeled closable plastic bag.

### **Teacher Meetings**

Staff meetings will be held once a month on the second Thursday of each month (see school calendar for exceptions.) There will be no Lunch Bunch on these days. Pre-K classes will be dismissed at 12:00pm on these days.

### **Holidays**

St. Joan of Arc Preschool follows a calendar similar to those of Blessed Pope John XXIII School and the Paradise Valley School District

calendars with regards to holidays. Refer to our school calendar and newsletters for holidays and other special events.

### **Transportation**

St. Joan of Arc Preschool provides **no** transportation services to any child of the school.

### **Insurance**

In accordance with Arizona Department of Health Services, St. Joan of Arc Preschool carries liability insurance by Catholic Mutual Insurance. The Catholic Diocese of Phoenix provides accident insurance while a student is on school grounds, when school is in session, or while taking part in a school sponsored activity.

### **Licensing**

St. Joan of Arc Preschool is licensed through the Arizona Department of Health Services, 150 N. 18<sup>th</sup> Avenue, Suite 400 (602-364-2539). To ensure compliance with state regulations, the school facility has regular yearly maintenance inspections by trained personnel. License inspection reports are available for viewing in the school office.

### **Accreditation**

The St. Joan of Arc Preschool is an institutional member in good standing with the National Catholic Education Association (NCEA). The National Catholic Education Association (NCEA) is a professional membership organization that has been providing leadership and service to Catholic education since 1904.

**Please note:** The policies herein may be modified at the discretion of the St. Joan of Arc School Administration. Any changes made will be made known to families enrolled in the program.

# **Parent Handbook Agreement**

**I acknowledge that I have received, read, understand and will abide by the information in the St. Joan of Arc Preschool 2011/2012 Parent Handbook.**

**Parent /Guardian Name (*please print*):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Updated: July, 2011*