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Saintraphaelpreschool.com

Saints Class (Pre-K) ~ Opened August 2004
Angels Class ~ Opened August 2009



Parent Handbook and Admissions Agreement

TABLE OF CONTENTS:

Mission Statement:	3
Philosophy:	3
Admissions Policy:	3
Communication:	4
Tuition and Fees:	4
Curriculum:	5
Staff:	5
Sign-In/Sign-Out Procedure:	5
Arrival/Departure and Extended Care:	6
Parking:	7
Discipline:	7
Code of Christian Conduct:	8
Non-Harassment Policy:	8
Food, Beverages, Snacks, Lunch:	9
Health and Safety:	9
Emergency Information:	11
Emergency Preparedness:	11
Parent Participation:	12
Birthdays:	14
Suggested Birthday Treats:	14
Classroom Holiday Parties:	14
Uniforms, Clothing and Belongings:	15
Cell Phones:	16
Photo Release:	16
Tobacco:	16
Toys From Home:	16
Tax ID#:	16

MISSION STATEMENT:

Saint Raphael Preschool, rooted in the Dominican tradition, is committed to partnering with parents in the spiritual, physical, emotional, psychological, academic, and intellectual development of young children. The Preschool provides a safe environment where children can further their awareness of God's love and creation through informal and formal interaction with adults and other children. The Preschool supports the growth of the whole child by offering a variety of opportunities to each child.

PHILOSOPHY:

The staff of Saint Raphael Preschool recognizes that parents/legal guardians are the primary educators of their children and that we are here to assist them in that task.

(All future references to "parent(s)" also refer to the legal guardian(s) of the child.)

Saint Raphael Preschool is a State-licensed program of Saint Raphael Catholic Church which is owned and operated by The Roman Catholic Archdiocese of San Francisco, a Corporation Sole. The Corporation Sole is a California non-profit religious corporation. Our Preschool is under the leadership of the Pastor of Saint Raphael and is located in downtown San Rafael on the campus of Saint Raphael School, which serves children in Kindergarten through Eighth Grade.

The Preschool program provides a safe, stable, and stimulating environment of fun, love, friendship, and security for children, without regard to race, gender or ethnic origin, in which children discover the joy of learning while exploring and playing safely and freely in age-appropriate activities. Mutual trust and respect are developed using qualified, nurturing teachers experienced in Early Childhood Education who value each child's individual personality. Through the structuring of this safe environment, we encourage the development of each child as the child interacts with people, ideas and materials, developing a true sense of community. Emphasis is placed on building moral values, self-esteem, problem-solving, academic readiness, and life-long skills.

ADMISSIONS POLICY:

Priority entrance is given to returning students, siblings of current students, siblings of Saint Raphael School students, and active Saint Raphael Parishioners. Thereafter, preference is given to children in order of application date. All children are then welcome as space allows, generally on a first-come, first-served basis though other factors will be considered such as parent/student interviews, observing if our preschool is the right fit for your child, past preschool references, etc.

The Preschool is licensed for 38 total children on any given day: Our Angels class consists of 3-4 year-olds, while our Saints class consists of 4-5-year-olds. All prospective students should be at least three years old as of September 1st of the year they wish to attend. Children must be 4 years old by September 1st to enter the Saint classroom. **Children with late Fall birthdays will remain in the Angel's classroom for two years. Afterward, they will transition to the Saints classroom for one year in preparation for starting kindergarten when they reach the appropriate age.**

Children enrolling in Saint Raphael Preschool need to be either fully potty-trained or nearly potty-trained. If your child is nearly potty-trained, you will need to sign a Potty Journey Agreement and pay the Potty Journey fee of **\$150.00 per month** until your child is fully potty-trained. **It is at the discretion of the Director and your child's teacher to decide whether they are fully independent in using the bathroom.** This means that your child feels the need to use the bathroom, expresses that need, and is independent when using the facilities (including wiping themselves).

The school reserves the right to exclude a child from attendance without prior notice if the child or parent is unable to comply with the school's program, its rules, and/or standard of conduct, as stated in this Parent Handbook and in the Admissions Agreement provided by the school.

COMMUNICATION:

Monthly communication will be sent out via email. Please make sure you are checking your email for anything that we may send to you about the preschool. Occasionally, when important papers need to be returned to the preschool, you will receive a red (for Angels) or blue (for Saints) folder for you to place the forms inside and return them to the school. The upper section of each child's cubby is the location where you will find these folders. It is important to check this area daily in case the folders may be placed in your child's cubby with information going home. There is a community communication bulletin board on the right side of the school entrance that will also have calendars, newsletters, and other items of interest. Also help your child check his/her cubby for **class work, sweatshirts/other clothes, lunchbox, etc. to be taken home daily**; the extra clothing and nap items in the lowest section of your child's cubby should remain.

The teachers will schedule one virtual parent-teacher conference to meet with parents during the Wintertime. Additional conferences may be scheduled at any time when requested by the parent, teacher, or Director. We also encourage scheduling a conference promptly if a concern arises.

Any notes should be sent to school in an envelope labeled with your child's name and put in the wire bin on top of the cubbies labeled: "Paperwork for Preschool Here".

PLEASE NOTIFY US IMMEDIATELY IF THERE IS ANY CHANGE IN YOUR ADDRESS, TELEPHONE NUMBER OR OTHER EMERGENCY INFORMATION.

Many changes in a child's life can affect him/her at preschool so please keep us informed regarding major or minor events in your child's life (i.e., the health of a significant person, a new sibling on the way, guests at home, sleepless night, nightmares, etc.). There is a notebook by the sign-in/out binder where you can write information for the teacher. If you wish the information to remain confidential, please simply write a note and give it to the Director or Teacher.

TUITION AND FEES:

Application Fee-(non-refundable) due upon submission of the application. This fee is not required for returning Preschool students.

Registration/Activity Fee- This fee covers the cost of required set-up, paperwork and reports, as well as student insurance for the year. It also helps offset the cost of consumable materials and supplies for the classroom. The following weekly program is offered: **5-Day Program (Monday–Friday)**

Tuition is payable online through FACTS. FACTS will automatically deduct the monthly tuition from your bank account. There is a one-time charge for this service. Please see your Financial Agreement for more details and clarification of your monthly payments. Please discuss any problem concerning tuition with the Director.

Returned checks are subject to a monetary penalty. If a check is returned by the bank, all future payments must be by cashier check, money order, or cash.

Reserved Extended Care-An additional fee per hour (in half-hour increments) A.M. and P.M.

Late Fees for After School Extended Care: If your child is picked up after our closing time, there will be **a charge of \$5.00 for every minute late**. After 3 late pick-ups, your child will be withdrawn from the preschool program.

The cost of operation remains constant and is based on full enrollment. Notification of withdrawal (for any reason at all) or changing of days attending, must be made, in writing, 30 days in advance. Tuition and

reserved Extended Care fees for those 30 days must be paid. No tuition or Extended Care refunds will be made for any part of the month that the child is present. **There will be NO tuition deductions, make-up days, or trading days available for absences, vacations, illnesses, holidays, professional development days, parent/teacher conferences, or any mandatory closures due to natural disasters (including power outages, poor air quality, etc.).**

Withdrawal Notice: In the event of a child leaving Saint Raphael Preschool (for any reason at all), notification of withdrawal or changing of days, must be made **in writing 30 days in advance**.

CURRICULUM:

Saint Raphael Preschool offers programs designed to meet the individual needs of each child, allowing each to develop at his/her rate. Incorporated into the curricula are the following: autonomy, social skills, good work habits, listening skills, participation in large and small group activities, development of gross and fine motor skills, movement and coordination, language arts, and phonemic awareness (reading readiness), Old and New Testament Bible stories, prayers, math, science, art, music, cooking, and cooperative games. Guest presenters to the classroom and/or field trips also enhance our programs. The Preschool program does not take the place of the home environment but instead enriches and expands those experiences from the home and presents new and important experiences to the child.

STAFF:

All members of our professional staff have training and experience in Early Childhood Education and meet state licensing requirements. Most of our teachers have achieved a specific level of teaching permit status granted by the California State Department of Teacher Credentialing. They also receive the required training in First Aid and CPR to maintain their certification. Our staff are loving and caring individuals who are dedicated to the principles of Catholic Preschool education.

Teachers are responsible for the following: planning, evaluating, and revising the curriculum and program as needed; being aware of the development of each child; providing stimulating materials and experiences for the children; and establishing positive relationships between the child, other classmates, the staff, adults, the church, and the home.

To support the Professional Development of our staff many teachers attend workshops, classes, and meetings that the Preschool pays all or some of the required fees for attendance; this may require a substitute for the class on such days. All substitutes are fully qualified for the duties they perform while with our preschool children.

SIGN-IN/SIGN-OUT PROCEDURE:

You must sign your child in upon arrival and sign him/her out upon departure. State licensing requires your legal name and signature as well as the time of your arrival and departure. We will use this roster for many purposes, such as fire drills, attendance, etc.

Community Care Licensing under the California Department of Social Services requires a parent/guardian, or authorized family member 18 years or older, to sign the child in and out daily. A Photo I.D. may be requested. **Initials are not accepted!**

101229.1 Sign In and Sign Out

(a) *In addition to the sign-in procedure requirement of Section 101226.1 (b), the licensee shall develop, maintain and implement a written procedure to sign the child in/out of the School that shall, at the minimum, including the following: 2w1*

(1) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.

(b) The person who brings the child to, and removes the child from, the School shall sign the child in/out.

(c) A person who removes the child from the School during the day, and returns the child to the School the same day, shall sign the child in/out.

(d) The sign-in and sign-out sheets with the signatures required by this section and by Section 101226.1 shall be kept for one month and shall be available at the center for review by the Department.

Child Care Licensing reviews our school's records during their visits, which includes the Sign-In/Sign-Out logs. If they find that the Procure logs are not completed properly, we will receive a deficiency notice. **There is a Civil Penalty of a minimum of \$150.00/day if violations are found. Should Licensing fine our school, the amount of the fine will be billed to the violating parent, so please be aware of this.**



DAILY PROCEDURES:

ARRIVAL, DEPARTURE, AND EXTENDED CARE:

Saint Raphael Preschool's calendar will for the most part follow the calendar of Saint Raphael School. There will be 180 teaching days in our school year. However, if there are mandatory school closure days (refer to your financial agreement), **NO** make-up days will be offered.

Saint Raphael Preschool's hours are: **ANGELS AND SAINTS ~ 8:30 A.M. to 1:00 P.M.** (including lunch time). **Please be prompt for both arrival and pick-up.** *It is very distracting to the children and staff when class has begun, and a child arrives tardy. It is not a good practice for the child arriving late or for the class that has already settled into the activities of the day. Similarly, please be prompt with pick-up as those children whom we know are staying for Extended Care settle into their extended-care routine.*

You must accompany your child into and out of the classroom after depositing their belongings in the appropriate cubby. The parent must notify the school (**in writing**; a phone call is not sufficient) when someone other than those named on the Emergency Information Form will pick up your child (an occasional pick-up authorization may be written in the notebook by the sign-in/out binder). All persons on the Emergency Information Form must be at least 18 years or older and be present in Marin on any school day. Photo I.D. may be requested. Even in the event of an emergency or disaster, the students will be released only to a parent or person listed on the pink Emergency Information Form.

Please note that there will be **Before School Care from 8:00-8:30 AM and After School Care from 1:00-5:30 PM. This only applies to part-time children (8:30-1:00)** . There will be an additional charge for those who attend. For staffing requirements, we ask that you sign up in advance by the month; please email the preschool to reserve.

Children in the Angels class who stay for afternoon extended care, beginning after 1 pm, have nap time for the first hour and a half of Extended Care. We have mats for the Angels; however, we request that you provide a cotton crib sheet & a thin cotton blanket. The crib sheet & blanket must fit in the bottom section of your child's cubby (labeled with their name). These items should be taken home for laundering every Friday (or on the last day of your child's school week).

Children in the Saints class that stay for afternoon extended care, beginning after 1pm, are offered a quiet time; where they listen to stories, calming music, and/or look at books independently for 15-20 minutes.

ATTENTION: One Wednesday (every other month) the Preschool is going to close at 12:00 pm for Staff Development Meetings. There will also be other days throughout the year where the preschool will close early. We will provide those specific dates at the beginning of every school year on the Preschool Calendar. Please make proper childcare arrangements for those days well ahead of time.

Extended Care at the K-8 school is not licensed to care for Preschoolers so, under no circumstances may Preschoolers be left at the K-8 Extended Care.

NOTE: We share our driveway with neighbors. Please remind the children that the gravel parking areas, plants, and flowers do not belong to the Preschool and, therefore, the children should not be in these areas. We need to respect the property of our neighbors as we would expect our property to be respected.

For the safety of all, please also have your children walk down the driveway and please do not permit them to play on the metal bars/railing outside of the preschool front doors.



PARKING:

Because our drop-off and pick-up procedures need to be coordinated with Saint Raphael School families, parents must adhere to these timelines.

In the past, we have been able to negotiate with the City of San Rafael Parking Department to allow Preschool families to park briefly (**NO LONGER THAN 15 MINUTES!**) in the passenger zone on Mission Street 8:00 A.M. to 9:00 A.M. and 1:00 P.M. to 1:30 P.M. for sign-in/out drop-off/pick-up. Be advised that parking in the Passenger Zone and leaving the car can generate a \$65.00 parking fine. Please use the parking notice enclosed in your enrollment packet on your dashboard.

Please do not park on Mission Street if you plan on staying for more than 15 minutes because you will get a \$65 fine.

If you are volunteering or need to speak with a teacher, please park in the East Yard parking lot (on 5th Avenue) between 8:30 A.M. to 2:00 P.M. If you park in the East Yard between 2:00 P.M. and 3:30 P.M. Saint Raphael School reserves the right to tow your car if it disrupts their pick-up line.

NO PARKING IS ALLOWED IN THE WEST AMERICA BANK PARKING LOT.

DISCIPLINE:

The Saint Raphael Preschool staff believes that discipline is a part of the instructional program. It is the teacher's role to lead the children to learn appropriate behaviors in a social situation. Through the teacher's guidance, the children learn to modify their behavior in positive ways to meet their needs. The teacher will establish with the class acceptable Preschool guidelines and help the children understand and practice those guidelines.

When a child is unable to follow preschool guidelines, the following procedures will be followed:

1. The teacher first reminds the child of the expected behavior.
2. If the behavior continues, the teacher will redirect the child to another activity and the parents will be notified.
3. If the behavior continues, the teacher will then meet with the child to discuss a plan to improve the behavior.
4. If the child has difficulty learning to modify his/her behavior, the teacher will call for a parent/teacher conference to create a plan to help the child learn to control the behavior appropriately.
5. Hitting, biting, spitting, swearing, kicking, pinching, and/or any such misbehavior may be cause for an immediate phone call to the parent and may require that the child be picked up immediately.
6. Counseling with an outside professional may be strongly recommended as needed (Speech therapy, Occupational therapy, play therapy, etc.).

In cases where the child's behavior is so inappropriate that other children/staff/teachers are endangered, property is destroyed, and/or the child endangers him/herself (or if it appears that Saint Raphael Preschool is just not the right fit for your child), the child may have to be dismissed from the school when such behavior continues

and/or there is no improvement. If this is the case, steps one through six may be waived at the discretion of the Director.

We take into consideration that a child may misbehave for a variety of reasons: age, health, family changes, background, etc. Our teachers are dedicated to refraining from using negative physical contact, verbally abusive language, any form of public or private humiliation, any form of emotional abuse, or corporal punishment. We do not expect that children will always like the limits set for them, but we recognize that they thrive in an environment that assures consistency and safety. We affirm the inherent dignity of each child.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS:

The student's interest in receiving a quality, morally based education can be served if students, parents, and preschool personnel work together. Normally, differences between those individuals can be resolved. In some rare instances, however, the preschool may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be the express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the Preschool. The principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook of the Preschool.

These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concern about the Preschool operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive nor is inappropriate language ever acceptable.
3. These expectations for students and parents/guardians include but are not limited to all preschool-sponsored programs or events (e.g., extended care, field trips).

The Preschool reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the preschool, (e.g., suspension of a student or suspension of a parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, and other activities).

The Preschool reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

NON-HARASSMENT POLICY:

Saint Raphael Preschool is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious priest, etc. is prohibited. The Preschool will treat allegations of harassment seriously and in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal.

Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex.



FOOD, BEVERAGES, SNACKS, AND LUNCH:

Saint Raphael Preschoolers bring their own morning and extended care beverages, snacks, and lunch in a lunch box, clearly marked with their name on each item/container; (if staying for afternoon Extended Care, each child needs to have an additional snack and beverage). Please understand that the school recognizes the role of good food habits in promoting a healthy lifelong diet; obesity is a significant factor for Marin's children. We will teach about nutrition during "eating times"; please be conscious of this as you prepare your child's food each day. **Please DO NOT send candy, gum, or other over-sugared/salted foods. Please do not send any foods in GLASS containers.** We ask that if your child's lunch needs to be kept cool you include an ice pack. Also, provide a thermos for those foods to be eaten warm. We encourage the children to be independent in eating their snacks and lunches **so please DO NOT send** "Go-Gurts," other drinkable yogurts, or fruit cups as they are difficult for the children to open/eat. We will have snack and lunch together daily. We do not allow the "sharing of food" for many reasons—one of which is that you need to know what your child has eaten during the day. Your child will bring the lunchbox home each day with his/her leftover food.

Please also **include a napkin and spoon or fork as needed.** Whenever possible, please send water in a plastic bottle with a 'sports top' which will allow your child to be more independent in drinking and they can also save some drink for later enjoyment; adequate liquid intake is essential to good health. We do not determine the sequence of the meal so be sure to discuss with your child in what order you wish the snack/lunch to be eaten. We discourage fast foods and prepackaged 'Lunchables' or similarly prepared foods in the interest of a healthy diet and positive attitudes of the other children. We ask for your cooperation in this matter.

Saint Raphael Preschool prides itself in putting the children and their health and safety first. Therefore, we continue to be a **NUT-FREE** environment. Peanuts, walnuts, almonds, hazelnuts, cashews, pistachios, pecans, and Brazil nuts are all excluded from our program. Many children have allergies to certain foods, which would prove harmful to them if shared from another's lunchbox; therefore, each classroom is "Nut Free".

If your child ate any type of peanut product prior to attending their class day, please make sure that you wash their face and hands well with soap and water before coming to school.



HEALTH AND SAFETY:

CALIFORNIA LAW REQUIRES A ONE-TIME MEDICAL EXAMINATION FORM SIGNED BY A PHYSICIAN **BEFORE** THE CHILD STARTS PRESCHOOL (LIC 701 Form).

Illness is a part of life for all of us and more so for young children with growing immune systems. We need to know of any illness/communicable disease your child may have been exposed to in order to provide a healthy environment for all children and staff.

The Preschool staff needs to be informed if your child has been given any medications in the previous 24 hours. **NOTE: Under NO CIRCUMSTANCES should any MEDICATIONS be LEFT IN THE CHILD'S CUBBY!**

Parents are asked to keep their children home when they have one or more of the following symptoms:

- A fever of 100.0 degrees F or above.
- Runny nose, sneezing, and/or any flu-like symptoms.
- Two diarrheas in one day or an incidence of vomiting.
- Eyes that are pink, watery, and/or have mucus.
- Unidentified rash or stomachache.
- Coughing or difficulty in breathing.

- Listlessness: inability to participate in activities.
- Earache or ear drainage.
- Lice (highly contagious; treatment required; child excluded from class with live lice/eggs/nits).

Please call to inform us that your child will not be at school due to illness, as bringing an ill child to school exposes both the other children and the staff to their illness.

You are the expert regarding your child’s health. Check your child EACH morning and if your child is not 100%, please call the Director or their teacher before considering attending class that day. Before returning to school, your child needs to be 100% free of symptoms and/or has been on an antibiotic for 24 hours. **Your child must be fever-free for 24 hours after the last dose of fever-reducing medication and have no other symptoms before returning to school.**

You are required to keep your child home from school when he/she is sick and to notify the school if your child has an infectious or communicable disease. The school is obligated to notify parents of a suspected exposure to a communicable disease. The Director/Teacher has the right to refuse a child’s admission if it appears that the child is too ill, fatigued, and/or distracted to attend school. If your child becomes ill at school, you will be asked to take him/her home or make arrangements for an authorized person **to pick him/her up WITHIN THIRTY MINUTES** of being notified, thus we need **MARIN-BASED EMERGENCY CONTACTS!**

Please read all of the Saint Raphael Preschool COVID-19 Enrollment/Risk Acknowledgment Agreement, and the Saint Raphael Preschool COVID-19 Safety and Protection Plan. These documents state the guidelines and protocols that Saint Raphael Preschool will follow during the year. These documents are subject to change.

When it is absolutely necessary that your child take medication at school, we require the following:

- ❖ Only doctor-prescribed medication can be given.
- ❖ A Medication Parent Consent Form (**LIC Form 9221**, available from the director) must be completed by the parent and given to the teacher.
- ❖ The medicine must be in the **original doctor-prescribed container with the child's name and directions for dosage.**
- ❖ If your child requires an inhaler with a nebulizer, the parent needs to fill out an **additional form (LIC Form 9166)** along with verification of written instructions for administering the inhaled medication. Also, the child’s physician must provide a signed form.
- ❖ If your child requires an EpiPen, and administration of the medicine is necessary, 911 and the child’s parent/guardian will be notified immediately.
- ❖ The medicine, in a zip-lock bag (labeled with the child’s name), is to be handed to the teacher by the parent upon arrival at school and is kept in a location that is inaccessible to children (which is in the small staff office in the metal lock box).
- ❖ The child must be able to cooperate with the staff when receiving the dosage.
- ❖ Please do not send over-the-counter medicines to the preschool.
- ❖ We suggest that you apply sunscreen for your child to play outside, but please apply the sunscreen before the child arrives at school, as appropriate.

If your child is injured at school, an “Injury Report” will be completed by the staff. The original copy of this form will be given to the parents and a copy will also be kept in the child’s file. Appropriate measures will be taken to care for your child. If an accident occurs of a more serious nature (continuous bloody nose, insect sting/bite, bump/hit head, etc.) a phone call will be made to you. If you are unable to be reached, another person

on the Emergency Form will be contacted. It is essential that you keep the school informed of all CURRENT EMERGENCY INFORMATION. 9-1-1 and paramedics may be called to the school if it is deemed necessary by the school's staff.

- ✓ All staff members are trained and certified in Pediatric first aid and CPR.
- ✓ All staff members are trained and required to report (AKA Mandated Reporters) any signs of suspected child abuse under Section 11166.55 Penal Code.
- ✓ If your child will be absent for any reason, please notify the Preschool by phone/email the reason for the absence; if you know ahead, this information can be written in the notebook by the sign-in/out binder.

EMERGENCY INFORMATION:

Medical/Emergency Information forms will be distributed and must be completed before your preschooler attends school. This information must be kept updated. **NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT ON THE EMERGENCY FORM.**

THE PINK MEDICAL/EMERGENCY FORM must be on file for each child. Parents are requested to complete this form and return it to the Preschool office with the other admission forms. Our off-campus emergency site, should we need to evacuate, will be the Elks Lodge located at 1312 Mission Avenue in San Rafael. (415-453-1108).

IF A DIFFERENT PERSON IS TO PICK UP YOUR CHILD (a one-time event) YOU MUST WRITE THE PERSON'S NAME IN THE PARENT INFO NOTEBOOK NEAR THE SIGN-IN/OUT BINDER.

EMERGENCY PREPAREDNESS:

Each child MUST have an Emergency Kit that will be stored in a Gallon-sized Ziplock bag (labeled with the child's name) and stored here on campus in the provided carts for the entire year. Please send enough supplies to last for 3 days. Please make sure to provide water bottles, nut-free granola bars, dried fruit, other non-perishable snacks, etc., and a family picture in the Ziplock.

Fire, earthquake, and lock-down drills are practiced regularly. Accordingly, the staff and students will follow the procedures established.

Safety Drills

Safety drills, such as fire, earthquake, and lockdown drills are conducted according to State Licensing so that the children and teachers are familiar with the routines if an emergency were to ever arise. This also allows the children to have open discussions to express their concerns appropriately and to acknowledge that the teachers are here and will keep them safe.

These discussions are appropriately linked to our lessons taught in the springtime from our 'Safe Touch' Program. These lessons teach the children about many other safety routines that are important to incorporate in their daily lives, such as car seat safety, crosswalk usage, fire, and gun prevention, strategies to use if lost, understanding of safe touches and non-safe touches, etc. Many questions arise during these lessons as well, that are discussed in an age-appropriate manner.

Power Outages

Power outages may affect the day-to-day operations of our facility. If a power outage were to occur, it would be up to the discretion of the Director as to whether to have the parents notified to pick up their child. The Director will look at circumstances as to the time of day, the temperature in the building, the level of anxiety portrayed by the children, and the estimate given by the power company as to when they believe the electricity will be restored. Please be advised, if a power outage were to occur, our school phones and computer usage would be suspended until the power is restored.

Emergency Evacuation

If an emergency were to occur where we would need to evacuate the children for their safety, the parents would be notified as to the location that has been deemed safe by the local police or fire department. Your child's safety is our top concern, and we use SchoolSpeak's electronic text messaging and email notifications to alert the parents during any emergency evacuation.

Emergency School Closures

Emergencies and their nature can never be predicted. St. Raphael Preschool cannot foretell when an emergency closure may happen due to a natural disaster, weather-related issues, poor air quality, or any other instances where the health and safety of the children in our care, their families, or our staff may be compromised. We are in contact and follow the direction of the Marin County Office of Education. If they were not in session or the closure would only be impacting St. Raphael Preschool, the Director will decide to close based on the direction of Community Care Licensing and/or the health and safety of our students, families, and staff.

Emergency closures due to poor air quality is more prevalent as a result of urban and forest fires. We, once again, will follow the directives of the Marin County Office of Education, as to whether a school closure is mandated or not. If MCOE is not in session, our director will determine if closure of the school is necessary by referencing AirNow Air Quality Index, PurpleAir Air Quality Index, the weather forecast, or by contacting the local fire/police departments to request their recommendation. Parents will be notified via SchoolSpeak and their text message/email notifications system if a school closure occurs. It is the parent's responsibility to ensure they are on our school's emergency email and text messaging system. All parents are required to alert the administration as to their cell phone provider (i.e., Sprint, Verizon AT&T, etc.) so they can be correctly put into the system. A "Test Text Alert" will be implemented to ensure that everyone enrolled is receiving the alert. As stated in our Admissions Agreement, no credits or refunds are issued when there is an emergency school closure.



PARENT PARTICIPATION:

At the beginning of each new school year, we will have a Parent Orientation Night, which parents agree to attend by signing the Admission Agreement. Orientation gives parents/guardians (this is for adults only) an opportunity to meet the staff and the parents of the other Preschoolers, hear about our program and its policies, and ask questions or add suggestions. One additional mandatory Parent meeting is scheduled during the year.

What we expect is that you, the parent, read the Preschool Handbook and the newsletters, along with any other supplemental material sent home, and abide by all policies of the Preschool. We also ask that you be aware of and be involved in your child's experiences at Saint Raphael Preschool, develop an educational partnership with the teaching staff, as well as fulfill your financial agreement.

As parents, your involvement and support play a vital role here at Saint Raphael Preschool. Your insights, ideas, and constant feedback are valuable to us. We have an "open door" policy, and you may quietly and respectfully visit your child's classroom whenever you wish. Other relatives and special people to your child are also welcome. Please accompany the class guests whom we may not know by sight.

NOTE: For parent meetings including conferences, field trips (Saints class), classroom volunteer times, and other such occasions, please make arrangements for siblings to be cared for and not brought along. We need your exclusive attention for our children or conversations.

EVERY FAMILY IS OBLIGATED TO VOLUNTEER SERVICE in Preschool-related activities or events; **10 hours for the year**. A list of activities and events with descriptions will be available at our Orientation

meeting. Periodically log forms will be distributed for your Service Hour Record. Some ideas for service hour activities will be distributed at our Parent Orientation.

Every family is obligated to volunteer 10 hours a school year in school-related activities, events, and support. Before the school year ends, you will be charged \$25.00 each hour for every hour that is not worked.

The CA State Licensing requirements state that everyone who volunteers in the classroom or is working with the children **MUST PROVIDE PROOF OF THE FOLLOWING REQUIREMENTS:**

- The Pertussis Vaccine (Whooping Cough).
- The MMR Vaccine (Measles, Mumps, and Rubella).
- A current flu shot (or a signed waiver if you refuse it).
- Tuberculosis (TB)

Guidelines for field trips:

We ask parents that what you observe while volunteering regarding the children is strictly confidential.

Also:

- Any siblings or other children MAY NOT attend with you during your volunteer time.
- Please be reliable, conscientious, and prompt.
- Please use language and a tone of voice that is calm, appropriate, encouraging, and respectful.
- Please do not use your cell phones so that the children know that you, as a volunteer, are present and focused.
- Please do not use your volunteer time to socialize with other parents or teachers.
- Please model positive behavior and be patient and kind.

The following activities can be used towards fulfilling your volunteer obligation hours **AND YOU DO NOT NEED THE REQUIRED VACCINES.** A great volunteer opportunity is to help provide **lunch/food** for teacher's birthdays, teacher appreciation week, holiday treats for teachers, and lunch for staff meeting meals. Every \$25 spent on **Food (only)** counts for 1 volunteer hour. Please make sure to attach your receipts to your parent volunteer log.

Here are more volunteer activities that you can do on weekends:

- Basic Carpentry (putting together classroom furniture etc)
- Yardwork/Gardening (pulling weeds, etc.).
- Painting.
- Sewing.
- Weekend Activities.
- Cleaning toys and/or washing laundry.
- Supplying items for teachers' birthdays celebrations or holiday activities.
- Organizing, setting-up, and/or or cleaning-up school functions/fundraisers.

NOTE: PRESCHOOL PARENTS CAN ALSO VOLUNTEER/PARTICIPATE (As Permitted) IN A VARIETY OF OTHER ACTIVITIES AND FUNDRAISERS FOR THE SAINT RAPHAEL K-8 ELEMENTARY SCHOOL IN ORDER TO FULFILL THEIR SERVICE HOUR REQUIREMENT. Information about upcoming events will be provided as the event date approaches.

SPECIAL CELEBRATIONS:

Birthdays:

We will have a simple celebration for each child's birthday at school. Parents are encouraged to provide a special, healthy treat for the **morning snack** on their birthday. This celebration must be arranged through the classroom teachers ahead of time, and they will let you know of any food allergies. Please know what treat you might bring to be shared, so you can let the teachers know ahead of time. Some suggested snack items are fruit, yogurt, mini muffins, 100% juice bars, or other items.

In honor of your child's birthday, you are also able to purchase/donate an Amazon gift card, and have it sent to the preschool email address (preschool@straphaelschool.com) **OR** you may donate \$20.00 cash so that we may order a variety of classroom-related books, learning materials, etc. to be used in the classrooms. With your donations, we can expand our classroom library by purchasing CD stories, movement and music CDs, religious materials, outdoor equipment, and a variety of other classroom items. Your child will be able to write their name in their "Birthday Book" (or another item) and we will read/use/listen to your child's birthday item all throughout the year and especially during their birthday month!

Suggested Treats for Birthdays:

Yogurt Cups

Animal Crackers

Fruit Salad

Fruit Smoothies

Finger sandwiches (please no spreads containing nuts)

Whole grain crackers and cheese

Low-Fat Pudding

Soft breadsticks/soft pretzels/baked pita chips with hummus or low-fat dip

Vegetables with hummus

100% fruit juice popsicles (during summer)

Classroom Holiday Parties:

Holiday "parties" are planned and arranged by Saint Raphael Preschool staff in conjunction with holidays or other special events. Teachers will provide a sign-up sheet for parents who are interested in contributing food and/or other items. We ask that you only bring in what is listed and avoid bringing in brownies, cookies, candy, and other sugary foods. During the school year, we host parties, celebrations, and extra-curricular activities for different holidays. **Please Note:** Since we offer 3-day, 4 days, and 5 days week programs, your child may miss some of these celebrations if they are not regularly scheduled to attend school that day. We try to make sure, to the best of our abilities, to have the celebrations rotating on different days, however, that can not always be possible.

UNIFORM, CLOTHING & BELONGINGS:

ALL clothing/belongings, jackets, school sweaters, hats, lunch boxes, food containers, rest/nap items, etc. must be marked/labeled with the *enrolled* child's full name.

All children are required to wear their uniforms daily, including their preschool sweatshirts with the school logo. The uniform vendor is Classic Designs Uniforms, located at 1551 Taraval Street, SF, 94116. You can contact them at 415-661-4700 or Toll Free 888-770-4700.

Uniform Exchange: We encourage the 'recycling' of uniforms that are still in good condition to be donated to the preschool after the child has graduated or grown out of them. Used uniforms are sold at a discounted price to preschool families if needed. However, used uniforms are limited and are sold on a first come, first serve.

The preschool uniform consists of the following:

Girls:

- ❖ Plaid jumper (Solid red, white, or navy shorts, tights, or leggings must be worn under the jumper).
- ❖ Uniform khaki or navy long pants (optional).
- ❖ Uniform khaki or navy shorts (optional).
- ❖ White-colored short-sleeve, long-sleeve blouse, or white turtleneck.
- ❖ Preschool logo hooded sweatshirt (in colder weather, an outer jacket or coat in addition should be worn to school).
- ❖ Solid red, white, or navy socks or tights.
- ❖ Rubber-soled, athletic shoes (plain black, white, blue, or gray with Velcro closure) OR black Mary Janes. We highly discourage tie shoes to promote independence.
 - For safety reasons, no boots or open-toed sandals are allowed.

Boys:

- ❖ Uniform khaki or navy pants.
- ❖ Uniform khaki or navy shorts (optional).
- ❖ White collared short-sleeve, long-sleeve shirt or white turtleneck.
- ❖ Navy blue collared shirt, long-sleeved shirt.
- ❖ Preschool logo hooded sweatshirt (in colder weather, an outer jacket or coat in addition should be worn to school).
- ❖ White or navy socks.
- ❖ Rubber-soled, athletic shoes (plain black, white, blue, or gray with Velcro closure). We highly discourage tie shoes to promote independence.
 - For safety reasons, no boots or open-toed sandals are allowed.

Jewelry is highly discouraged. As well as makeup, fake/press-on nails, and colorful hair. Parents assume responsibility for the potential loss of any earrings or type of jewelry. If earrings are worn, they must be studs/posts. **No dangling earrings are allowed.**

A complete extra set of clothes (Uniform clothes not required, plain clothes are adequate) should be sent to school in a 2-gallon sized Ziplock bag (labeled with your child's name) and left in the bottom section of your child's cubby for emergencies (when used, launder and return clothes ASAP); in January, please take this set of clothes home and 're-size' as needed. **Please bring at least: 2 shirts, 2 pairs of pants or shorts, 2 pairs of underwear, 2 pairs of socks, and 1 pair of extra shoes. Please pack all extra clothes in a 2-gallon Ziplock bag labeled with your child's name.**

MISCELLANEOUS POLICIES/ PROCEDURES/ PRACTICES:

CELL PHONES- Please refrain from using your cell phone when you drop-off or pick-up your child. Especially at the end of the day your child has not seen you in several hours and will be eager to share the events of the day with you. If your attention is on the party on the phone, it can be a message to your child that his/her day is not important to you. Think about it.

PHOTO RELEASE- Students may be photographed or videotaped at Saint Raphael Preschool during various activities or events. Before your child's first day, you will have signed a Photo Release Agreement indicating if you give permission or not for any image or video of your child to be published on social media. **Note:** We do at times send pictures and videos to our preschool families. Please be aware that some families do not want their child on social media, so if your child is in a photo/video with another child, we kindly request that you not post it on social media.

TOBACCO- Saint Raphael School and Preschool grounds are TOBACCO FREE. Please refrain from use of any tobacco products on school property.

TOYS FROM HOME- Our classrooms and play areas have a variety of equipment and supplies to meet the developmentally appropriate needs of the children. Toys brought from home can cause distractions and if damaged or broken can cause grief and therefore, unhappy children. We ask that you comply with our 'no toys from home' policy. As part of our pre-reading curriculum, the **Saints** class has a "sharing day" (that corresponds to the 'letter of the week' they are studying) that will be announced each week. On those days that are designated for a specific sharing, the child may bring an extra item ("sharing") to school.

ATTENTION: Occasionally one Wednesday of the month, the Preschool may close at 12:00 pm for Staff Development Meetings. There will also be other days throughout the year when the preschool will close early. We will provide those specific dates at the beginning of every school year on the Preschool Calendar. Please make proper childcare arrangements for those days well ahead of time.

Our Federal Tax ID Number is:
94-1156814