

# St. Rose Preschool

720 26th Avenue

Longview, WA 98632

P: (360) 577-6760

F: (360) 577-3689

[www.strose-school.org](http://www.strose-school.org)



## Parent Handbook

2023 - 2024

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## **Welcome**

Welcome to all families who have made the important decision to enroll your child in St. Rose Catholic Preschool. This handbook will help answer questions you may have or questions that may arise during the school year. This handbook is only for your reference – The best way to have a great year is through open, clear communication. We encourage frequent parent/staff communication! We use a program called Brightwheel for daily notifications, pictures and reminders. We are also available for questions at drop off and pick up!

## **Purpose and Mission Statement**

The Mission of St. Rose Parish is to foster a greater knowledge and love of God through the worship of our Lord, Jesus Christ; grounded in celebration of the sacraments, education and faith formation, and service to the community. The St. Rose Parish School provides students and families a Christ-centered environment promoting faith development, academic excellence, and a commitment to service.

## **Admissions & Enrollment**

Applicants must meet all school policy requirements to be considered as qualified applicants for our preschool program. St. Rose Preschool offers classes to three and four year old children. They must be three years old and be fully potty trained by September 1st to enroll in pre-3 and 4 by September 1st to enroll in the pre-4 program.

## **Notice of Nondiscrimination Policy Regarding Students**

St. Rose Preschool admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. In the administration of its policies the school does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admission policies, scholarship, and other administered programs.

## Share Hours

Parent involvement at St. Rose is needed and appreciated. Your involvement of time, talent, and treasure can be converted into “share” hours. Preschool families are responsible for ten share hours per year. Share hours can be earned by donated items for your child’s classroom or special project, snacks purchased, or direct volunteered time. Every \$20 spent converts to one share hour (donated items to the family auction obligation are not included in share hours). Share hours that are not completed by May 31, 2024 will be billed at \$20 an hour.

## Auction

The auction is a wonderful evening of celebration and by far our largest fundraiser! Your participation in the St. Rose School Auction provides all children in our school with financial support to enrich their journeys of academic excellence, faith development, and servant leadership. Each St. Rose family is obligated to send in an item for auction valued at a minimum of \$100.00 or you may “opt out” of providing an item and send in a \$100.00 contribution which will be used to purchase items for the auction. We encourage you to join us on this fun filled night as we raise funds and celebrate our wonderful community!

## Days and Times

St. Rose Preschool is open 5 days a week for pick-up and drop-off from 7:45AM - 6:00PM.

	Monday	Tuesday	Wednesday	Thursday	Friday
Half Day	8:00 -11:45	8:00 -11:45	8:00 -11:45	8:00 -11:45	8:00 -11:45
Full Day	8:00 - 3:00	8:00 - 3:00	8:00 - 2:00 early dismissal	8:00 - 3:00	8:00 - 3:00
After Care	3:00 - 6:00	3:00 -6:00	2:00 -6:00	3:00-6:00	3:00-6:00

## Arrival and Departure

All children must be dropped off and picked up at their classroom door. For safety purposes, K-8 students are not allowed to be dropped off/picked up from the preschool. Prompt arrival and pick-up is important. Please try to bring your child to school on time, so they may take full advantage of the entire preschool program. Please make sure your student is signed in and out daily on the Brightwheel app. Teachers should be advised in writing if a child’s pick up will be delayed or if the child is to go home with someone other than a parent or normal guardian. This communication can all be done through Brightwheel.

## **Curriculum Philosophy**

Our preschool curriculum, *The Creative Curriculum*, is child centered and uses developmentally appropriate practices. Each day the children are exploring and instructed in the following areas; social interaction, language development, gross motor/fine motor skills, music/movement, math/science, history, art/creativity, religion, and play. It is our goal to prepare, stimulate and encourage your child in a safe caring environment. We will focus on academic readiness for Kindergarten, as well as social and emotional readiness. Our students will get the opportunity to visit specialists for Music, P.E. and Library in addition to our classroom enrichment.

We are an active member of Early Achievers, the quality-recognition and improvement organization dedicated to the growth and development of Licenced Early Childhood Care Centers in Washington State. Additionally, our experienced group of teachers participate in 10+ hours of targeted professional development and training each year.

## **School Calendar**

St. Rose Preschool follows the St. Rose School Calendar for all activities, holidays, vacations and early release days. After care is available until 6:00PM at no extra cost. On noon-release before Labor Day (9/1), Fall Conference (11/1), Christmas Break (12/15), Good Friday (3/29), and the last day of school (6/14) there will be no after school care. The school calendar can be found on the school website.

## **School Closures**

When inclement weather, earthquakes or some other emergency make it necessary to close school or to open at a later hour than usual, notification will be made by the local radio and television stations as well as St. Rose school social media. St. Rose school follows the Longview School District closing schedule. A Brightwheel alert will also be sent.

## **Parental Involvement**

Parents are welcome and encouraged to observe and volunteer in our classroom.. Volunteers must complete the Virtus “Protecting God’s Children” class as required by the Archdiocese of Seattle. To sign up for a Virtus class, you will need to make a Virtus account here: <https://www.virtusonline.org/virtus/> If you need assistance with your registration or have any questions, contact Mica Zdunich at the School office.

### **Illness and Medications**

For the health and safety of our students/staff, we have adopted a no-sick policy. Please do not send your child to school if he/she is experiencing the following: has a fever, is vomiting, has diarrhea, contagious disease, lice/nits, a bad cough or thick heavy nostril mucus. When children come to school with these conditions, other students become exposed and sick. If a child comes to school and, in the opinion of the teacher(s), is sick, we will call you to come and pick up your child. Healthy Household Policy- Please do not send your child to school if they have been exposed to a contagious family member. If your child is sent home due to illness, please follow the guidelines below for a healthy return.

#### **Guidelines for Return:**

- Fever (above 100°F)-
  - No fever (without Tylenol/Ibuprofen) for 48-hours
- Vomiting or diarrhea-
  - Symptom free for 48-hours
- Bad cough, or thick, heavy, or discolored nostril mucus-
  - Symptom free for 24-hours
- Contagious Disease (flu, HFMD, fifth disease)-
  - Symptom free for 48-hours
  - Provider notified for proper sanitization/reporting
- Lice/scabies-
  - Return when treated and gone

No medication can be administered by school personnel without the written permission of the prescribing physician or dentist and guardian. This includes all medication, prescription or over the counter. Medications are kept out of the reach of children in a locked container. If a staff member is required to administer medication during school hours, a medication authorization form must be filled out in advance. Please speak to the Director to receive and fill out the authorization form before medication is to be given. Further information regarding illness and medications can be found in the Health Handbook.

## **Medical Emergencies**

Teachers provide first aid for minor injuries such as cuts, bumps and bruises during school hours. In the case of a head injury, parents will be called. If a situation arises that the staff classifies as an emergency, you and your child's personal physician (as specified on the emergency card filed with the office) will be contacted immediately and/or 911 will be called. The responding emergency personnel will determine if the student needs transport to St. John PeaceHealth Hospital. Parents will be notified immediately of the emergency personnel's professional evaluation. If parents or their listed emergency contact cannot be reached for direction, the child will be transported by ambulance for emergency care. The economic responsibility remains with the parents/guardians at all times. See the St. Rose School Health Handbook for more information regarding medical emergencies.

## **Discipline Policy**

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on positive behaviors of the children and reinforce those actions as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. We always remind the children of Jesus, how He loves us, what He wants for us and how we can be more Christ-like in our behavior. When following Christ, we find fewer disciplinary issues arise. However, when they do, our discipline procedures will consist of the following strategies:

- Encouraging children to use their words and never their hands when a disagreement with another child arises.
- Facilitating children in their attempt to settle their disputes with love and forgiveness.
- Redirecting behavior when this seems potentially effective.
- Separating a child from the group for a short time, if necessary
- Counseling children individually about classroom expectations.
- Making parents aware of disciplinary concerns.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Preschool Director.
- If the child's behavior continues to be inappropriate, consistently disruptive and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

## **Preschool Readiness**

Preschool is an opportunity for growth and prepares children for kindergarten. However, all children are different and preschool is not mandatory. If your child is fairly independent, enjoys projects, activities, and playing with other children he or she is probably ready for preschool! Children must be 3 years old and be fully potty trained to enroll at St. Rose. Please discuss any concerns you may have concerning readiness with the teacher and/or Director.

### **Sample Daily Schedule for Preschool**

<b>7:45 - 8:30</b>	<b>Arrival and Welcome (table toy activities)</b>
<b>8:30 - 9:00</b>	<b>Circle Time, Morning Prayer, Greeting &amp; Number Calendar</b>
<b>9:00 - 9:30</b>	<b>Phonics &amp; Language Arts</b>
<b>9:30 - 10:00</b>	<b>Learning Centers/Free Choice</b>
<b>10:00- 10:30</b>	<b>Bathroom, Snack and Recess</b>
<b>10:30 - 11:00</b>	<b>Specials: Music, P.E, Library or School Mass</b>
<b>11:00 - 11:30</b>	<b>Pattern &amp; Numeracy Skills</b>
<b>11:30 -12:00</b>	<b>Storytime, Bathroom &amp; A.M. Dismissal</b>
<b>12:00 - 1:30</b>	<b>Lunch &amp; Rest</b>
<b>1:30 - 2:00</b>	<b>Wake up &amp; Centers Open</b>
<b>2:00 - 2:30</b>	<b>Social Studies - Science - Religion</b>
<b>2:30 - 3:00</b>	<b>Movement, Song &amp; Dismissal</b>
<b>3:00 - 6:00</b>	<b>After School activities (outside play, snack, games)</b>

### **Kindergarten Transition**

Our Pre-4 program is designed to prepare Preschoolers for academic readiness for Kindergarten. Students will have two assessments per year to be sure they are on track to begin Kindergarten the following fall. The students will also have the opportunity to interact with our Kindergarten teachers and learn about their classroom routines and expectations on “Step up Day” at the end of the school year.



## Emergency Plan

Our Emergency Plan is located on the classroom wall for review. We conduct monthly fire drills, quarterly disaster or lockdown drills, and two earthquake drills per academic year. For safety, preschool classroom doors are kept locked during school hours and are alarmed to alert with a sound when opened. Every room is equipped with an emergency To-Go bag and a two-way radio for information exchange during an emergency. Teachers have all been trained on safety preparedness and are CPR and first-aid certified.

## Clothing

There is no uniform required in preschool. Children should dress comfortably, simply, and suitable for the weather and preschool play. We paint, use markers, play with playdough and explore outside! We go outside rain or shine so always send a coat with your child to school. Please make sure it has a **hood** on rainy days! Please, label any clothing your child may remove at school (coats, sweaters, etc.) with their name! As children gain independence in the bathroom it's easier for them when they don't have tricky belt buckles or hard snaps to figure out. Dress them so they can use the bathroom without assistance. Please also send them in appropriate shoes to run and play in. Please, no sandals, "high heels" or flip flops! On P.E. days, please make sure they wear appropriate sneakers! Dress shoes with marking soles will not be allowed on the gymnasium floor and the student will have to sit out rather than participate if they are in boots or dress shoes.

**A change of clothing should always be in your child's backpack** in case of a spill or accident. These can be embarrassing for children and having their own change of clothing (including underwear and socks) helps the change go unnoticed. The extra clothing should be placed in a large plastic bag marked with your child's name. Soiled clothing is placed back in a plastic bag in the child's backpack.

## Supplies

Please see the school website at [Strose-school.org](http://Strose-school.org) for the current list of supplies needed.

## **Meals and Snacks**

We provide two snacks a day to all students. Parents are asked to purchase snacks for a week for the entire class. You will receive one share hour for every \$20.00 spent on the classroom snacks. If your child does not intend to eat the snack provided please send in a nutritious snack daily. Lunch must be brought from home, there is no lunch program for the preschoolers. If your child is staying full day it is your responsibility to provide a healthy lunch daily. We do have a refrigerator and a microwave in our classroom that can be used to keep lunches cool and reheat items for lunch.

## **Food Allergies and Special Dietary Needs**

Pursuant to WAC 110-300-0300 (1) An early learning provider must obtain written instructions (an individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC **110-300-0300** must:

- (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;
- (b) Identify foods that can substitute for allergenic foods; and
- (c) Provide a specific treatment plan for the early learning provider to follow in response to an allergic reaction. The specific treatment plan must include the:
  - (i) Names of all medication to be administered;
  - (ii) Directions for how to administer the medication;
  - (iii) Directions related to medication dosage amounts; and
  - (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

Please arrange with the Director and Teachers necessary medication, training, and equipment to properly manage your child's food allergies.

## **State Snack and Lunch Requirements**

Parents providing their own lunch and snack should follow the below guides to insure that their child's nutritional needs are being met.

<b>Requirement</b>	<b>Breakfast (at home)</b>	<b>Lunch (from home)</b>	<b>Snack ( 2 of the 4 )</b>
A fruit or vegetable or one hundred percent fruit or vegetable juice	X		X
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable). Juice must be one hundred percent fruit or vegetable		X	
A dairy product (such as milk, cheese, yogurt, or cottage cheese)	X	X	X
A grain product (such as bread, cereal, rice cake or bagel)	X	X	X
Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)		X	
A liquid to drink- can be water or one of the required components such as milk, fruit or vegetable juice.	X	X	X

### **Birthday Celebrations**

For birthday celebrations you may bring in a special treat to share with the class. Please choose something individual, cupcakes, muffins or cookies rather than a cake that needs to be cut up and distributed. Please speak with your child's teacher before bringing in a birthday treat. For holiday parties, the staff will put out a sign up sheet for parents who want to volunteer to bring special food items, paper products or treats for the party.

### **Transportation and Field Trips**

Any field trips will be scheduled in advance. A signed permission slip is required for each student to attend the field trip. We will need volunteer parent drivers for field trips. If you

would like to participate as a driver on our field trips you must have taken the Virtus training. If you are interested in volunteering, please try to get on this right away so you are ready to go when a field trip is scheduled. To sign up for a Virtus class, you will need to make a Virtus account here: [https://www.virtusonline.org/virtus/reg\\_0.cfm?theme=0](https://www.virtusonline.org/virtus/reg_0.cfm?theme=0) If you need assistance with your registration or have any questions, contact Mica Zdunich at the School office. Please let the Director know if/when you have taken the training to be put on a list of volunteers. You are welcome to attend the field trip and drive your own child without having the class.

### **Mandatory Reporting Law**

We follow the state reporting laws regarding Child Abuse and Neglect. If there is “reasonable cause to believe that a child has suffered abuse or neglect, the teacher shall report the incident, or cause a report to be made to the proper law enforcement agency or to Child Protective Services. RCW 26.44.040”.

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**Thank you for choosing St. Rose School! We look forward to a wonderful relationship with you and your family in the years ahead as we help your children become good friends, proficient problem solvers, creative risk takers, independent thinkers and spiritual leaders!**

Please sign and return this last page and return to the Preschool Director.

### **Handbook Acknowledgment Form**

We, the parent or guardian of \_\_\_\_\_ have read and have familiarized ourselves with the information provided in the St. Rose Preschool Handbook.  
We agree to abide by the expectations and information provided by this handbook.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed \_\_\_\_\_ Date: \_\_\_\_\_