ST. ALOYSIUS PRESCHOOL

PARENT AND STUDENT HANDBOOK

Accredited by the Western Association of Schools and Colleges and

the Western Catholic Education Association

Facility Number# **197493835**

St. Aloysius Preschool is a year round early childhood program for children ranging in age from 2 ½ to 5 years old. Our operating hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday, excluding holidays.

St. Aloysius Preschool

2023 East Nadeau Street

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St. Aloysius School
2023 E. Nadeau St.
Los Angeles Ca. 90001
(323) 582-4965

Dear Parents and Students,

Welcome to St. Aloysius Preschool! In choosing St. Aloysius, you have demonstrated a commitment to the values and philosophy of a Catholic School education.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of our school mission and philosophy.

Principal, Faculty and Students



ELEMENTARY SCHOOL
NONDISCRIMINATION POLICY

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color or national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

HISTORY

On September 13, 1921, the Sisters of Mercy, whose charism embraces the value of contemplation and action, opened St. Aloysius Gonzaga School in a one-story frame building with four large classrooms, which accommodated eight grades. This school, located on the corner of Crockett Boulevard and Nadeau Street in Los Angeles, served the parish for 30 years and had an enrollment of 160 students.

During the World War II years, the parish grew with the influx of population into Southern California. Due to the lack of room in the four-room building, many children were turned away. Finally, on May 14, 1950 there was a groundbreaking for the New St. Aloysius Gonzaga School, which opened on September 17, 1951. The new school included classrooms and a teacher's lounge. The enrollment during the 1950's rose until it topped four hundred students.

In the beginning, St. Aloysius Gonzaga Parish served those with predominantly Irish, German, and Italian backgrounds. The school currently has a 99% Hispanic student population.

In 1996 St. Aloysius School began accepting kindergarten students; during that year the class had a total of 24 students. The first Kindergarten class graduated the 8th grade in 2005; 19 of the 24 students who began in 1996 were still in attendance. In September of 2011, St. Aloysius School opened its first Preschool, which is now a TK, which is currently fully enrolled with a total of 40 students.

Since 2008, St. Aloysius School has been fortunate enough to receive much assistance from various foundations and organizations, such as the Shea Foundation, Hannon Foundation, Riordan Foundation, Hilton Foundation, Outdoor Funstore, National Textbook Services and the Doheny Foundation. Through the generosity of these organizations, the school has received a refurbished computer lab with 35 new computers, a Smart Board, 2 new playgrounds, a new library and a preschool classroom. During the summer of 2011, the school was completely renovated with new floors, white boards, tack boards, air conditioners, heaters, built-in cabinets, a new bathroom, new paint and new asphalt. Furthermore, St. Aloysius School is a Loyola Marymount University iDeal Blended Learning school, which incorporates technology into the curriculum and prepares our students to be 21st Century Learners. We celebrated our 100th year on September 18th 2021.



PHILOSOPHY

"… As Christians we are confident of ultimate success, trusting not only in ourselves, but in Jesus Christ, who is the primary inspiration and the goal of Christian education: the Way, the Truth, and the Life."

We believe that our loving God has created us and has invited us to a special participation in God's life. All of us are called to continue to grow in this life. The Catholic school has the unique role to communicate the Gospel message, to build and experience community, and to grow in service to one another and the wider community.

We believe that each child is unique, and we accept each child as a sacred trust. Accordingly, we affirm our responsibility to treat students with a deep respect as they grow toward human wholeness. Through a positive approach, we strive to foster a healthy self-concept, which enables the maturing students to recognize and to fulfill their responsibilities to God, to self, and to others.

We recognize parents as the primary educators of their children. As co-educators we emphasize a formal education, which involves, supports, and nurtures the family unit. In cooperation with parents, we accept the challenge to educate children to be morally responsible individuals with values and attitudes imbued with the Gospel tradition. We strive to alert the entire school community that the need for continuous study, reflection, and prayer is essential for lifelong development. We offer a Catholic education, which helps prepare the children to become responsible Christian adults in a society, which does not always share the same values.

St. Aloysius Gonzaga School is a vital part of the parish. Following Christ's example, we invite children from all ethnic and socio-economic levels of our community. We believe that the school is a faith community in which the parents, students, faculty, staff, and priests are united in the everyday expression of our Christian faith. We are a Christ-centered community committed to service by our very nature.

MISSION STATEMENT

St. Aloysius Gonzaga School is a Catholic co-educational school serving Preschool through Eighth Grade. In response to our commitment to the Catholic tradition and as partners in education with parents, St. Aloysius Gonzaga School educates the whole child in a faith-centered environment that provides a strong academic curriculum, opportunities for spiritual growth and development, and encourages individual responsibility.

ST. ALOYSIUS GONZAGA SCHOOL
SCHOOL-WIDE LEARNING EXPECTATIONS

As a faculty we have developed the St. Aloysius School-Wide Learning Expectations, which are intended to encourage and instruct our learners how to become responsible, life-long learners who integrate the teachings of Christ into their daily life and educational journey. To accomplish this, the teachers and students will focus on one learning expectation per week and incorporate it into their curriculum. A student will be recognized each month from both the lower and upper grades who expertly displayed one of the learning expectations studied that month. The St. Aloysius School-Wide Learning Expectations are outlined below:

A. A person of faith who:
1) Loves God's creation
2) Helps others
3) Acts as Jesus did

B. A critical thinker who:
1) Uses problem-solving skills
2) Plans ahead
3) Uses what they learn in their daily lives

C. A responsible person who:
1) Respects others and our world
2) Follows and obeys rules
3) Is not a follower, but a leader

D. An effective communicator who:
1) Speaks, writes, and listens well
2) Finds information
3) Writes a complete sentence/story

E. An active life-long learner who:

1) Works well with others and by themselves
2) Enjoys learning
3) Tries new things

PARENTS ARE THE PRIMARY EDUCATORS

St. Aloysius Gonzaga School conscientiously seeks to put into practice the principles that the Catholic Church has outlined regarding education. First among these is the principle that parents are the "primary educators" of their children. This principle is also included in the school's Philosophy Statement. The Congregation for Catholic Education explains the meaning of this principle:

The first and primary educators of their children are their parents. The school is aware of this fact but unfortunately, the same is not always true of the families themselves, it is the school's responsibility to give them this awareness. Every school should initiate meetings and other programs, which will make the parents more conscious of their role, and help establish a partnership; it is impossible to do too much along these lines…. In addition, the school should try to involve the family as much as possible in the educational aims of the school-both in helping to plan these goals and in helping to achieve them (*The Religious Dimension of Education in a Catholic School. pg. 43).*

Parents have a particularly important part to play in the educating community; since it is to them that primary and natural responsibility for their children's education belongs. Unfortunately, in our day there is a widespread tendency to delegate this unique role. Therefore it is necessary to foster initiatives which encourage commitment, but which provide at the same time the right sort of concrete support which the family needs and which involves in the Catholic School's educational project. The constant aim of the school therefore, should be contact and dialogue with the pupil's families, which should also be encouraged through the promotion of parent's associations, in order to clarify with their indispensable collaboration that personalized approach which is needed for an educational project to be efficacious (*The Catholic school on the Threshold of the Third Millenium. Pg. 20).*

In accordance with this principle, the school seeks and expects the active participation of parents in all aspects of school life. St. Aloysius Gonzaga School is a co-operative endeavor in which every family in the school community has a vital role to play. The school's primary expectation of the parents is an active and on-going support of the religious formation, which the school seeks to develop in the children. Parents can do this by:

- Taking time to talk to their children about God and their own journey of faith

- Praying together daily
- Attending Mass together on Sundays and Holy Days of Obligation
- Being informed about the religious concepts that children are learning
- Continually reaching out to develop your own faith

Along with this spiritual support, we also expect that all parents become actively involved in school activities.

A FAMILY ENVIRONMENT

A second principle of Catholic education is the cultivation of a family environment. The Congregation for Catholic Education explains:

Considering the special age group they are working with, primary schools should try to create a community school climate that produces, as far as possible, the warm and intimate atmosphere of family life. Those responsible for these schools will, therefore, do everything they can to promote a common spirit of trust and spontaneity. In addition, they will take great care to promote close and constant collaboration with the parents of these pupils. An integration of school and home is an essential condition for the birth and development of all of the potential which these children manifest in one or the other of these two situations-including their openness to religion with all that this implies…. Even students who are very young can sense whether the atmosphere in the school is pleasant or not.

To be truly effective, this school environment and a child's home environment must be mutually reinforcing, which requires the cooperation of parents, teachers, and administrators.

CATHOLICISM IN EVERYDAY THINGS

A third principle of Catholic education is seeing the school day and school environment as a place for children to apply their Catholic faith. The Congregation for Catholic Education states:

The educational process is not simply a human activity; it is a genuine Christian journey toward perfection. Students who are sensitive to the religious dimension of life realize that the will of God is found in the work and the human relationships of each day… The principle that no human act is morally indifferent to one's conscience or before God has clear applications to school life: examples of it are school work accepted as a duty and done with good will; courage and perseverance when difficulties come; respect for teachers; loyalty toward and love for fellow students; sincerity, tolerance, and goodness in all relationships (*The Religious Dimension of Education in a Catholic School* Pg. 47).

Parents should help their children to discern the myriad of opportunities that everyday school activities provide for practicing their faith and becoming holy.

SPIRITUAL GOALS

As a Catholic School we will seek to provide an environment, which fosters spiritual growth and nurtures Christian values. As a faculty we will strive to attain these goals by:

1. participating regularly in prayer services and other liturgical experiences;
2. assisting one another to develop a special closeness with God;
3. making time for social interactions to foster personal growth and renewal;
4. sharing our faith, knowledge, and professional experience;
5. displaying a Christian attitude in our relationship with others.

Students will be assisted in developing a deeper realization of their dependence on God and their interdependence on others through:

1. classroom prayer, religious instruction and experiences;
2. participating in School Masses, prayer services, and Sunday Masses;
3. opportunities for spontaneous prayer to develop a personal relationship with Jesus in unity with the Father and Holy spirit;
4. bible study and interaction with others;
5. unselfish giving to the missions and other Christian organizations;
6. giving service to others in the community.

INTELLECTUAL GOALS

We will seek to enable each student to attain his/her full academic potential by providing age-appropriate mastery of content areas, basic skills, and higher thinking skills within a Catholic Christian environment. As a faculty we will strive to attain these goals by:

1. providing an orderly program of study throughout the grades;
2. emphasizing the learning and accurate use of basic skills as they apply to each course of study and ability to transfer these skills to present and future life situations;
3. creating an intellectually stimulating atmosphere by encouraging curiosity, discovery, and imaginative thought, and by also stressing self-discipline, good study and work habits , and responsibility;
4. helping to appreciate the visual arts through experiences in various forms,

including directed play activities and participating in community sponsored events;
5. providing opportunities to discover how to use leisure time in a positive way.

PSYCHOLOGICAL GOALS

We strive to enhance the growth and development of the whole child through the student's awareness and appreciation of themselves as worthwhile individuals. As a faculty we will strive to attain these goals by:

1. encouraging self-motivation and self-discipline
2. encouraging students to assume responsibility for their actions;
3. providing opportunities for personal decision-making;
4. promoting individual leadership abilities;
5. helping students develop an awareness and appreciation of the individual gifts and talents both in themselves and in others.

SOCIAL GOALS

We work toward developing a further awareness of student's responsibility toward others, which includes an understanding of love and justice toward the community as well as in the world. Through examples and direct interaction, students are encouraged to respect the rights of others through courtesy, honesty, and respect. As a faculty we will strive to attain these goals by:

1. providing classroom activities which offer opportunities to develop the skills needed to interact with socially appropriate behavior;
2. providing opportunities for children to participate in social service projects;
3. maintaining a student government to enable students to develop leadership skills;
4. providing learning activities which require working cooperatively with others;
5. stressing the need of relating the school, home, and parish as a unit by providing celebrations and activities that encourage the participation of all;
6. introducing students to other cultures so that they may live and work as responsible citizens;
7. modeling courtesy, honesty, and respect;
8. studying moral dilemmas in current events, integrating social justice throughout the curriculum, and providing activities to develop global and local awareness of human needs.

PHYSICAL GOALS

Recognizing that the physical acceptance of the individual contributes to the student's well-being, we intend to help he students develop lifelong health awareness and provide

the means to help them develop physical abilities while maintaining their individual uniqueness. As a faculty we will strive to attain these goals by:

1. providing organized play during recess and lunch periods;
2. encouraging good eating habits, personal hygiene, regular exercise, healthy sleep habits, and drug free environment;
3. providing and encouraging safety in school, home, and neighborhood;
4. providing well-planned physical education classes.

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 school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children from St. Aloysius Gonzaga School.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of that school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents (father and mother) or appointed guardian of the student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school at its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

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

1. For Catholic parents, weekly Sunday Mass attendance is expected
2. Parents/guardians are expected to work courteously and cooperatively with the school to assist student in meeting the academic, moral, and behavioral expectations of the school.
3. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
4. These expectations for students and parents/guardians include, but are no limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a

severe nature as to warrant immediate action without warning and/or intermediate step short of withdrawal.

CALIFORNIA STATE LICENSING INFORMATION

Our school is licensed through the Department of Social Services, Community Care Licensing division. Listed below are a few important licensing regulations.

101200 Inspection Authority

- The Department has inspection authority to enter and inspect a facility without advance notice.
- The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.

Families may contact our licensing agency for further regulatory information at:

El Segundo Regional Office
300 N. Continental Blvd. #290A
El Segundo, CA 90245
(424) 301-3077

HOURS AND DAYS OF OPERATION

St. Aloysius Preschool is a year round early childhood program operating from 7:30 a.m. to 3:30 p.m., Monday through Friday. While we will maintain a full-day preschool schedule, parents may keep their children in school on a schedule that is most convenient for them, i.e. Mon-Friday from 8 a.m. to 12 noon. **However, choosing a minimum schedule will not lower the predetermined tuition rate**.

PRESCHOOL ENROLLMENT POLICIES

Non-Discriminatory Race Policy

St. Aloysius Preschool does not discriminate on the basis of race, color, or national and ethnic origin in admissions policies, administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

Likewise, St. Aloysius Preschool does not discriminate against any applicant for employment on the basis of sex, pregnancy, age, handicap race, color, and national and/or ethnic origin.

Meeting Special Needs

We expect children enrolled in St. Aloysius Preschool to be able to function well in a stimulating, changing environment specifically geared for their classrooms and age groups. We will pay special attention if we observe your child having a challenging experience in the classroom, either with teachers, other students, or on an individual level. The following guidelines will be used:

1. Your child's teacher will confer with the Director for advice in specifically meeting your child's needs. You will always be kept informed of the situation and its progression.

2. If we cannot resolve the problem after initial classroom adjustments are made, a meeting will be set up with the parent and other options will be discussed. These may include, but are not limited to: implementation of an Archdiocesan STEP Plan, reduced hours for a period of time, and/or being provided with resources for services outside of St. Aloysius Preschool. Our full support is always given to every family to help their child have a happy, healthy, successful school experience.

Termination of Services

Sometimes there are situations where, try as we may, a child and our school turn out not to be a fit; while this is very rare, it is still a possibility. Some reasons a child may be asked to withdraw from St. Aloysius Preschool are:

1. Children who are overwhelmed by large groups, noise and activity, and who would do better in a smaller group or quieter environment.

2. Children whose needs are not being met at St. Aloysius Preschool, even after special attention and behavior plans have been implemented.

3. Children whose behavior disrupts the program, endangers him/herself and/or others, or who require constant one-on-one attention or intervention by teachers.

4. Families who decline help to work on their child's challenging behavior and/or their own parenting skills.

5. Families who fail to comply with the St. Aloysius Preschool policies, as described in this Parent Handbook.

6. Families whose behavior causes disruption, distress, and/or endangerment (boisterous actions or insensitivity to classroom conditions, verbal or physical abuse, intoxication, threats to children or other adults, etc). Such behavior could result in termination of services as well as intervention by the appropriate authorities.

<u>There are 3 steps we follow in determining whether your child and our school are a fit</u>:

1. Verbal Discussion at Onset of Problem: All documentation (*Incident Reports*) and information regarding the situation is given to the family.
- Mutual feedback is shared, including strategies to redirect the behavior.
- Staff documents the discussion.

2. Formal Conference, If Ongoing Incidents Occur
- A meeting with the family is held, using our *Family / Teacher Action Plan* form.
- The discussion and agreements are documented by staff, including a plan and timeline for helping the child's behavior to shift.
- In the most extreme of situations the family is informed of possible suspension and/or termination, depending on the results of the action plan.

3. Decision to Terminate
- Meeting between teacher and director; documentation of ongoing incidents is provided to the director.
- Meeting is scheduled with the family, sharing all documentation; written notice is given to the family, with a timeline for terminating services, and any recommendations for services for the child. Notification is also copied to the child's file.

Confidentiality

We adhere to California Childcare Licensing Standard #101221 relating to confidentiality. All children's files are kept in the administrator's office. Disclosure of any information pertaining to a child, or his or her family, will be restricted to staff, for purposes related to

administration of the program and/or for the well being of the child. No information pertaining to the child will be shared with anyone before obtaining written permission from the family.

Applications

The following information, which is required under sections of Title 22, California Code of Regulations and/or Statue, MUST BE KEPT IN THE FACILITY, COMPLETE AND CURRENT, AND READILY AVAILABLE FOR REVIEW. (LIC 311A)

Child's Records

A. Identification and Emergency Information - Child Care Centers (LIC 700).
B. Child's Preadmission Health History - Parents' Report (LIC 702).
C. Child's Preadmission Health Evaluation if not enrolled in a public or private elementary school - Physician's Report (LIC 701).
D. Consent for Medical Treatment (LIC 627).
E. Written statement from parent(s) or authorized representative exempting child from medical assessment, immunizations, and treatment because of adherence to a religious faith that practices healing by prayer or other spiritual means; or physician's statement that immunization is not indicated.(if applicable)
E1. California School Immunization Records ("blue cards", PM 286) for non-school-age children.
F. Current Admission Agreement, with authorized signature(s).
G. Centrally Stored Medication and Destruction Record (LIC 622), if medications are handled.
H. Document of unusual behavior or signs of illness, special needs.
I. Unusual Incident/Injury Report (LIC 624).
J. Signed and dated receipt of Notification of Parents' Rights (LIC 995).
K. Personal Rights — Community Care Facilities, Child Care Facilities (LIC 613A) receipts, signed and dated.
L. Authorizations for dispensing medication, signed by each child's authorized representative.
M. Documentation required for health-related services (e.g., blood-glucose monitoring and nebulizer care).(LIC 9166)
N. Gastrostomy Tube Care: Physician's Checklist (LIC 701A).
O. Acknowledgement of receipt of licensing reports (LIC 9224), if applicable.

Title IX

St. Aloysius Preschool Adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Re-Registration

Students currently attending St. Aloysius Preschool who wish to attend either the preschool or K-8 school the following year must complete an Re-Registration form and pay the required non-refundable registration fee by the deadline in the spring of the current year.

ST. ALOYSIUS PRESCHOOL TUITION/FEES

All parents MUST be enrolled in FACTS, our tuition payment program. All fees include activities, supplies and nutritional snacks

Tuition

- Single Child Rate: $400 per month/per child ($4,800 annual tuition – 12 months)
- St. Aloysius Sibling Rate: $300 per month/per child ($3,600 annual tuition)
- Multiple Child Rate: A 10% discount will be given for each additional child of a family who does not already qualify for the sibling rate

FACTS TUITION MANAGEMENT: Upon registration there will be an annual service charge of $38 per family. ALL families must be registered through FACTS unless tuition is paid in full at the beginning of the school year.

Fees

- **REGISTRATION FEE:** $60 for New Students
- **INSUFFICIENT FUNDS FEE**: $45
- **NON-PARTICIPATION FEE**: $25
- **LATE PICKUP FEE**: $50 (for those picked up AFTER 3:30)

PARENT FINANCIAL OBLIGATION

Tuition is due on the 5th / 20th of each month. If the payment date falls on a weekend day, then tuition is due on Monday. A $50.00 late fee will be charged for all tuition payments received after the 5th / 20th. Failure to pay tuition will result in Financial Suspension of your child/children.

Financial Suspension

1. **Tuition:** A parent's failure to pay the school tuition within five calendar days of the due date will result in the child or children being put on Financial

Suspension. **Your child will not be allowed to attend school until full payment of the month's tuition and the $50.00 late fee is received**.

2. **Fundraisers & Service Hours:** A parent's failure to pay the fundraisers and service hours on the due date will accrue a **$50.00 late fee**. **Furthermore it will result in the retention of their child's report cards and or diploma.**

PARENT PARTICIPATION REQUIREMENTS

FUNDRAISING QUOTA: $700 per family, $350 due by December & $350 due by May.

SERVICE HOURS: 40 per family (equivalent to $400), at least 20 due by December & 20 due by May.

****Student will not be allowed in school if the above fundraising quota and service hours are not completed by the due date.**

Families may choose to be exempt from fundraising and service hours by paying $950.

FUNDRAISING POLICY

Fundraisers

Fundraising Quota: $700 per family, at least $350 due by December & $350 due by May. Fundraisers may be changed from year to year. **ALL FUNDRAISERS ARE 100% MANDATORY, including but not limited to: Parish Fiesta, Popcorn Sale, Cookie Dough Sale, Family Mass Bake Sale.**

Parish Fiesta: Each family will be provided with 5 books of raffle tickets, worth $20 each for a total of $100. All raffle tickets MUST be sold and the $100 will be deducted from the families $550 fundraising quota.

PARENT SERVICE HOURS

Parent's service hours are both a way to reduce expenses and keep tuition low, as well as a way to build a cooperative environment honoring the principle that parents are the primary educators of their child/ren. By participating in the service hour program, you are able to meet the faculty and parents on a new level and see the school program in action.

At the beginning of the school year each family will be provided with 2 service hour forms that are to be used to keep track of the hours they have completed. The family is responsible for maintaining the service hour form and turning it in to the office by the assigned due date. **Service hours will not be awarded for lost forms.**

Each family is required to complete 40 hours of service a year at $10 per hour for a total of $400. The 1st twenty hours are due by December. The remaining twenty hours are due by May. Any un-served hours will be billed at the end of the year. **Failure to pay will result in the retention of your child's report cards and/or diploma.**

It is important to note that **THERE WILL BE NO EXCEPTIONS MADE TO THOSE WHO HAND IN LATE VOLUNTEER HOUR FORMS.** With prior approval of the principal, donations (e.g. food, office and classroom supplies) may be provided in lieu of hours. Receipts must be presented to the school office to verify the cost of these donations.

Parent Service Hour Opportunities

Lunch Program/Kitchen: 10:30 A.M. – 1:00 P.M.

Bake Sales
1 parent service hour will be credited for home baked goods. An hour will be credited for a donation which is valued at $10.00 or for a store-bought item with proof of receipt. If the parent does not participate in their assigned bake sale they are required to pay $10 to the school on the next working day.

Falcon Family Meetings
1 hour will be credited to service hours for attendance at each Falcon Family meeting.

Repairs
Electrical, plumbing, painting, carpentry work, door locks, replace broken windows, handyman, and other specialties as needed.

Classroom Assistance
Our teachers are in constant need of assistance. If you would like to assist with various tasks in the classroom please notify the teacher in advance.

Athletic Coaching Volunteers
Due to the state of the current economy, we are only able to have an athletic program with the assistance of our parents and faculty. If you are a sports enthusiast and would like to volunteer your time coaching our talented students, please notify the office.

Volunteers
Volunteers must be at least 18 years of age and dress appropriately. Volunteers are responsible to get the form verifying the service hours from the person in charge of the service or function for that day.

Room Parent
Please consider volunteering to be a room parent and speak with your child's teacher about this by the end of September. Room parents organize classrooms parties with the pre-approval of the teacher and principal.

Field Trip Chaperones
Service hours will be awarded for those who attend field trips as a chaperone. One service

hour will be provided for each hour spent chaperoning. Chaperones must pay the cost of attending the field trip and only the parent or grandparent of the student may attend.

ST. ALOYSIUS PRESCHOOL DAILY SCHEDULE (SAMPLE)

TIME	ACTIVITY
7:30-8:00 am	Morning Arrival, Family Check-In, Free Play Activities, Small Group Time
8:00-9:00 am	Morning Interactive Songs and Finger Rhymes, Prayer and Warm-Up Activities
9:00-9:30 am	Coloring, Play Dough, Cutting Practice
9:30-10:00 am	Clean-up time, Morning Snack (Provided) and Outdoor Playtime
10:00-10:45 am	Learning Time (Open Court Preschool Program)
10:45-11:15 am	Letter and Number of the Week Time
11:15-11:45 am	Lunch Time (Students are Required to Bring Their Own Lunches)
11:45-12:15 pm	Outdoor Playtime
12:15-12:30 pm	Restroom Breaks, Washing Hands and Drinking Fountain
12:30-1:00 pm	Story Time, Rug Time, Share Time
1:00-3:00 pm	Nap Time
3:00-3:30 pm	Review of Days Lessons, Dismissal, Family Check-Out

ST. ALOYSIUS SAMPLE MENU

DAY OF THE WEEK	ITEM SERVED	TIME SNACK IS SERVED
Monday	1 cup milk/water and 1 cup all natural apple sauce	9:30 A.M.
Tuesday	1 cup milk/water and ½ banana	9:30 A.M.
Wednesday	1 cup milk/water, 1 package low fat string cheese and 2 rolled pieces of turkey	9:30 A.M.
Thursday	1 cup milk/water and 1 cup whole grain Goldfish crackers	9:30 A.M.
Friday	1 cup milk/water and 6 small carrots	9:30 A.M.

STAFFING

Our teachers are well-trained and experienced early childhood professionals who both meet and exceed licensing requirements. We maintain a 1 to 12 teacher to child ratio and will staff a minimum of two qualified professionals at all times.

ARRIVAL POLICIES

- Students must arrive no earlier than five minutes before the student arrival time of 7:30 am.
- Sign-in your child using the appropriate classroom sign-in binder. **State licensing laws require that you sign your full name and time of arrival each time you drop off and pick up your child from our facility**. Please also leave an emergency contact number so that the school may contact you if necessary.
- Make sure that the teacher sees that your child has arrived. This is a good time to provide the teacher with any information that will help support your child's needs throughout the day.
- **A fee of $10 will be given for parents who neglects to sign-in/out their child(ren). The signature MUST be written neatly.**

PICK-UP POLICIES

- Please be on time to pick up your child by the 3:30 pm dismissal time.
- Sign-out your child using the appropriate classroom sign-in binder. **State licensing laws require that you sign your full name and time of arrival each time you drop off and pick up your child from our facility**.
- Parents may choose to pick up their child at the time that is most convenient for their schedule between the hours of 7:30 am and 3:30 pm, however we ask that you do not come during our nap time, which is 1:00 to 3:00 pm.
- Please allow at least 5 minutes at pick up time for your child to prepare to

leave, as they may be actively engaged in an activity or with other children

- **A fee of $10 will be given for parents who neglects to sign-in/out their child(ren). The signature MUST be written neatly.**
- **A fee of $50 will be given each time the parent arrives late (after 3:30) to pick up their child.**

ORGANIZATIONS

St. Aloysius Parent/Teacher Organization (The Falcon Family)

Every two years a Parent-Teacher Organization (Falcon Family) is formed through an organized voting process where the following board members are chosen: President, Vice-President, Secretary, and Treasurer. The purpose of the Falcon Family is to enhance the quality of education through providing opportunities for communication between home and school, and to facilitate parent education, parent involvement, and through organizing fundraisers and social events. While there are designated board members who organize specific events, **ALL PARENTS ARE MEMBERS OF THE FALCON FAMILY AND ARE ENCOURAGED TO PARTICIPATE**. The Falcon Family will meet on the first Tuesday of each month at 6 p.m. in the 8th grade classroom.

SCHOOL POLICIES AND REGULATIONS

Dressing for School

St. Aloysius Preschool does not have a strict dress code, as we realize that your child will be engaged in activities that may destroy their clothing. However, we do require that your child wear a St. Aloysius Preschool T-Shirt, with either pants, shorts or a skirt. Students MUST also wear socks and shoes with a gripping surface.

Snacks

St. Aloysius provides nutritious morning snacks and beverages for all children. We ask each family to donate a non-perishable snack twice a year that is suitable for 18 children. The first snack is due by the end of September and the second by the end of January. Please label your child's name on the snack provided and include a receipt so that a fundraising credit may be applied.

Please notify the office and/or preschool director immediately if your child has any food allergies or dietary restrictions.

Lunch

St. Aloysius DOES NOT provide a lunch for your child. Students must bring their own lunches to school with them on a daily basis. Please send juice and/or water for lunch in

plastic bottles; glass containers are not safe at school. Candy, soda, and any type of spicy chips are not allowed on school premises.

UNDER NO CIRCUMSTANCES WILL LUNCHES FROM FAST FOOD RESTAURANTS BE PERMITTED AT SCHOOL.

Birthday Treats and Parties

Parents may send cookies or cupcakes to school for a treat for the entire class on their children's birthdays with the **advanced** permission of the preschool director. **NO CAKES ARE ALLOWED!** Treats will be given to the children by their parents at lunchtime or at the end of the school day.

Lost and Found

There is a lost and found area in the preschool classroom. Please check this area if your child has lost an item. To ensure that your items will be returned, please label all belongings with your child's name.

Toys from Home

We allow each child to bring one small share toy to school each day. This toy is to be placed in the share basket upon arrival each day. At the end of the day, students will be allowed to share their toy with their classmate. This will give your child an opportunity to practice their public speaking skills.

Nap and Rest Time

Children who attend full day are required to either nap or rest. Children will be given their own mat to sleep on and may also bring a comfort item, such as a stuffed toy or small blanket. Items may be lost or damaged, so please send something that is appropriate for a class setting. Please also provide your child with a blanket/sheet to cover themselves with during nap time. Please note: all items brought to school will be sent home once a week to be washed.

Potty Training Policy

ALL students who attend St. Aloysius Preschool MUST be potty trained. We realize that young children often have accidents; therefore, we ask that you keep an extra change of clothes in your child's backpack in the event that it becomes needed. **If a child is registered and is later determined to not be potty trained, they will be immediately dismissed.**

Medical and Health Policy

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside of their own families, they come into contact with germs and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor would we want to shield a child completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop and a simple cold would become a serious illness. We do, however, want to protect a child from an unusually high exposure to germs all at once. If your child requires medication of any kind it will be kept in a marked container in the office. You must fill out a special medical release form from the office.

For the health of your child and the children in his class, the following health policies have been established.

If your child shows any of the symptoms listed below while at school, you will be called and asked to come immediately to get your child. Please help us protect the other children (and your own) by responding promptly. **If a child has any of these symptoms at home, we ask you to keep him out of school until the symptoms are gone or until your physician says it is all right to return**. Please note: it is to the school's discretion to determine if your child is well enough to return to school, even if prior consent has been given by a physician. Please call the office as soon as you are able to if your child will not be at school. Your child should remain home or will be sent home if they have any of the following:

- Fever (100 degrees or higher)
- Severe coughing (child gets red or blue in the face; croupy or whooping sounds)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye – (tears, redness of eyelid lining, followed by swelling and discharge of pus)
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Headache and stiff neck
- Vomiting
- Severe itching of body or scalp or scratching of scalp
- Diarrhea

If a child appears cranky or less active than usual, cries more than usual, or just seems generally unwell at home, please look for any of the above symptoms.

1. Fever – We call parents if a child has a fever of 100 degrees or more. Your child should be observed at least 24 hours before returning to school.
2. Conjunctivitis (pink eye) – Should be seen by a doctor and treated for 24 hours before returning to school. Your child cannot return to school the same day of treatment unless by permission of your doctor stating that the child does not have contagious conjunctivitis.

3. Scarlet Fever – Symptoms: Fever, sore throat (caused by strep germ), rash most often on neck, chest and skin of arms, elbows, groin and inner thighs. Non-communicable after 24 hours of drug therapy. Most children require 3-4 days before returning to school. This will allow your child time to recuperate and prevent further complications.
4. Throat cultures – If a doctor does a throat culture on your child, he may not return to school until the results of the culture are known.
5. Impetigo – Multiple skin lesions are usually on exposed portions (elbows, legs, face and knees). Lesions vary in size and shape and consist of blisters, which rapidly turn into brown crusts on a reddened base. Caused by strep or staph germ. Exclude from school until physician advises return – usually about 3 days.
6. Chicken Pox – Incubation period after exposure can be 2-3 weeks, commonly 13-17 days. Sudden onset with fever and itchy eruptions, which become small blisters within a few hours and develops in different areas. Exclude from school until crusts have formed on all blisters.
7. Head Lice – Your child should not attend school with an active case of head lice. Please notify the school. Your child must be nit free before returning to school.
8. Fifth Disease – Symptoms: Non-itching rash on thighs and arms in a lacy pattern, slightly raised bright red cheeks (as if slapped), slight fever, no sore throat. Rash can last two or more days. Incubation period is 7-14 days. Although it is contagious, isolation is not usually recommended.

If your child has even been exposed to any of these diseases listed above, we ask that you notify us of the exposure so we may be alerted to symptoms. The school will notify parents any time children have been exposed to something contagious such as Pink Eye, Chicken Pox or Lice.

Immunizations

Your child must have their immunizations complete and up to date according to California Law. It is your responsibility to keep your child's immunizations current, and show proof of new immunizations as they are completed. Their immunizations must include:

DTP: 4 doses
Polio: 3 doses
MMR: 1 dose after age 1
HIB: 1 dose after age 1
Hepatitis B: 3 doses
Varicella (Chicken Pox): 1 dose after age 1

Medication at School

To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours.

If a student needs medication either for a few days or over an extended period of time, and

it must be given during school hours, an **"Administration of Medication During School Hours"** form must be requested from the school office. Physician/Health Care provider will write directions on the form. It must be signed and dated.

Medications must be delivered by the parents or guardians to the school office in the original-labeled-prescription bottle together with the medication form signed by both the health care provider and parent/guardian.

Students carrying inhalers must have a physician/health care provider's release on file stating that he/she may have it with him/her at school or at school activities.

ONLY UNDER THESE CONDITIONS MAY ANY MEDICINE BE GIVEN AT SCHOOL

Accidents and Insurance

If a medical emergency should occur with your child, we will first call 9-1-1 or another appropriate contact (poison control, etc) and then contact you immediately with as much information as we can provide. School insurance covers accidents and injuries that occur on the school premises, as well as school-sponsored trips and sports events. Further information is sent to parents during the first week of school in September. Insurance request forms are available in the school office.

Applying Sunscreen

Our children play outside throughout the day, so we ask that you apply sunscreen or sun block that has a UVB or UVA protection of SPF 15 or higher to your child before arriving to school.

School Pictures

School pictures are taken each year by a professional photographer in the fall and are available for purchase. In order to have these professional pictures, and any other pictures taken for school use (including but not limited to pictures for the Yearbook), the parent/guardian must return to the school a signed Photo/Video Release Form.

Car/Pedestrian Safety

For the safety of all our children at St. Aloysius Preschool, all children must be dropped off in the school drive-through lanes. Cars will enter the school grounds through the gate on Crockett Avenue and will exit through the gate on Nadeau Street. Parents will then be allowed to park and escort their child to their classroom so they can be signed-in. Volunteers and teachers will help with supervision during drop-off and pick-up time. Please follow their directions remembering that they are there to keep our students safe. Students must remain under the patio until bell rings.

For after school dismissal parents/guardians must park outside and walk to school to pick

up their children from their classroom. Students will not be allowed to wait for their ride outside the school premises.

Conferences with Teachers and Administrators

Parents should not drop-in unexpectedly for a conference as the teachers and administrators are frequently engaged in other school business, including faculty meetings, Archdiocesan meetings, etc. To avoid disappointment and inconveniences, make an appointment ahead of time. Parents with complaints regarding classroom issues, including discipline and grading, should not speak with the principal about these concerns without having first attempted to resolve the issue with the teacher.

Verbal / Written Confidences Policy

Principals, teachers, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the students or others is involved.

Parent Bulletins

An envelope with the bulletin and other communications are sent home once a month or as needed with the oldest child in every family. Parents are asked to read the information enclosed, sign the envelope, and return it to the classroom teacher on Tuesdays. Since home/school communication is extremely important, you are asked to faithfully read the bulletin.

School Supplies

Besides what is supplied by the school, students are responsible for purchasing their own school supplies such as paper, pencils, pens, erasers, sharpeners, rules, etc. Teachers may request specific items, such as Kleenex and items for art lessons. Many of the requested items are consumable and must therefore be replaced throughout the school year.

Electronic Device Policy

Students **MAY NOT** bring electronic devices (CD players, video games, etc.) to school. Electronic devices are not appropriate for school as they distract children in a learning environment and discourage interpersonal conversation and relationships. Moreover, they are often expensive and difficult to replace in the case of loss or damage, which is likely in a school setting. If a school employee sees or hears such a device on school grounds at any time, including during lunch, recess, or after school, he/she will confiscate the device and the student will serve detention. Repeated infractions become grounds for suspension and/or expulsion. As with cellular phones, only parents can claim confiscated electronic devices after school. The school accepts no liability for the loss or damage of such devices, including in the event of confiscation.

School Security

A secure school is a place where students can learn and teachers can teach in an environment free of fear and intimidation. It is a setting where the educational climate fosters acceptance and care for each child, where behavior expectations are clearly communicated, consistently enforced, and fairly applied. It is an environment that maximizes academic achievements and personal growth.

In response to this policy, the following procedures have been implemented at St. Aloysius Preschool:

1. The number of building access points (unlocked doors and gates) has been limited to:

    a) Doors: the blacktop entrance on Crockett Blvd.
    b) Gates: the inner-gate on the blacktop parking/play area on Crockett Blvd.

2. Signs are posted directing visitors to check in at the school office and the route to the office is clearly marked.

3. A sign-in / sign-out log and visitors nametags are available for approved visitors.

BEHAVIOR POLICIES

Hallway Behavior

Students are expected to move quietly and efficiently from one activity to another, always following the instructions of the staff member in charge. Running and eating are **NEVER** permitted in the hallways or the stairwells.

Student Threats

St. Aloysius Preschool needs your help in keeping our school safe for everyone. St. Aloysius will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behavior of a threatening nature with or without weapons, and any behaviors by individuals that might pose a threat to the well being of students, staff, or others. St. Aloysius Preschool has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or off-hand comments, as recent events demonstrate the importance of investigating thoroughly all potential concerns. If you become aware of a threatening situation, you must immediately report it to the teacher or the principal. In any case, the school, as co-tenant of student desks and lockers/cubbies, reserves the right to search them at any time without notice.

Bullying

Bullying is a form of harassment and it is **NEVER** permitted at St. Aloysius Preschool.

Students who bully others will be asked to leave the school immediately if their actions are not corrected.

Inappropriate Language or Name Calling

Obscene language (including swearing and ethnic slurs) is never acceptable (whether in verbal or written form such as through the use of internet sites such as My Space) and will result in immediate disciplinary action (detention, suspension, or expulsion). Respecting the feelings of others is an essential part of Christianity, and students are expected to respect those around them at all times.

Fighting

Physical violence in never permitted at St. Aloysius Gonzaga School. Any hitting, kicking, biting, spitting, etc., is considered inappropriate behavior. Any student engaging in such a violent behavior may be suspended or expelled immediately.

ST. ALOYSIUS DISCIPLINE POLICY

The purpose of discipline at St. Aloysius School is to promote a Christian way of life reflecting self-discipline; respect for others, for self, and for peers, and to provide an atmosphere conducive to learning. The focus of discipline at this school is to create a process that recognizes the positive rather than the punitive. Its purpose is to teach the students how to make appropriate choices and to accept responsibility for choices that are made. Discipline is attained in a school when students work cooperatively with the principal, the teacher, and with each other in order to reach classroom and school objectives. No violent behavior is tolerated. Students are taught that violence is not an appropriate method for solving problems. When children encounter a problematic situation, they are guided toward non-violent and peaceful solutions.

Contract: Students who consistently break the rules as set forth in the Parent/Student Handbook may be placed on a contract to monitor his/her behavior. This student may be given three chances to prove that he/she is capable of demonstrating the qualities of a St. Aloysius student both academically and socially. **When the child has been involved in three incidents that are not reflective of a St. Aloysius student they may be expelled.**

Probation: A pupil may be placed on academic probation for a specific period of time for relatively serious or continued misconduct or lack of effort. Parents will be notified and the reason for the probation will be explained. **A student who is on Academic Probation will not be permitted to attend school functions, such as field trips, festival or dances.**

Suspension: Suspension is given for serious incidents when the school administration thinks it is imperative to remove a student from contact with other students. Parents are always informed of the suspension and its causes. A second suspension may lead to expulsion.

Expulsion: A pupil may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or for a repetition of conduct for which the pupil has been suspended one or more times. Expulsion is the permanent termination of a pupil's enrollment.

Grounds for Detention	Grounds for Suspension and Expulsion
□ Foul language □ Rude behavior/attitude toward any personnel or student □ Disruptive behavior and/or excessive talking □ Pushing/bothering another student □ Electronic devices seen or heard in class □ Tardiness	□ Biting □ Fighting □ Stealing □ Lying □ Insubordination/Backtalk □ Defacing school property □ Forging a parent signature □ Cheating □ Threatening or Bullying □ Habitual truancy □ Habitual tardiness □ Repeated general infractions (three)

Rules, Regulations and Consequences

At St. Aloysius Preschool, we believe that each child has a RIGHT to learn in a Christian community, which fosters love and directs the child toward responsible behavior. The purpose of discipline is:

- To provide an atmosphere, in and out of the classroom, that is conducive to learning
- To promote character training (i.e. to culminate the virtues that ensure right living and to redirect disorderly tendencies).

St. Aloysius Preschool strives to reward and motivate positive, appropriate behavior, thus eliminating inappropriate behavior as much as possible. Appropriate behavior is expected of all students.

Non-Corporal Punishment Policy

Corporal punishment will be firmly excluded from the St. Aloysius Preschool discipline policies and procedures. No child in our care shall be subjected to physical punishment or mental harassment.

Disruption or Disorder by Parents/Guardians, or Other Family

Any parent/guardian or other person whose conducts, in a place where a school employee is required to be in the course of his/her duties, materially disrupts class work, extracurricular activities, or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and distribution of handbills.

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal, the teachers, or any staff member of the school is risking their child's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal, or any teacher in the presence of school personnel, students, or parents, in the school premises, any place adjacent to the school premises (sidewalks, streets, etc.), or some other place where principal or teachers are required to be in connection with school activities, risk the continuation of their child at the school.

Grievance/Arbitration Procedures

St. Aloysius Preschool adheres to the grievance and arbitration procedures of the Archdiocese of Los Angeles. Copies may be obtained in the school office.

Child Abuse Laws

In accordance with the Los Angeles Archdiocesan policy and California law, school staff at St. Aloysius Preschool is obligated under penalty of fine and jail term to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and/or exploitation to Child Protective Services.

Controversial Issues Policy

Those topics or issues of a religious, moral, social, political, or scientific nature, concerning definite but differing opinions among recognized theologians, moralists, and social scientist are considered to be controversial. In dealing with these issues, great care will be taken to always follow the official teaching of the Catholic Church as manifested through the Magisterium of the church. The principal and teachers will take active roles in dealing with these issues in an atmosphere of freedom and mutual respect, and makes sure that the issues are dealt with at the maturity and understanding level of the learners.

EMERGENCY RESPONSE PROCEDURE

In the event of a national or citywide disaster, the following procedures for notification and communication will be implemented at St. Aloysius Preschool. Parents are requested to listen to the medial for continuous news updates. The following stations are recommended:

RADIO		TV	
		Channel 2	KCBS
KABC	AM – 790	Channel 4	KNBC
KFWB	AM – 980	Channel 5	KTLA
KNX	AM – 1070	Channel 7	KABC
		Channel 9	KCAL
		Channel 11	KTTV

For information about opening/closing of school, please follow the directives of the Los Angeles Unified School District. If the LAUSD is not in session or closes during the day, St. Aloysius will do the same. Should school be in session but parents choose to keep their children at home, the student's absence will be excused.

Emergency Cards

It is most important that the school have on file an accurate and complete emergency card for each family. Please provide the school with the names of two persons, other than parents, who can be easily reached if parents cannot be located in case of emergency or illness. Please notify the school when address, telephone number, or place of employment is changed. Also, please list allergies and specific health problems, which the school should take into consideration.

Earthquake/Disaster Plan

Students participate in drills on a regular basis. The "drop drill" includes:

1. Drop
2. Listen to directions
3. Evacuate at the direction of the teacher
4. Go to assigned location outdoors
5. Be calm

Besides the regular emergency card, each family must fill out a disaster release form. In case of widespread destruction, such as down power-lines and damaged buildings, children will be retained in school until a parent/guardian or an adult whom parent/guardian has

designated in writing to pick up the student arrives at school. Any adult calling for a pupil at the school will be required to identify himself/herself to an assigned staff member. The parent/guardian or other designated adult must sign the children out before being permitted to take them out of school.

Important Information for Parents

1. DO NOT telephone the school, lines will be needed for emergency use.
2. Listen to instructions on the radio
3. When arriving at school, follow the instructions above regarding signing your children out.
4. Remain calm
5. Volunteer your services if you are able to do so

St. Aloysius Preschool
2023 East Nadeau Street
Los Angeles, CA 90001
(323) 582–4965

Photo/Video Release Form

I hereby give permission for my son/daughter _____
to be photographed or videotaped at St. Aloysius Preschool. I realize that the photo may be published in the newspaper, school brochure, Yearbook or other publication. The video may be used for educational purposes regarding the programs or curriculum at St. Aloysius Preschool.

Parent/Guardian Name_____
(Please print)

Parent/Guardian Signature_____

Date_____



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ST. ALOYSIUS GONZAGA SCHOOL STUDENT AND PARENT INTERNET AGREEMENT FORM

The use of the Internet at St. Aloysius Preschool is a privilege and not a right. I understand and will abide by the Students Internet Acceptable Use Policy. I understand that any violation of the rules is unethical and will result in the loss of Internet privileges. I may also be subject to school disciplinary actions such as, detention, suspension and /or expulsion.

Student Name _____Grade_____
(Please Print)

Student Signature_____ Date_____

As the parent/Guardian of _____, I have read and discussed with my child the Internet Acceptable Use Policy. I understand that access is designed for educational purposes; however, I also recognize that it is impossible for St. Aloysius Preschool to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I give permission for my child to access the Internet while supervised at St. Aloysius Preschool.

Parent/Guardian Name_____
(Please print)

Parent/Guardian Signature_____

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2023 East Nadeau Street
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PARENT AND STUDENT ACKNOWLEDGEMENT FORM

I have read the Parent and Student Handbook, which is located at www.staloysiusla.org and agree to comply with all policies and procedures of St. Aloysius Preschool. I have also reviewed the policies and procedures with my child(ren).

_____ _____
Parent Name Date

_____ _____
Parent Signature Date

As a student at St. Aloysius Preschool, I have read the Parent and Student Handbook, discussed it with my parents, and agree to comply with all policies and procedures of the school.

_____ _____

Student Name Date

_____ _____
Student Signature Date



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2023 East Nadeau Street
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ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

Student's Name _____ Date of Birth_____

Parent's Name_____ Grade_____

Address_____ Phone #_____

TO THE HEALTH CARE PROVIDER: Your patient has advised the school staff that he/she has a prescription medication that must be administered during school hours. Please complete and sign this form if medication prescribed for this child may be used during school hours.

Diagnosis or reason for medication:

Medication prescribed, dosage, time to be taken:

Special instructions or possible side effects:

How long will this medication be necessary?

Signature of Provider_____

Print name of Provider_____

Phone number of Provider_____ Date_____

TO THE PARENT OR GUARDIAN: The medication, as prescribed, will be administered in the school office by the school secretary after this form has been filed with the school office.

PLEASE SIGN THE FOLLOWING STATEMENT: I request that the school permit my child to receive the medication as prescribed by his/her physician during school hours.

_____ _____

Parent Signature Date



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2023 East Nadeau Street
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(323) 582 – 4965

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS
FOR INHALERS TO BE CARRIED BY STUDENTS

Student's Name _____ Date of Birth_____

Parent's Name_____ Grade_____

Address_____ Phone #_____

TO THE HEALTH CARE PROVIDER: Your patient has advised the school staff that he/she may carry an inhaler during school hours. Please complete and sign this form if an inhaler prescribed for school age children may be used during school hours. This form is required by the California Education Code, Section 11753.1, to authorize school personnel to permit the child to carry and use an inhaler at his/her own direction.

Diagnosis or reason for medication:

Inhaler prescribed, dosage, time to be taken:

Special instructions or possible side effects:

How long will this medication be necessary?

Signature of Provider_____

Print name of Provider_____

Phone number of Provider_____ Date_____

TO THE PARENT OR GUARDIAN: The inhaler may be carried by the student and used as prescribed after this form has been filed with the school office.

PLEASE SIGN THE FOLLOWING STATEMENT: I request that the school permit my

child to carry and use an inhaler as prescribed by his/her physician during school hours.

_____ _____

Parent Signature Date

APPENDIX

PARENT FORMS

Please fill out the following forms and return to the school office.

STATE OF CALIFORNIA–HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

CHILD'S NAME | SEX | BIRTH DATE

FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME | DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?

MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME | DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?

IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN? | DATE OF LAST PHYSICAL/MEDICAL EXAMINATION

DEVELOPMENTAL HISTORY (*For infants and preschool-age children only)

WALKED AT* MONTHS | BEGAN TALKING AT* MONTHS | TOILET TRAINING STARTED AT* MONTHS

PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
☐ Chicken Pox		☐ Diabetes		☐ Poliomyelitis	
☐ Asthma		☐ Epilepsy		☐ Ten-Day Measles (Rubeola)	
☐ Rheumatic Fever		☐ Whooping cough		☐ Three-Day Measles (Rubella)	
☐ Hay Fever		☐ Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? ☐ YES ☐ NO | HOW MANY IN LAST YEAR? | LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF

DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?* | WHAT TIME DOES CHILD GO TO BED?* | DOES CHILD SLEEP WELL?*

DOES CHILD SLEEP DURING THE DAY?* | WHEN?* | HOW LONG?*

DIET PATTERN: (What does child usually eat for these meals?)
BREAKFAST
LUNCH
DINNER

WHAT ARE USUAL EATING HOURS?
BREAKFAST _____
LUNCH _____
DINNER

ANY FOOD DISLIKES? | ANY EATING PROBLEMS?

IS CHILD TOILET TRAINED?* ☐ YES ☐ NO | IF YES, AT WHAT STAGE:* | ARE BOWEL MOVEMENTS REGULAR?* ☐ YES ☐ NO | WHAT IS USUAL TIME?*

WORD USED FOR "BOWEL MOVEMENT"* | WORD USED FOR URINATION*

PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? ☐ YES ☐ NO | IF YES, NAME OF DOCTOR: | DOES CHILD TAKE PRESCRIBED MEDICATION(S)? ☐ YES ☐ NO | IF YES, WHAT KIND AND ANY SIDE EFFECTS:

DOES CHILD USE ANY SPECIAL DEVICE(S): ☐ YES ☐ NO | IF YES, WHAT KIND: | DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME? ☐ YES ☐ NO | IF YES, WHAT KIND:

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE | DATE

LIC 702 (6/08) (CONFIDENTIAL)

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : ____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

_____ _____
(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE) (TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: Allergies: medicine:

Vision: Insect stings:

Developmental: Food:

Language/Speech: Asthma:

Dental:

Other (Include behavioral concerns):

Comments/Explanations:

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD:

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

☐ Risk factors not present; TB skin test not required.

☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
___ Communicable TB disease not present.

I have ☐ have not ☐ reviewed the above information with the parent/guardian.

Physician: _____ Date of Physical Exam: _____
Address: _____ Date This Form Completed: _____
Telephone: _____ Signature _____

☑ Physician ☑ Physician's Assistant ☑ Nurse Practitioner

RISK FACTORS FOR TB IN CHILDREN:

* Have a family member or contacts with a history of confirmed or suspected TB.
* Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
* Live in out-of-home placements.
* Have, or are suspected to have, HIV infection.
* Live with an adult with HIV seropositivity.
* Live with an adult who has been incarcerated in the last five years.
* Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
* Have abnormalities on chest X-ray suggestive of TB.
* Have clinical evidence of TB.

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

CONSENT FOR EMERGENCY MEDICAL TREATMENT-
Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____ . THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE	WORK PHONE
( )	( )

CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

   Licensing Office Name: _____

   Licensing Office Address: _____

   Licensing Office Telephone #: _____
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: ***CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.***

For the Department of Justice "Registered Sex Offender"database, go to www.meganslaw.ca.gov

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(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS

(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

_____
Name of Child Care Center

_____ _____
Signature (Parent/Authorized Representative) Date

NOTE: ***This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.***

For the Department of Justice "Registered Sex Offender"database go to www.meganslaw.ca.gov

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PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

(1) To be accorded dignity in his/her personal relationships with staff and other persons.

(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.

(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE: **PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

LIC 613A (8/08)