

MISSION

The mission at Our Lady of Perpetual Help School, a ministry of Our Lady of Perpetual Help Parish, is to provide a quality education in a loving, Christ-centered environment.

PHILOSOPHY

Our Lady of Perpetual Help Preschool provides opportunities for children to develop self-help skills, problem-solving skills and academic skills within a Christ-centered environment. The program promotes development of a positive self-image through positive discipline, modeling, and providing opportunities for children to be successful. Social Skills are developed in a safe environment where children are encouraged to express their thoughts, feelings and ideas through their words, as well as creative experiences. A combination of hands-on experiences and academics are provided for the students. Preschool staff members serve as facilitators in all aspects of the development of children. Our Lady of Perpetual Help Preschool strongly acknowledges the role of parents as the primary educators of their children.

HOURS OF OPERATION

We are on a traditional school schedule which includes 180 days of classes. We are closed for the summer, holidays, vacations, and staff in-service days. A yearly calendar is provided to each family which indicates school closures, minimum days and other events. Our tuition is based on 180 days of school. Our regular hours are 7:30 a.m. to 2:30 p.m. Monday through Friday unless otherwise noted. Extended care is available from 6:30 a.m. to 7:30 a.m. and after school until 6:00 p.m. at an additional charge of \$3.50 per hour. There is limited space available in the extended care program. Therefore it is necessary to register upon enrollment. We are unable to accept children before 6:30 a.m. Any child not picked up by 6:00 p.m. will be charged an additional fee of five dollars for every 5 min.

Any child left in extended care beyond 6:00 p.m. without a phone call from parents regarding the situation will result in emergency procedures taking place.

ATTENDANCE

Attendance regular attendance is important and will be taken into consideration for acceptance into our kindergarten program. It is equally important for your child to arrive on time and prepared for the day. All students are expected to be at school no later than 7:45 AM (except for church days, usually Fridays, 7:30 AM). The students arriving prior to 7:30 AM (7:15 AM on church days) may bring breakfast with them. Please follow our healthy eating guidelines noted under LUNCHES. We start our day promptly at 8 AM, and it is disruptive when students arrive late.

DAILY HEALTH CHECK

It is necessary to perform a quick health assessment of your child each morning prior to your child being signed in. We will check for fever, rash, coloring of skin and eyes, mucous from eyes or nose. Your child will not be admitted to school with any symptoms present unless a note from a physician is provided. Should your child become ill while in our care, we will call the parent or emergency contact to pick the child up from school, immediately. In all instances, it is required that a child be excluded from school until all symptoms have been gone for at least 24 hours, unless the child have a release from a physician.

HEALTH POLICIES

Every child is required to have a physical exam. TB test (unless stated by the physician) and all vaccinations must be current prior to the first day of attendance in our program. If your child is not well enough to participate in all of the day's activities, including outside play, it is necessary to keep your child home for the day. If your child is ill, please keep him at home until all symptoms have been gone for at least 24 hours unless a note from the physician states otherwise. This is for the benefit of your child as well as the other children in our program. Should your child become ill while in our care, we will call parent or an emergency contact to pick him/her up from school immediately. It is the responsibility of the parents to notify the school should your child contract any of the following communicable diseases: chickenpox, mumps, measles, German measles, head lice, Conjunctivitis (Pink Eye), Impetigo, ringworm, scabies, Scarlet Fever, hand, foot, and mouth disease, Tuberculosis. Please be assured that all sources will remain confidential.

MEDICATION

Any medication to be taken at school must be in the original packaging stating the dosage and frequency. All medication, including non-prescription medications, require a physician's note in addition to parental authorization. Medications must be taken directly to a staff member, accompanied by pertinent information. Children may not possess any type of medication at school, including vitamins or cough drops.

SIGN-IN AND SIGN-OUT

Children must be signed in each day by a responsible adult, and signed out by an authorized adult. Failure to properly sign in any child will result in the parent having to return to either sign in or pick up their child. Children must be cleared through a health check prior to signing in each morning. Children will only be released to those listed on the emergency identification form. Identification WILL be required. Please bring it with you. Also, notify those authorized to pick up your child that identification will be required.

Please keep emergency identification forms updated with current information. Shared custody situations require a court order for modifications to the emergency identification form.

Telephone authorization is not permitted. We will not release any child to an unauthorized person or one without identification under any circumstances. Please ensure that children are supervised at all times, including drop off and pick up. Children should be encouraged to follow rules at all times, as these rules are in place for the safety of your children. Only adults should open or close the door. All CHILDREN MUST BE SUPERVISED AT ALL TIMES.

VISITATION

We have an open door policy. Parents are always welcome to visit. It is not necessary to call ahead, but please check in at the front office upon arrival. Please encourage your child to participate in the day's activities while you are on campus, as well as following the school routine and rules. Please be a Christian role model while here in both actions and words. Pay careful attention to phone conversations. Smoking is not permitted anywhere on campus at anytime. In order to interact with other children in the program, it is necessary to meet all volunteer criteria (see "parent participation").

PARENT PARTICIPATION

All parents are required to participate in our program as stated on the yearly contract. This participation includes service hours, fiesta, SCRIP, and fundraising. We welcome and encourage parent participation in our program. Donations of supplies for preschool count towards service hours. Each family is responsible for logging their own hours in the front office. For the safety of our children, all volunteers to interact with children must have cleared Live Scan fingerprinting for the Diocese of San Bernardino, attend either in person or online, Safe Environment and Code of Pastoral Conduct training, and complete and submit a volunteer form.

SNACKS

A healthy, balanced snack is provided each day. A snack menu is posted at the beginning of each month. It is imperative that we are made aware of any food allergies so that we can avoid serving your child those foods. We encourage children to try a new food, and will handle food dislikes as they arise. If you would like to volunteer to help prepare snack or provide snack, please let us know. All participation is greatly appreciated. This is a great way to complete service hours.

LUNCH

Lunch must be brought from home. If your child does not have a lunch, we will call for you to bring one. Lunches brought from home must be healthy, well-balanced and contain appropriate portions for your child's age. We are able to reheat food that is in a microwavable container. We do not have time to cook frozen lunches, etc. Children should have only one drink, no larger than 8 ounces. Please avoid food and drink that is high in sugar. Candy and soda are not permitted at school. We will send home any unfinished food so that you are aware of your child's changing eating habits.

BIRTHDAYS

Parents are welcome and encouraged to bring a special snack for birthdays. Birthdays are celebrated during our regular set time. Please advise us in advance if you will be bringing something. If you choose to provide a beverage, either milk or 100% juice is preferred.

REST TIME

Rest time is required. It is required that children are provided with a rest time in a full day preschool program. Children are not forced to sleep, but are encouraged to rest their bodies and their voices. Children need to bring a crib-sized sheet and a small blanket for rest time. A small pillow or soft toy may be brought to school, but must be small enough to fit in a child cubby. Some sheets are difficult for the children to function, so it may be necessary for our staff to cut the elastic.

PERSONAL BELONGINGS

All personal belongings other than listed on the supply list should be left at home. We are not responsible for any items that are lost at school. Children are permitted to bring something appropriate on Share Day. No weapons or guns are permitted at school at anytime. Also, action figures or any other toys that might promote violence are not permitted at school. Children should be weaned of bottles and pacifiers.

ATTIRE

Please send your child to school ready to play. Your child will get dirty, so they should dress accordingly. Please make sure their tummies are covered, and that the clothes are fitting well, in order to promote self-help skills and prevent potty accidents. Please send your child to school in clothes in which he or she can function independently. Overalls are not recommended. Children must wear socks and closed toed shoes. Sandals are not permitted. Please make sure that your child has a spare change of clothes at school at all times, including socks and underwear. These should be changed out during the school year as a child grows and the weather changes. Children need a jacket or sweater every day. It is often chilly in the shaded eating area, even on warm days.

COMMUNICATION

A variety of methods are used for communication with parents. Parents are provided with a yearly calendar as well as monthly calendars. School bulletins are sent home, and the envelope needs to be signed and returned each time. Preschool-specific newsletters are sent each week, as well as additional parent letters if necessary. The white board is kept current with pertinent information. We also communicate using individual notes to parents and phone calls. Formal conferences are scheduled twice per year and informal conferences are scheduled on an individual basis. Formal evaluations are given at conferences. Staff members are more than

happy to answer any questions for you. Please keep in mind that is difficult for a teacher to conference with a parent while supervising children. But also know that we are as concerned about your child's progress as you are, and we are eager to work together. It is best to call the preschool office to schedule an appointment. Any questions or concerns specifically regarding your child should be directed to your child's teacher. Should further assistance be needed, contact with the preschool director may be made. Information regarding students is shared solely with parents or legal guardian, unless there's a court order stating otherwise.

CURRICULUM

The preschool curriculum focuses on the development of the whole child, with an emphasis on academic skills in a faith-centered environment. Our curriculum is theme-based, introducing a new area of social studies each week. We also reinforce a different letter of the alphabet, number, color, and shape each week. In addition, children participate in a weekly Bible story. Zoo Phonics is used to enhance the retention of letter sounds. The curriculum is based on the Diocese of San Bernardino preschool curriculum and exceeds State of California preschool standards in all areas.