



San Francisco de Asís Catholic School

Preschool Handbook 2026-2027

Dear Families:

Welcome to San Francisco de Asís Preschool. This Preschool Handbook is designed to provide parents and students with policies and guidelines specific to the operation of our preschool program. The purpose of this handbook is to promote consistency and foster a spirit of cooperation among the San Francisco de Asís Catholic School community.

Please remember that this handbook is only a guideline. The policies included take into consideration the unique needs of San Francisco de Asís Catholic School, the Diocese of Phoenix, and the Arizona Department of Health Services. Every problem that may arise might not be specifically addressed, as each situation requires its own problem-solving method.

I would like to thank all our parents for the continued support of our preschool. Your active participation in our program is what makes the atmosphere at San Francisco de Asís Catholic School so wonderful, and this handbook is intended to support that relationship. We join parents, who are the primary educators of their children, in promoting age-appropriate academic standards and building Catholic foundations. We encourage self-discipline, respect and appreciation for self, others, and all of God's creation in a culturally diverse society. Our staff models their Catholic faith in guiding children to become active participants in their life-long journey of service to their parish, community, and world. By following the words of Christ (*Let the children come to me and do not hinder them. Mk 10:14*) we try to nurture and celebrate each child's God-given gifts and abilities as they learn and follow the teachings of Christ.

May the Lord bless you and continue to guide all of us in our ministry to educate our children.

In the Peace of Christ,

Lisa Barquin
Preschool Director

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GENERAL

PRINCIPAL OR DIRECTOR'S RIGHT TO AMEND

This Handbook will be reviewed and revised, at least annually, to keep parents clearly informed of Diocesan and preschool policies and procedures. It is the intent of San Francisco de Asís Catholic Preschool staff to abide by all Federal and State laws. The Director has the right to amend, at any time, this living document. Revisions that are made during the school year will be communicated to all parents, guardians and staff members. The Handbook is a guide, but not necessarily an all-inclusive one. Situations may arise which are not specifically named or covered in the Handbook.

REGISTRATION AND ENROLLMENT

The Catholic schools in the Diocese of Phoenix, in compliance with Gospel values and the teaching mission of the Church, extend an invitation to students regardless of their race, color, national and ethnic origin, gender, status regarding public assistance, or disability, either temporary or permanent. Students will be taught according to their abilities provided that with reasonable accommodation, the school can meet the needs of the student. Each Diocesan school determines its suitability for meeting the extraordinary needs of students prior to formal admission.

Registration begins in the spring of the current school year. To register your child, you will need to make an appointment to meet with the Preschool Director. After it has been determined that our school will be a good choice for you and your child, you will be given a registration packet. Registration is not complete until all required paperwork and fees have been received. **All registration fees and required paperwork must be completed two weeks before the school year begins or your spot may be given to a student on our waiting list or before your child's first day of attendance if registering later in the school year.**

A child entering preschool must be three years old by September 1st of the current school year. A child entering prekindergarten must be four by September 1st of the current school year. Families are welcome to visit and observe our classrooms during school hours or after hours by appointment.

THE CHILD MUST BE TOILET TRAINED, NO PULL UPS. We are not licensed for diapers. Also, please keep pacifiers, bottles, and training cups (sippy cups) at home; please do not bring them to preschool. This is a great time to learn life skills.

There is a registration fee of \$300.00 for new families and \$275 registration fee for current families. The registration fee is due at the time of registration.

TUITION AND FEES

All families are required to be enrolled in the FACTS program for the payment of their tuition. **No** adjustments are made for days missed or times school is closed. Tuition is based on the cost for 10 months (August - May) and charged monthly

Half Days:

3 Days (T/W/Th)	\$400.00 per month (only for preschool students – 3 yr. olds)
4 Days (M/T/W/Th)	\$510.00 per month
5 Days (M/T/W/Th/F)	\$585.00 per month

Full Days:

3 Days (T/W/Th)	\$585.00 per month
4 Days (M/T/W/Th)	\$705.00 per month
5 Days* (M/T/W/Th Full and F Half)	\$790.00 per month

*Our preschool program will dismiss at 11:30 every Friday for all students.

To maintain our high quality of care and based on State and Quality First ratios, children will only be able to stay extra days and/or times based on prior approval of the Director.

\$25.00 for afternoon

\$30.00 for morning

\$50.00 for full day

The fees for extra days will be charged separate from the FACTS payments and can be paid by check.

Finances should not deter you from providing a Catholic education for your child(ren). Quality First Scholarships are available based on financial need. Please contact the preschool Director for more information.

****For children continuing to K-8th grades, many scholarships are available. Most of our families are completing these various scholarships and receiving awards to cover 75% - 100% of their tuition costs. For K-8th grade tuition assistance, please contact the school office.

TERMINATION OF ENROLLMENT

There are circumstances under which it may be necessary for the Director to terminate a child's enrollment. Such a decision is not taken lightly and would be based on whether it is in the best interest of the child, the other children in the class, as well as the overall operation of the preschool. Before making such a decision, every effort would be made to correct problematic situations.

The decision to terminate enrollment may include one or more of the following:

- Abuse of other children or staff members.
- Destruction of school property.
- Continued violation of school policies
- Disruptive or dangerous behavior.
- Our school's inability to meet the child's needs.
- Non-payment of tuition.

Whenever possible, written notification one week in advance of termination will be provided to the parent/guardian.

We also request that the parent/guardian provide San Francisco de Asis preschool program with a two-week notice if you plan to withdraw your child from our program. No refunds for tuition or registration fees upon withdrawal.

STAFF TRAINING

Per Arizona Department of Health Services requirements, all preschool staff members must complete 24 hours of training annually.

We are committed to furthering staff member knowledge on the Empower Program and Empower standards sponsored by the Arizona Department of Health Services.

In keeping with this requirement, our facility will make sure that our staff members receive 24 hours of training annually on age and developmentally appropriate topics. A minimum of three hours will be related to Empower standards.

FIRST THINGS FIRST - QUALITY FIRST PARTICIPATION

Quality First is a statewide system created by the Arizona Early Childhood Development & Health Board, known as First Things First. Quality First is designed to increase access to quality early childhood programs to ensure a child entering kindergarten is ready to succeed.

Quality First partners with us to improve the quality of care and education that we provide for your child by providing student scholarships, academic scholarships for staff, coaching, health guidance, and resources for our program.

During the school year, you may see visitors in our classroom related to our participation in the Quality First program who will help with the continual quality improvement process by providing:

- Training and mentoring.
- Classroom management tips and techniques.
- Curriculum guidance and support.
- Ideas to strengthen family support and involvement.
- Information on community resources for families of children with special needs and other identified needs.

We are excited about Quality First and the improvement opportunities it provides. Please feel free to contact the Preschool Director with any additional questions you may have.

GRIEVANCE PROCEDURES

We will follow the procedures as listed in the Handbook of Policies, Procedures and Norms for Catholic Schools by the Roman Catholic Church of the Diocese of Phoenix. This handbook can be found at: <https://dphx.org/policies-and-procedures/book-2/>

INSURANCE COVERAGE

We carry proper insurance coverage with The Catholic Mutual Group - Diocese of Phoenix. A copy of the certificate of coverage is available in the preschool office upon request. This is supplemental coverage to the parent's own primary coverage.

LICENSED BY THE STATE OF ARIZONA

San Francisco de Asís Catholic Preschool is licensed by the State of Arizona and regulated by the Arizona Department of Health Services. Inspection reports are available upon request.

CUSTODY

Recognizing the educational needs of the children and the unique circumstances related to legal custodial situations, the following requirements have been established to assist all parties concerned.

In situations where a student's custody is legally defined, it is the responsibility of the custodial parent to provide the Preschool Director with legal documentation stipulating all custody provisions (i.e. joint vs. sole custody). If requested in advance, custodial parents may each receive separate copies of school communication documents.

In situations where one parent has sole custody, the custodial parent shall provide the Preschool Director with the written and signed guidelines to be followed between the non-custodial parent and the preschool. These guidelines must be reviewed and updated annually prior to the first day of classes for each school year and will remain in effect until one of the following occurs: 1) the end of the preschool year, 2) revised and/or updated in writing by the custodial parent, or 3) a written statement is received from the custodial parent revoking the guidelines.

In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and to other school-related information/communication regarding their child(ren).

If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official notarized copy of the court order. The school is not responsible for failing to honor arrangements that have not been made known in writing.

PROGRAM POLICIES

HOURS OF OPERATION

We are open from 7:30 a.m. until 2:30 p.m. Monday - Thursday and from 7:30 a.m. until 11:30 a.m. on Friday. Early care starts at 7:30 a.m. with class starting at 8:00 a.m. Dismissal time for half-day students is 11:30 a.m. and dismissal time for full-day students is 2:30 p.m. A calendar of days that the school will be closed due to holidays, and staff development will be provided at the start of the school year in the school packet for each family. The calendar may be updated throughout the school year, and the current calendar will be available at the office or on the school website.

DAILY SIGN IN AND OUT OF STUDENT(S)

Each child must be signed in and out daily, as required by the state's regulatory agency. Please sign in with your first name or initial and your **FULL and LEGIBLE** last name in each classroom. **Please try and call before 8:15 a.m. or send a message to inform us your child will be absent for any reason.**

If someone other than the parent/legal guardian picks up or drops off a student, they must have their names on file as authorized to do so. If they are not already authorized, the parent/legal guardian must give written permission which includes the pick-up person's full name and dates they will be picking up your child(ren). A picture ID will be required at the time of pickup. Non-adult immediate family members are allowed to pick up students if the parent/legal guardian has given written permission and the family member is at least 13 years old.

ARRIVAL/DISMISSAL/PARKING

We do not provide transportation for your child to or from school. For the safety of all and the ease of arrival and departure, please adhere to the current school year's drop-off/pick-up and parking policy. Please **DO NOT** park in the half circle drop-off locations. These are reserved for K-8 families that do not have preschool children that need to be walked into the building and signed-in/out. Instead, please park in the parking spaces in the north or south lots and escort your child to the teacher. The gate between the two parking lots will be locked and you will not be able to drive from one side to the other.

You will come through the main doors and enter the preschool/kindergarten hall to the right and go through the double doors. These doors will be unlocked from 7:30 - 8:00 a.m. We cannot accept students prior to 7:30 a.m. .

If you arrive after 8:00 a.m., you will need to stop at the receptionist's window, and she will provide you access to preschool/kindergarten hall. You must bring your child to the teacher if the class is not in the classroom. If we are attending mass, you must walk your child to their teacher in church (located on the left side directly north of the altar). Please make every effort to be on time because it sends a message to the children that school and learning are important.

For children only staying for a half-day, pick-up time is 11:30. Full day pick-up time is at 2:30. You will pick up your child in the classroom or on the playground or in the gym after checking/signing them out.

SCHOOL UNIFORM AND DRESS CODE

All preschool students are required to wear the approved navy-blue preschool uniform shirt (purchased through Educational Outfitters – www.Denver.EducationalOutfitters.com). Bottoms of your choice is permitted. Small children play and sit on the floors, so shorts or pants are very appropriate for preschool students. Please do not send your child to school in their Sunday best. We paint and use other messy media almost every day, but we do our best to keep the paint and messy media off the children and their clothes.

- Closed-toed and properly fitting shoes are mandatory. No wheels allowed. Sandals, heels, flip flops, backless shoes or shoes with large openings are not allowed. Shoes must be worn with socks.
- During the winter, students may bring snow boots to wear outside only. Students without snow boots will not be permitted to walk in the snow. They must wear regular shoes when in the classroom. You may leave an extra pair of shoes at school if you choose.
- No distracting jewelry or piercings, other than a single piercing in the ears for girls, is allowed. Girls may wear one pair of small posts.
- Hats and caps are not worn inside the classroom.

We do participate in dollar dress days, usually sponsored by student council. When participating in dollar dress days, we ask that children come in modest clothing and follow the guidelines in the parent handbook for free dress days.

Please provide an extra set of clothes for your child to remain here at school. This clothing should be in a plastic storage bag with their name on the outside. Sometimes children have a bathroom or lunchroom accident, and it is necessary to change their clothing. Send in another change of clothes to school the day after soiled clothes are sent home. Please update the clothing based on the seasons and the growth of your child during the year. All jackets, backpacks and lunchboxes should be marked with your student's name.

LUNCH, SNACKS AND TREATS

Our school does not qualify for The Child and Adult Care Food Program. The school lunch program is managed by a third party and not by San Francisco de Asis Catholic School. **The lunch program is a pre-pay system and must be ordered online at least one week in advance.** To access the site and to view the menu and prices go to the school's website (www.sfdaschool.org). On the home page is the link to order lunches. We can only give school lunches to those children that are on the school lunch list that is printed and given to us each morning. **Staff and teachers cannot accept any payments for lunch or milk.** Lunch ordering notices will be sent out via the school newsletter.

Instead of purchasing a school lunch, children may bring a sack lunch. Lunches from home will be refrigerated; however, we cannot heat any food from home. When packing your child's lunch, please remember that they may not have any type of nuts. This includes any type of nut butter or nut milks. Also check for nuts in granola bars and other prepackaged foods. Soda and candy are also not permitted.

When preparing your student's lunch, please include a protein, two different fruits or vegetables (or a fruit and a vegetable). All students will have access to their water bottle as well. To reduce sugar intake, please do

not send in any type of juice. We will provide milk for students that would like milk. Our staff will be checking to ensure that all students have nutritious and well-balanced lunches. Reminders will be placed in lunch boxes when necessary. We are also working on self-help skills so please remember this when packing items that need to be assembled or peeled. It may take some time for the “Lunchables”-type meal to be opened and assembled.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is linked to reduced risk for both mortality and development of many chronic diseases as adults.

Each student will be provided with a water bottle that is kept at school. This will be cleaned/sanitized and refilled daily.

Please put your child's name on the outside of their lunch box.

Our program does not serve fruit juice during snacks, but we will serve water or milk. Water will be used as the first choice for thirst and available throughout the day. Each child is provided with their own water bottle, which will be sanitized regularly and refilled when needed.

We have two scheduled snacks per day (one in the morning and one in the afternoon). Snacks are served family style, if possible, to support children in learning to serve themselves and develop healthy relationships with food. Our role, as staff members, is to provide nourishing food appropriate to the child’s needs. The child’s role is to decide whether and how much to eat. We will never force a child to eat or discourage a child from eating food that is healthy for them

Treats given or shared for celebratory class occasions or holidays will be limited to twice a year. Our preschool follows the Arizona Department of Health Guidelines for all treats and snacks.

Staff members will model behaviors for healthy eating and positive body image in the presence of children.

PLAYGROUND RULES

General Rules:

- Students are expected to be truthful and cooperative, ready to learn and behave in a safe and respectful manner to self and others. Students are expected to reply respectfully when spoken to by an adult or teacher.

Specific Rules:

- No throwing sand, rocks or other objects that could harm another person.
- No throwing snowballs and no walking or sliding on ice.
- No aggressive behavior (pushing, grabbing, pulling of clothes or tackling).
- No conversations or gestures to anyone outside the fence. This includes waving or gesturing to cars. An exception to this rule is for firemen, police officers and family members.

- All students must use appropriate language on the playground. Profanity, name-calling, bullying, and other inappropriate language will not be tolerated.
- No climbing or digging under the fence at any time.

BIRTHDAYS

The State of Arizona will only permit food served to be from a licensed kitchen. In compliance with Diocesan Wellness Policy and in the spirit of its intent, students are asked to bring only healthy, nutritional treats to school for special occasions. Birthdays are a special time for celebration. Parents are always welcome to join us for their child's special day. Special snacks may be brought for the occasion; however, regulatory agencies require that food be purchased from a retailer. No home-made snacks are permitted.

All birthday treats are to be store bought and of healthy nutritional value and must be purchased ready-to-eat and wrapped in the original packaging. No cakes or cupcakes are allowed.

Our preschool follows the Arizona Department of Health Guidelines for all treats and snacks.

FIELD TRIPS

Field trips may be planned in conjunction with a teacher's curriculum. Information regarding field trips will be sent home by the teacher. **NO STUDENT MAY ATTEND A FIELD TRIP WITHOUT A WRITTEN PERMISSION FORM SIGNED BY THE PARENT OR LEGAL GUARDIAN.** Telephone calls do not meet the legal requirements for permission. Our field trips will only be to places within walking distance.

BEHAVIOR POLICY

Aggressive behavior is not uncommon, especially in young children with limited communication skills. When a child hurts them self or another person, a strong emotional response is sure to precede and follow. Children and adults alike may experience overwhelming feelings of fear, anger, frustration, and guilt to name a few. Hazardous behavior, by a child of any age, to themselves or others cannot be tolerated and is taken very seriously and is strongly discouraged. This behavior is not safe, socially acceptable, or helpful in creating a positive environment for children. Most of all, we want to care for ourselves and others as unique creations of God that should be treated as God intended and Jesus demonstrated.

One of our primary goals is to provide a safe and loving learning environment for children where each child lives, learns, and leads like Christ. When dangerous behavior does occur, we take it very seriously and try to find the reason why the child hurt themselves, another student or teacher/staff and support and teach them to use a safer and socially acceptable form of self-expression and assist in developing a positive self-image and positive social skills as quickly as possible.

When a child engages in dangerous behavior, we will:

1. Intervene immediately to provide a safe distance and environment.

2. Offer comfort to the child that was hurt. Any injury will be given first-aid treatment immediately. If the injury is severe the parent(s) will be contacted immediately.
3. If necessary, the aggressive child will be moved to a supervised place for a brief period so they can calm down and regain control of their emotions.
4. Staff will communicate briefly with the child who was the aggressor to determine the underlying cause of the behavior. We will also tell the child in a calm, but firm voice what has happened because of their behavior (e.g. "No biting, biting hurts." Or "I do not like it when you bite people. You hurt him/her. S/he's crying.") so they are aware of the consequences of their actions.
5. Reinforce positive behaviors and provide other forms of self-expression and support as needed.
6. Notify parents of all children involved. We will not share the names of the children to protect the privacy of all families.

If the dangerous behavior(s) continues, we will:

1. Meet with the parents of the child to determine a plan.
2. Assign a person to stay nearby/shadow the child while using all needed techniques; most children resolve the behavior quickly when families and school staff work together.
3. However, should this continue without improvement, we must take further steps to ensure the safety of the children/staff. We may require that the child who is aggressive find another learning environment that will meet his/her individual needs or refer the child to a childcare professional to help with this behavior.

SELF-DISCIPLINE

San Francisco de Asís Catholic School practices the Discipline with a Purpose (DWP) program.

Discipline With Purpose is:

- an ALL-school program
- a program based on 15 skills
- a developmentally designed program
- a program that is based on self-discipline (intrinsic motivation) as opposed to discipline (extrinsic motivation)
- a program that focuses more on skills than rules
- a program that desires to teach skills for living as opposed to rules that must be lived
- a program that promotes a calm environment

DWP is implemented by everyone on staff, at all times during each day.

Discipline is a system of rules and regulations that governs the conduct of adults and children to allow for effective interaction so that learning can take place.

The D.W.P. program focuses on **self-discipline** which is the ability "to wait" or "to delay impulsivity". It is the ability to apply external rules to control one's own behavior.

In preschool we focus on the first five DWP skills:

1. Listening
2. Following instructions
3. Asking questions
4. Sharing
5. Social skills

If a child misbehaves, depending on the behavior, the following procedures will be followed:

First time - One or more of the following: ask questions, eye contact, use name, proximity, change voice, redirection, reminder of DWP skill needed

Second Time - Verbal warning, statement of consequence

Third Time - Redirected to individual quiet activity, implementation of consequence, if needed, and discuss behavior with parent.

NAP/REST TIME

All the students have a daily rest/nap time. This rest is vital for the growth and development of children and supports learning and will last approximately 45 minutes. Those that do not sleep after some rest time are able to do quiet activities until free choice begins. For the students that do sleep, they will be woken up if they do not wake up by themselves. We do not take naps on Friday.

Each student will be loaned their own sheet and blanket to use for the school year. Sheets and blankets will be sent home with each family on Thursday to be laundered and are to be returned the first school day of the following week. Please take care of these so your child can use them for the school year. A fee of \$10 each will be charged for lost sheet or blanket.

TOYS

Please do not let your child bring toys or distracting items from home. Toys do get broken and lost and often are a distraction for your child and others during learning times. When this happens, little ones have a hard time dealing with the loss. A small quiet stuffed animal for rest time is the only exception. We may request specific items be brought in or shared with the class and families will be notified in advance.

COMMUNICATION

DAILY AND REGULAR COMMUNICATION

Open and honest communication is always encouraged. If you have a particular concern regarding your child, please consult with your child's lead teacher. If the situation is of a more complex nature, or a family/home situation arises that may affect your child's social or emotional behavior, please notify your child's teachers so

they can support your child as needed. You may schedule an appointment with the lead teacher to discuss any concerns you may have.

The Director will address any concerns not resolved by the teacher. Conferences including parents, teacher, Director, and Principal are also available if requested.

Each family will be given a school packet. This packet will contain information related to the preschool program. Ex. – Handbook, schedule, calendar, etc. Each family is required to sign the signature page of the SFdA Handbook to indicate that they have read and understand the information contained within.

We will make sure you are up to date on what we are doing in class by sending out preschool newsletters. Newsletters and other information will be sent home on a regular basis in the student's school folder. New information will be placed in it and any items that need to be returned to the school should be returned in the school folder. These folders will go home as needed.

Lesson Plans with objectives are posted inside and outside of the classroom for referral.

Photos and videos of activities completed in the classroom can be viewed on our private PS/PK communication app, which will also be used for quick notices and reminders.

The school office will send the "SFdA all-school" mail home via email. Please read the all-school mail. This mail will also have information that applies to the preschool. The school/parish website will also have up-to-date information. The website address is: sfdaparish.org

FACTS ALERT SYSTEM

This system is a web-based school-to-home communication service used for routine and emergency situations such as late start times or school closure due to the weather. Parents/guardians choose how they wish to be contacted; cell phone, work or home phone in addition to email. Families may add contact information for other caretakers of their children, such as grandparents or extended family members. The system was set in place so that, if there were an emergency or school closing, our telephone lines could remain open for communication with emergency personnel while expediting communication with parents/caregivers/guardians. Once the alert has been given, listen to the message for information and instructions.

SNOW/SCHOOL CLOSURE

Our school currently uses the FACTS Alert System and the school website to notify families of closures (snow days or snow delays), emergencies and important announcements. Another source of information, in reference to snow days or snow delays, will be the FUSD website. Our school generally follows the Flagstaff Unified School District's decision on closures and delays. A two-hour delay means that the school and preschool will open at 9:30 a.m.

Please keep all your contact information up to date. You can verify and change the contact information using the FACTS (Parents Web) link on the school homepage: sfdaschool.org. If we are unable to reach you or your

emergency contacts during an emergency or for other dismissal reasons, we will call the police department or Department of Child Safety.

HEALTH AND SAFETY

IMMUNIZATIONS

Per the Diocese of Phoenix and the State of Arizona, we DO NOT accept Personal OR Religious Belief Immunization exemptions at the preschool or pre-kindergarten level. The only Immunization Exemption this is accepted at the preschool or pre-kindergarten level is a **Medical** Exemption which must be signed by a local practicing physician.

Each child will receive an Emergency, Information, and Immunization Record form. This must be filled out and returned BEFORE your child may be admitted to school and is part of the registration packet. You must list two emergency contacts on this form. This is an Arizona Department of Health requirement. Please bring a copy of your child's immunization record for us to keep in your student's file.

ILLNESS

If your child shows signs of illness or is unable to fully participate in daily activities including outdoor play, please keep your child home. If your child has a temperature above normal, the child must be kept at home until the temperature has remained normal (98.6°) for at least 24 hours. Also, if your child has been vomiting or has diarrhea, they must be kept home for 24 hours after the last episode. The preschool should be notified if your child is ill.

If your child develops a fever of 100.4° or higher, you will be called to pick up your child.

LICE

Children are not allowed into the classroom with head lice. If head lice are discovered in one child, the entire preschool will be checked. Children with head lice will be sent home immediately. Preschool families will be notified of the occurrence of head lice in the classroom. This preschool does have a no nit policy.

WELLNESS POLICY

San Francisco de Asís Catholic Preschool and the Catholic schools of the Diocese of Phoenix is committed to providing a preschool environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating habits and physical activities.

PHYSICAL ACTIVITY

Staff members and childcare providers encourage both moderate and vigorous levels of physical activity. Every child has the opportunity to participate in both outdoor and indoor physical activity. Children are encouraged to be active throughout the day by exploring their environment. Sedentary activity is limited to a

developmentally appropriate time, except during nap time. Physical activity is never used or withheld as punishment.

Fresh air and active outdoor play are necessary for learning and development. **We will have active outdoor time daily during all seasons, weather permitting. Please send your child with appropriate outdoor clothing and outerwear every day.**

SUN SAFETY/SKIN PROTECTION

We ask that parents apply sunscreen to their children prior to arriving to school. Parents may provide a hat, lip balm, sunglasses, and clothing that cover children's arms and legs, such as pants and a long sleeve shirt, for outdoor activity.

HEALTH SCREENINGS

Formal health screenings will be completed once a year. These screenings may include dental, vision, hearing and height/weight. Classroom staff observe children throughout the year for developmental and health concerns. This information is communicated to the families/caregiver along with any necessary referrals.

ORAL HEALTH

Our program provides oral health education and implements a tooth brushing program, when possible, according to age and developmentally appropriate guidelines found on theempowerpack.org website.

MEDICATION ADMINISTRATION

The staff will not administer any medications, prescriptions or over the counter, to a child enrolled in preschool. The only exception to this are rescue medications such as treatment for an asthma attack or the use of an Epi-Pen for a severe allergic reaction.

EMERGENCY MEDICAL PROCEDURES

In the event a child is injured or becomes ill at school, parents/guardians will be contacted. If a parent/guardian cannot be contacted, those listed as emergency contacts will then be called.

If a child suffers a medical emergency, a member of the preschool staff will call 911 and the child will be transported to Flagstaff Medical Center as determined by the emergency personnel. Parents/guardians will be contacted immediately.

If a child is ill, we will call the parent and request the child be picked up. Parents will be notified in writing of exposure to any communicable disease or infestation.

If your child receives a small injury, we will clean the injury, apply a Band-Aid if needed, and give your child a lot of TLC. You will also receive a parent communication letter, phone call, or in-person notification explaining the incident.

FIRE DRILLS

Fire drills are scheduled monthly to teach students the safest, quickest route to exit from the school building. Students are taught the correct procedures when exiting the building. After the fire drill, students wait until their teacher directs them to return to the classroom.

CRISIS PLAN / DRILLS

The school has a crisis plan in place. Crisis drills are conducted twice a year. Normally there are "lock down" drills but may also involve evacuation to a safe area. In the event of a true emergency, parents will be notified by our FACTS Alert System. In case of an evacuation, we will exit the building to a pre-determined safe location. Parents/guardians are advised to keep their contact information current. All staff members and teachers are trained for their specific role in our Crisis Management Plan. Classrooms are equipped with emergency materials to ensure the safety of everyone.

SAFE ENVIRONMENT TRAINING

All school parents, volunteers and employees that come in direct contact with students are required to complete Safe Environment Training as required by The Diocese of Phoenix. Instructions for completion will be provided. Anyone who does not complete the training will not be allowed to participate in activities involving students, in the classroom, or on field trips.

ASHLine

In our efforts to protect the health of our children, their parents, and our staff members, our facility does not allow smoking on the school property and refers staff members and parents to the Arizona Smokers' Helpline (ASHLine) 1-800-556-6222 to speak with a "quit coach."

SUSPECTED OR ALLEGED CHILD ABUSE OR NEGLECT

All staff members are mandatory reporters based on abuse or neglect. Staff must report and document all suspected or alleged cases of child abuse or neglect to Department of Child Safety, a local law enforcement agency, and Diocese of Phoenix.

PESTICIDES

A pesticide notice will be posted on the door of the school entrance as well as on the bulletin board 48 hours prior to spraying.

EDUCATION

CURRICULUM

Our lesson plans may include pre-designed curriculum for religion and social/emotional skills as well as other areas as needed.

We explore and study various topics on a weekly or monthly basis throughout the year. The topics and any other curricula are integrated in the classroom and meet State and Diocesan requirements with core curriculum in all areas including language, cognitive, math, science, social/emotional, social studies, literacy and physical, health and safety.

With the addition of art, music, dramatic play and sensory/physical experiences, children are exposed to curricula which provide them with the opportunity to develop to their full potential.

We take 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 growth and education of each child at their own developmental pace.

A combination of teacher-directed and child-selected activities are offered within our daily schedule. Please note that hands-on learning activities do not always result in papers or projects being brought home daily.

Each student is continually assessed informally and challenged individually to encourage growth in needed areas.

To enhance the studies that we explore throughout the school year (for example, community helpers, firefighters, healthy bodies, etc.) we would like to invite special visitors to come and talk to the children about their profession or hobby. If you would like to be a visitor, or know of someone, please talk to your child's teacher. This would be fun for everyone involved and a wonderful opportunity for obtaining SPIRIT hours.

ACADEMIC PROGRESS AND CONFERENCES

San Francisco de Asís Catholic Preschool completes comprehensive developmental and academic assessments for each student. Formal developmental/academic assessments are completed three times a year and are based on inconspicuous play-based assessments conducted throughout the normally scheduled lessons and activities.

We will also be using Ages and Stages questionnaires as part of our comprehensive developmental assessment program.

Assessments are based on work samples, anecdotal notes, observations of social interactions and physical activities, as well as parent reports. Parent/teacher conferences based upon these assessments are conducted at least twice per year and as requested by parents or deemed necessary by the lead teacher or parent/guardian.

Students that start in January will go through one assessment cycle and will have one parent/teacher conference.

All families will receive a portfolio of their students work collected throughout the year.

Parents may observe their child at any time, but parents are asked never to interrupt the teacher during class. Teachers are eager to keep you updated on your child's progress but want to do so in a meaningful setting with comprehensive information.

RELIGIOUS EDUCATION AND PRAYER

We believe that a child's faith formation begins with their family and primary caregivers. Students at San Francisco de Asís receive daily instruction in their Catholic faith to develop an understanding and respect for their Christian commitment.

With the help of approved programs, attending weekly mass as a school and parish community and our own faith commitment, it is our goal to help our students understand their responsibilities and their beliefs, to grow in their faith and live their lives as joyful and enlightened Christians. Our teachers are assisted by our pastor and priests, who visit the classrooms and collaborate with teachers and students.

All lead teachers are either pursuing or have earned their ministry formation certification which is renewed on a three-year basis.

Instruction in and practice of various kinds of prayer is seen as an important and essential part of the training at San Francisco de Asís. Students begin and end each day with a prayer, and prayer is integrated into meaningful moments during the day. They are also encouraged to develop a life of prayer and personal devotion to support them in the future.

VOLUNTEERING

SPIRIT HOURS

San Francisco de Asís Catholic School hopes to involve parents actively in the school, in the education of their children, and at the same time form a partnership among parents and staff for the benefit of the children. Serving others is part of our Catholic faith.

The SPIRIT program is designed to formalize our volunteer program. SPIRIT stands for School Parents Investing Resources, Insight and Time.

Parents need to be sure to keep their hours of service updated by logging them into our volunteer website. Go to the school website – sfdaschool.org and click on the FACTS (ParentsWeb) link on the page.

SPIRIT hours are an obligation of every San Francisco de Asís Catholic School family, including preschool families. Please discuss ways this can be met with classroom and office staff.

The SPIRIT program requires 30 hours. The first 15 hours need to be completed and logged in the first semester and the second 15 hours in the second semester. Families are welcomed and encouraged to choose more than one commitment area. Opportunities will be filled on a first-come first-served basis. Some ideas for SPIRIT hour work are: Volunteer with our parent/teacher group (PTG), help in the lunchroom, at recess, maintenance of school grounds and building, and preparing projects at home.

SCHOOL AND CLASS HELP

San Francisco de Asís Catholic School welcomes and relies upon volunteers to help provide many services to our children. Please be aware that we are unable to accommodate non-enrolled children during classroom/instruction time should you wish to assist in the classroom regularly. Non-enrolled children are welcome to accompany you during field trips. However, you must always supervise them. We cannot be responsible for the safety of non-enrolled children.

Our volunteers include parents, members of our parish, and members of our community. All volunteers must sign in at the main office. The volunteer will also sign-in/out in the class adult attendance folder that is in the classroom.

Please feel free to volunteer to help in the classroom if your child can emotionally handle the family member's presence or goodbye when it is time to leave.

Volunteer time should be scheduled ahead of time because when the teacher knows you are coming, they are able to plan accordingly and make the best use of your time. Be sure and ask the preschool staff if you are interested. You must complete the Safe Environment Training before you may volunteer.

Volunteer guidelines - All preschool volunteers are expected to do the following:

- Mandatory completion of Safe Environment Training (In person foundation class and annual renewal classes as needed.)
- Obtain permission from the teacher for a day and time to volunteer so that we can make the best use of your time.
- Check in and out at the main office
- Sign in/out in the classroom
- Ask the teacher for specific directions/plans for the day
- Wash hands before working in a classroom
- Wear gloves when handling food
- Maintain the utmost level of confidentiality and professionalism while in the classroom and on the school grounds. This is especially important if one becomes privy to information or situations pertaining to a preschool child or preschool family.

I have read and I understand the 2026/27 Preschool Handbook:

Parent Signature

Parent Signature

