

# ST. MARY-BASHA CATHOLIC PRESCHOOL HANDBOOK 2025 - 2026



**St. Mary-Basha Catholic School**  
200 West Galveston Street  
Chandler, Arizona 85225

**Telephone: (480) 963-4951**  
**Website: [www.stmarybashacatholic.org](http://www.stmarybashacatholic.org)**



This handbook contains the policies, procedures, and regulations of the Diocese of Phoenix and St. Mary-Basha Catholic School. It is important that all parents/guardians and students read and understand the contents of the St. Mary-Basha Catholic School Preschool Handbook and the St. Mary-Basha Catholic School Family Handbook. Following the procedures presented in these handbooks is an integral part of the St. Mary-Basha Catholic School's successful and safe operation.

**This handbook may be amended and/or  
modified at the discretion of administration.**

### **MISSION STATEMENT**

**St. Mary-Basha Catholic School is dedicated to promoting academic achievement while preparing the student for a life that will positively impact the community through principles rooted in the Gospel and in the teachings of the Catholic Church.**

### **PHILOSOPHY**

**St. Mary-Basha Catholic School is dedicated to the education of the whole child as a Catholic and as a citizen. The mutual cooperation of the home, Church, school, and community, ensures an atmosphere in which each student is provided the opportunity to develop unique gifts in order to build a life based on the Gospel of Jesus Christ.**

## **Absences**

Please contact the child's teacher and/or preschool director to report an absence.

## **Admission/Withdrawal**

Enrollment of new students to St. Mary-Basha Catholic Preschool is ongoing as space permits. New student applications open in January for the following school year. The application process, interview, enrollment process, and final acceptance continues from February through May.

Students are admitted at the discretion of the administration, with preference given to siblings of current students, parishioners of St. Mary/St. Juan Diego Churches, and active Catholics from other parishes.

New students can apply for admission to St. Mary-Basha Catholic Preschool by following these steps:

1. complete online application process
2. schedule and complete interview with administration
3. complete online enrollment process within 7 days of offer of admission

Application requirements (online):

- Application Form
- Birth Certificate
- Official and Updated Immunization Record
- Bathroom Readiness Acknowledgement
- School and/or Doctor documentation (IEP, 504, SSP, medical diagnosis, etc.), if applicable
- Custody papers, if applicable
- Registration fee, \$37 per application, per child

Enrollment requirements (online):

- Enrollment Form
- Certificate of Baptism (must include address of parish)
- Tuition Agreement
- Fundraising and Eagle Hours Agreement
- Field Trip Authorization
- Handbook Acknowledgement
- Arizona Department of Health Form – *hard copy that must be submitted to the preschool director*
- Photo/Publicity Release Form – *hard copy that must be submitted to the office*
- Enrollment fee, \$225 per family

St. Mary-Basha Catholic Preschool does not discriminate on the basis of race, sex, national origin, age, and/or physical/academic handicap, as long as proper assistance can be made for the student's benefit. St. Mary-Basha Catholic Preschool may offer services to diversified learners when possible and within available resources.

Student withdrawal must be made known in writing. A mandatory exit-interview with administration may be scheduled. An official Withdrawal Form must be submitted to the office. Mid-year withdrawal of students results in the loss of the current month's tuition. Families who have pre-paid full tuition shall be refunded the amount paid, less a prorated amount for the months attended (full or partial). All financial obligations must be fulfilled, including outstanding tuition, family fundraising balance, or any other expenses due.

### **Age Requirements/Classes and Hours/Tuition Rates**

St. Mary-Basha Catholic Preschool accepts students under the age of five in conformance with licensing regulations.

| <b>Class</b>                                     | <b>Class Schedule</b>                                            | <b>Tuition Rate</b>              |
|--------------------------------------------------|------------------------------------------------------------------|----------------------------------|
| <b>Pre-K Full Day*</b><br>4 or 5 years by 9/1/25 | <b>Monday - Friday</b><br>Full Day (M-Th 8:00-3:00, F 8:00-1:45) | <b>\$8,450.00</b><br>\$845/month |
| <b>Pre-K Half Day*</b><br>4 or 5 years by 9/1/25 | <b>Monday - Friday</b><br>Half Day (8:00-11:45)                  | <b>\$7,270.00</b><br>\$727/month |

\*Pre-K classes are **only** for students entering Kindergarten in the following school year.

### **Arrival**

Morning drop-off is between 7:45 and 8:05 a.m. Class begins at 8:05 a.m. For the safety of all children, park only in designated parking spots and walk the child to class each morning.

It is required by the Arizona Department of Health Services that any person designated to sign in as a child must write legal first and last name and be at least 18 years of age. The sign-in book is located near the classroom door.

The Pre-K playground is open at 7:30 a.m. each morning for early drop-off. All children must be signed in and walked to the playground by parent/guardian. There will be teacher supervision of morning recess.

### **After School Care**

Innovation Learning is a state-licensed program contracted to provide onsite after school care from dismissal to 6:00 p.m. As a precautionary measure, all families must register with Innovation Learning. Families will be billed \$15 through FACTS SIS for registration. After being billed, families must register through Innovation Learning's online platform at <https://www.ezchildtrack.com/innovationlearning/parent/>. Pre-registration with Innovation Learning is required for a student to attend. The program offers both weekly and flexible (drop-in) scheduling.

### **Backpacks/Snacks/Lunches/Water bottles**

Children must come to school with a backpack, snack, lunch (lunch for full-day students only) and water bottle. All personal items must be labeled with the child's name. Water bottles must contain only water

### **Bathroom Readiness**

The St. Mary-Basha Catholic Preschool has a policy regarding bathroom readiness. In order to comply with Arizona state licensing, students must be fully potty-trained prior to attending preschool. St. Mary-Basha Catholic Preschool expects parent/guardian cooperation with regard to bathroom readiness. It is in the best interest of the children to be fully potty-trained prior to preschool attendance. Children who are unable to use the bathroom independently do not display the emotional or physical maturity to be successful in this program. \*Please refer to the St. Mary-Basha Catholic Preschool Bathroom Readiness Policy (addendum).

### **Birthdays**

The privilege of non-uniform dress is allowed on a student's birthday. Students must conform to the non-uniform policy. No food treats are allowed at school. No party invitations or thank-you notes may be distributed on school grounds before, during, or after school. No deliveries are accepted for students.

Summer birthdays are celebrated during the school year:

June birthdays are celebrated in December.

July birthdays are celebrated in January.

August birthdays are celebrated in February.

Saturday birthdays are celebrated on Friday.

Sunday birthdays are celebrated on Monday.

Parents/Guardians have the opportunity to purchase a birthday message for display on the school marquee. Order forms are available in the school office.

### **Catholic Identity**

Catholic Identity is woven into each aspect of the school day. Students are encouraged to actively practice faith daily. The school day begins and ends with prayer. Prayer is said before snack/lunch. The children will be introduced to: the Sign of the Cross, Our Father, Hail Mary, Grace Before Meals, and the Peace Prayer. The school follows the Diocese of Phoenix Religion Curriculum which also meets the requirements of the United States Conference of Catholic Bishops. Students are introduced to Bible stories, lives of saints, Catholic values, liturgical seasons, and important holy days. The classroom displays various religious articles including books and sacramentals.

### **Communication**

St. Mary-Basha Catholic Preschool will send communication by email. Additionally, please check the parent bulletin board for other communication and postings, as well as the school website.

St. Mary-Basha Catholic Preschool personnel welcome and respect parent/guardian input regarding school matters. Parent/Guardian concerns should first be addressed with the teacher. If further attention is required, parents/guardians may contact the director for resolution. If the director's decision is questioned, parents/guardians may have recourse to the school administration.

School personnel are not obligated to address any issues made known through anonymous letters, emails, phone calls, or any other means of anonymous communication. Social media is not a proper channel for disparaging remarks or complaints against the preschool or teachers.

### **Conferences**

Mandatory parent/teacher conferences take place at the end of the first trimester. Additional conferences may be scheduled as needed. Always feel free to speak with the teacher before or after class time.

### **Contact Information**

It is the obligation of the parents/guardians to inform the school office within one school day of any change in address, phone, email, emergency contact, or persons authorized to pick-up the child.

### **Curriculum/Program**

St. Mary-Basha Catholic Preschool is a Christ-centered, play-based learning environment. Children will develop math, science, language, social, spiritual, and emotional skills through a wide variety of activities. The school employs caring and professionally-trained staff and, in partnership with the family, are dedicated to teaching the skills each child needs to be successful in kindergarten. St. Mary-Basha Catholic Preschool embraces the developmental philosophy of learning, which respects each child as a unique individual, and supports the knowledge that young children learn best through play and hands-on experiences.

Daily classroom activities are planned to maintain a balance between:

- child-directed & teacher-directed activities
- structure & flexibility
- group needs & individual needs
- children's interests & curriculum parameters
- Activities offered:
  - Prayer
  - Mathematics
  - Phonemic awareness
  - Creative arts
  - Blocks
  - Dramatic play
  - Sensory materials
  - Manipulatives
  - Science
  - Literature
  - Circle time
  - Music & movement
  - Outdoor play

A daily schedule is posted in each classroom.

### **Discipline**

The St. Mary-Basha Catholic School Administration, Preschool Director, teachers, and staff are committed to maintaining a safe and cooperative environment.

Discipline is an aspect of guidance and is necessary to foster:

- An environment in which religious and moral values are instilled and upheld
- The development of character and discipleship
- A preschool program conducive to the educational process

Discipline is effective when it:

- Promotes cooperation and respect among students, teachers, parents/guardians, and administration
- Helps children become self-directed

The staff expresses appropriate respect and affection for the children and models positive social interaction and expression of feelings. Several techniques are implemented to help children internalize rules and become self-directed:

- Offer choices
- Encourage problem solving
- Provide natural and logical consequences
- Ignore behavior
- Redirect
- Provide a cooling-off period

Parents/Guardians are expected to support the decisions of the staff and recognize that disciplinary action involves the exercise of judgment. Situations may arise in which the staff may restrain, redirect, escort, or otherwise use physical contact as is reasonable or appropriate, to prevent a student from causing personal injury, injury to others, damage of property, or significant disruption of the learning environment.

## **Dismissal Times**

Full day dismissal is Monday-Thursday at 3:00 p.m., Friday at 1:45 p.m.

Half day dismissal is 11:45 a.m.

Please see the school calendar for scheduled half-day dismissal dates.

For the safety of all children, park only in the north lot in designated parking spots and walk to the child's classroom for sign-out. It is required by the Arizona Department of Health Services that any person designated to sign out a child must write legal first and last name and be at least 18 years of age. The sign-out book is located near the classroom door. Students will only be released to pre-authorized individuals.

Students not picked up 20 minutes after dismissal are taken to the Innovation Learning Program. Innovation Learning is a state-licensed program contracted to provide onsite after school care from 3:00 to 6:00 p.m. As a precautionary measure, all families must register with Innovation Learning. Families will be billed \$15 through FACTS Tuition Management accounts for registration. After being billed, families must register through Innovation Learning at <https://www.ezchildtrack.com/innovationlearning/parent/>. Pre-registration with Innovation Learning is required for a student to attend. The program offers both weekly and flexible (drop-in) scheduling.

## **Field Trips**

Off-campus field trips will have an educational or cultural value that coordinates with preschool objectives. Signed permission forms must be returned to the preschool director. Transportation must be provided by parents/guardians.

On-campus field trips (to the church, atrium, etc.) require a signed permission form that must be returned to the preschool director.

## **Illness Policy**

Parents/Guardians are responsible for keeping a child home when any signs of illness (fever, vomiting, red or inflamed eyes, skin rash, diarrhea, and upper respiratory illness) are shown. Parents/Guardians must report any contagious illness (pink eye, lice, confirmed flu, strep throat, etc.) or communicable disease to the preschool director.

St. Mary-Basha Catholic Preschool will only administer over-the-counter or prescription medication at school when proper paperwork is on file.

**Fever:** Any child with a temperature of 100 degrees and higher (or 99.5 with symptoms of illness) will be sent home. The child is to remain at home until the temperature is normal for 24 hours without fever reducing medications.

**Vomiting:** Any child who vomits at school will be sent home. The child must remain at home until the vomiting has stopped for 24 hours. Do not send a child to school that has vomited in the night or in the morning.

**Diarrhea:** Any child who has diarrhea will be sent home. The child must remain at home until diarrhea-free for 24 hours.

**Pink Eye:** Any child with conjunctivitis (pink eye) should remain at home for 24 hours after treatment has been initiated by a doctor and signs and symptoms are greatly reduced.

**Strep Throat:** Any child with strep throat must be treated with antibiotics for a minimum of 24 hours and fever-free before returning to school.

**Lice:** Any child known to have head lice/nits must remain at home until head lice/nits are completely removed. Children with head lice/nits will be sent home immediately. \*Please refer to the St. Mary-Basha Catholic Preschool No Head Lice/Nit Policy (addendum).

## **Immunizations**

Arizona law requires that up-to-date immunization records or medical exemption forms for all students be on file with the preschool director prior to school attendance. Immunization records must also be updated as each booster dose is administered. Any student without required immunizations will be excluded from school if there are exposure risks (this exclusion could be several weeks). (A.R.S. 15-871-874)

## **Injury**

In the event of a serious injury, the child will be taken to the health office. Parents/Guardians will be notified immediately and emergency responders notified. Minor injuries may be treated with a Band-Aid, ice application, or rest/observation. All injuries will be documented and parents/guardians will be informed.

## **Insurance**

St. Mary-Basha Catholic Preschool carries liability insurance as required by licensing regulation #R9-5-308 and is available for review with the preschool director.

The Catholic Mutual Relief Society of America  
10843 Old Mill Rd.  
Omaha, NE 68154

## **Licensing**

St. Mary-Basha Catholic Preschool is regulated by the Arizona Department of Health Services. Inspection reports are available for review with the preschool director.

The Arizona Department of Health Services  
Office of Child Care Licensing  
150 N. 18th Ave., Suite 400  
Phoenix, AZ 85007  
602-364-2539

## **Parents As Partners**

St. Mary-Basha Catholic Preschool recognizes parents as the primary educators. Opportunities for parents/guardians to participate in the education of the children are provided. For young children, parent involvement demonstrates that education and school experiences are valued. In partnership with the pastor, administrators, and teachers, it is expected that parents/guardians support the efforts of the school with regard to grading/behavior/discipline/attendance. Families may be required to withdraw if a breach occurs in the partnership with the school.

St. Mary-Basha Catholic School expects parent/guardian attendance at a limited number of events throughout the school year. These events are designed to deepen parent/guardian connections with the child(ren)'s education and the school community as a whole. These mandatory events include: Parent Night, Parent/Teacher Conferences, and the Principal's Report. Attendance at these events is required and a \$50 fee will be automatically charged to FACTS Tuition Management accounts for each missed event.

## **Pesticide**

The preschool grounds will be sprayed with pesticides monthly. Notice will be posted on the parent bulletin board.

## **Pictures**

A photographer will take a class picture and individual photographs of each student in the fall of the school year. A basic package of photos will be provided. Additional photos may be purchased. School uniforms must be worn for fall pictures. A photographer will take individual photographs of each student in the spring of the school year. These photos are available for purchase. Students may be in non-uniform clothing for spring pictures.

Teachers will frequently take photos of the children at work and play for various marketing purposes and projects.

The Photo Publicity Release Form must be signed in order for pictures to be taken and for student pictures to appear in the school yearbook.

## **Progress Reports**

Pre-K students will receive progress reports three times per school year. Progress reports are provided to ensure kindergarten preparedness and skill and curriculum alignment.

## **Safe Environment**

The Diocesan Policy and Procedure for the Protection of Minors requires volunteers, including parents/guardians, to attend Safe Environment Training yearly. Safe Environment Training is due for renewal every year on July 1 and expires the following year on June 30. Parents/Guardians may not serve as volunteers in any capacity until training and annual renewal certification has been completed.

## **Safety/Emergency/Critical Incident Management**

Student safety is a priority. Every exterior door is alarmed. All exterior doors remain locked at all times. Additionally, the school has a crisis plan in place. In the event of an emergency, parents/guardians will be contacted by the school either by phone or email. Fire and evacuation drills are practiced to ensure student safety. Drill dates are recorded.

### **Fire Drill**

Fire drills are scheduled monthly. Students are expected to:

- Follow teacher directions.
- Line up immediately for exit.
- Walk quietly to the designated area.

### **Lock Down Drill**

Lock down procedures are practiced throughout the school year. Students are expected to:

- Follow teacher directions.
- Go immediately to the designated space in the classroom.
- Stay quiet in the designated area until further directions are given.
- Teachers will keep children calm, talking through the process, until the drill is complete.

## **Sunscreen**

If sunscreen is needed, it should be applied before school. Preschool staff will not apply sunscreen.

## **Transportation**

All transportation will be provided by parents/guardians to/from school and for any field trip/off-campus event.

## **Uniform**

Parents/Guardians are expected to cooperate in monitoring the child's daily attire. It is the responsibility of parents/guardians to make sure students are wearing the required, proper, and clean school uniform. Students are to arrive at, continue to be in, and leave from school in proper uniform. Teachers and staff check to make sure each student is in uniform. If a student is in violation of the dress code in a manner that is not readily correctable, the parent/guardian is contacted and asked to either correct the situation or remove the student from campus. Students are expected to follow uniform code based on gender at birth.

### **Pre-K Classroom Uniform**

- St. Mary-Basha Catholic School blue Pre-Kindergarten T-shirt with school logo
- Navy blue uniform-style bottoms (pants, shorts, skorts - no jumpers) from any vendor or store, length must be past fingertips
- Official uniform plaid skort (no jumpers), length must be past fingertips

### **Pre-K Uniform Rules**

- Only outerwear (sweatshirts, zip-ups, hoodies, jackets, coats) with school logo is allowed.
- Shirts must be tucked in all the way around at all times.
- Socks must be solid, (logo or stripe is permitted) matching navy, white, black, or gray and must be two inches above the highest point of the shoe and below the knee.
- Tights must be solid navy, black, or gray (not white) and in good condition. No leggings may be worn.
- Shoes must be flat, with a closed toe, a closed heel, and tied/secured (laces must remain in shoes). No slippers, boots, or shoes higher than a standard athletic high-top may be worn. No outlandish shoe styles may be worn, such as: lights, ears, large bows, wheels, or excessive colors or patterns.
- Other outerwear (scarves, hats, etc.) must be solid navy, white, black, or gray, worn correctly, outdoors only.
- Hair is to be neat and well-groomed at all times. Hair must be natural in color. No elaborate, outlandish, or distracting hairstyles are permitted (includes excessively spiked or tall, shaved patterns, extreme contrasting length styles). Hair must be cut and worn above the eyebrows. Hair must not cover eyes. Boys' hair must be off the collar and above ears.
- Hair accessories are limited to school colors (navy, white, black, or gray) and must be small in size.
- Make-up is not allowed. This includes stickers, tattoos, pen/marker, face paint, glitter, nail polish, etc.
- No jewelry may be worn, except girls may wear one stud/post earring, per earlobe (earrings may not hang below the earlobe). One standard (non-smart) watch may be worn.
- Undershirts must be solid white and short-sleeved. No visible undershirts at any time.
- No tight, oversized, torn, tattered, sagging, or ill-fitting clothing is permitted.

Please keep in mind that children are attending a pre-kindergarten program. The curriculum focuses on teaching children through creative play. Children will be using paint and clay, exploring nature, and doing other hands-on activities. It will get messy. Please understand that children will likely get uniform clothing dirty. Additionally, children should be able to manage clothing independently for bathroom use.

## **Volunteers**

Parents/Guardians are welcome to visit and/or volunteer in the classroom. Volunteer opportunities include Atrium, reading in the classroom, and helping during special events. Parents/Guardians may not serve as volunteers in any capacity until Safe Environment Training and/or Renewal has been completed.

**This handbook may be amended and/or disciplinary action modified at the discretion of administration.**

### **St. Mary-Basha Catholic Preschool Bathroom Readiness Policy**

The St. Mary-Basha Catholic Preschool has a policy regarding bathroom readiness. In order to comply with Arizona state licensing, students must be fully potty trained prior to attending Pre-Kindergarten. St. Mary-Basha Catholic Preschool expects parent cooperation with regard to bathroom readiness.

It is in the best interest of the children to be fully potty trained prior to preschool attendance. Children who are unable to use the bathroom independently do not display the emotional or physical maturity to be successful in this program.

St. Mary-Basha Catholic Preschool has outlined the following expectations:

- The child will tell a teacher when needing to use the bathroom.
- The child will pull down/up underwear and other clothing when using the bathroom. (No Pull-Ups allowed)
- The child will wipe themselves.
- The child will wash hands correctly.
- The child will use the bathroom properly.
- The child will not have consistent accidents.

**In the event a student has four accidents within a 30 day period, an action plan will be put into place. St. Mary-Basha Catholic Preschool reserves the right to withdraw any student who does not display bathroom readiness.**

### **St. Mary-Basha Catholic Preschool No Head Lice/Nit Policy**

Head lice are a common occurrence among young children. Head lice spread from person to person by direct contact with hair or by sharing items such as hats, brushes, etc. Lice do not carry disease or illness. St. Mary-Basha Catholic Preschool has a No Head Lice/Nit Policy. This means that all lice and nits must be completely removed before the child may return to school.

When a case of head lice/nits is found, St. Mary-Basha Catholic Preschool will:

- Call/notify parents/guardians. The child will be ready for pick-up.
- Distribute school policies and procedures, as well as relevant information for the control, detection, and treatment of head lice/nits.
- Respect the privacy and dignity of each child/family.
- Inspect the child's hair prior to allowing the child to return to school.

To help control head lice, parents/guardians with children at St. Mary-Basha Catholic Preschool will:

- Regularly inspect the child(ren)'s hair to detect head lice/nits.
- Notify the school if the child has head lice/nits.
- Comply with school expectations regarding the treatment of head lice/nits.
- Take responsibility for detecting and treating head lice.

Once the school becomes aware of a case of head lice in a class, all families will be notified in writing. The parents/guardians are responsible for taking effective action to determine whether the child is infected. Reminder letters will be sent home if the infestation continues. A united approach between home and school will help manage head lice infestation.