



HOLY APOSTLES
P R E S C H O O L

PARENT HANDBOOK

2023-2024

Preschool Office

(719) 591-1566

<https://www.holyapostlescc.org/preschool>

Updated 7/2023

Holy Apostles Preschool Handbook

CHRISTIAN CODE OF COMMUNICATIONS

A Christian Code of Communications is in place at Holy Apostles Preschool. This Code outlines our basic philosophy of talking and working with others. The Code asks that all members of the preschool community agree to the following:

1. I will do my best to contribute to the Christian atmosphere of Holy Apostles Preschool. I will therefore act with due sensitivity, compassion, and understanding of the views of others.
2. If I have an issue with someone, I will first discuss it with the source of that issue.
3. If others come to me about issues, I will direct them to the source.
4. I will not assume the motives of others.
5. I will check my perceptions of the matter with the appropriate person.
6. I will communicate with respect, verbally and nonverbally.
7. I will be open to receive correction and criticism as gracefully as possible.
8. I will strive to trust and give others the benefit of the doubt to the best of my ability.

All parents acknowledge they will abide by these principles when signing the Membership Agreement provided in the enrollment paperwork required annually stating “Parents agree to comply with the rules and regulations of Holy Apostles Preschool regarding fees, attendance, health, parking, clothing, and other items specified within the Parent Handbook.”

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Holy Apostles Parent Cooperative Handbook

INTRODUCTION

HISTORY

Holy Apostles Parent Cooperative Preschool was established in 1976 by Holy Apostles Catholic Church and is a Catholic school in the Unified Catholic Schools of the Pikes Peak Region within the Diocese of Colorado Springs.

PURPOSE

The preschool serves the educational needs of children between the ages of three to six years from a wide geographic area within the Diocese. The program is licensed by the Colorado Office of Early Childhood and the Department of Human Services and approved by the Colorado Springs Diocese Office of Catholic Schools. Holy Apostles Preschool is quality rated by the Colorado Office of Early Education as a Level 4 program. Additionally, the program is accredited by the National Association for the Education of Young Children (NAEYC) and meets the rigorous national standards set forth for early childhood education programs.

MISSION STATEMENT

We lovingly invite all children in partnership with their parents to our nationally accredited developmental program as we prepare them for the path ahead in a nurturing, safe, Christ-centered environment.

GOVERNANCE

Holy Apostles Preschool is part of the educational mission of the Diocese of Colorado Springs. The Preschool Director is responsible for the administration of the preschool. The Director provides leadership in all phases of the educational process. The School Advisory Council (SAC) formed in 2016 is a consultative body, headed by the pastor of the parish, which supports the mission of the preschool. The SAC has regular meetings to formulate the purpose and policies to be followed by the preschool. Parents, alumni, and interested parish members who wish to serve on the SAC should contact the preschool office for further information regarding monthly meetings and training



NON-DISCRIMINATION POLICY

The Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop James R. Golka and at the direction of the Superintendent of Office of Catholic Schools, attest that none of the Catholic schools discriminate on the basis of sex in admission policies, treatment of students, or its employment practices.

The Catholic Schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop James R. Golka and at the direction of the Superintendent of Office of Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the schools. The schools do not discriminate on the basis of race, age, disability, color, national, or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or other school administered programs.

PROGRAM PHILOSOPHY AND GOALS

The goals of the Preschool are:

1. To provide quality early childhood education to the young children in our parish community and beyond.
2. To create an atmosphere of a Catholic, Christian community in which the child learns to love and respect God, himself, their parents, teachers, and friends. Also, the child learns that their love will be returned.
3. To enrich and expand the role of parents as the first and lasting teachers of their children.

EDUCATIONAL PHILOSOPHY

The philosophy of the preschool is based on these important considerations:

1. The program is developmental in nature focusing on the growth of the total child.
2. Each child matures and progresses at a different rate. Therefore, the program will be individualized as much as possible to meet the individual needs of the child.

3. The preschool child spends most of their waking moments involved in play. Therefore play, an essential aspect of development, is used as a vehicle to teach basic concepts.
4. The young child is energetic, full of life, eager, and enthusiastic. The child must be doing, exploring, and discovering the world around him through “hands on” experiences.
5. When a sound program is provided for a child based on their abilities and needs, discipline concerns are minimal and the child learns through positive guidance.

GOALS FOR CHILDREN

Developmentally appropriate goals are established for individual children that focus on skills for:

SOCIAL DEVELOPMENT

TO HAVE A SENSE OF SELF--

- Show ability to adjust to new situations.
- Demonstrate appropriate trust in adults.
- Recognize feelings and manage them appropriately.
- Stand up for self.

TO SHOW RESPONSIBILITY FOR SELF AND OTHERS--

- Demonstrate self-direction and independence.
- Take responsibility for own well-being.
- Respect and care for classroom environment and materials.
- Follow classroom routines.
- Follow classroom rules.

TO DEMONSTRATE PROSOCIAL BEHAVIOR--

- Play well with other children.
- Recognize the feelings of others and respond appropriately.
- Share and respect the rights of others.
- Use thinking skills to resolve conflicts.

PHYSICAL DEVELOPMENT

TO INCREASE GROSS MOTOR SKILLS--

- Demonstrate basic locomotor skills (running, jumping, and hopping).
- Show balance while moving.
- Climb up and down.
- Pedal and steer a tricycle.
- Demonstrate throwing, kicking, and catching skills.

TO INCREASE FINE MOTOR SKILLS--

- Control small muscles in hands.
- Coordinate eye-hand movement.
- Use tools for writing and drawing.

COGNITIVE DEVELOPMENT

TO LEARN AND PROBLEM SOLVE--

- Observe objects and events with curiosity.
- Approach problems with flexibility.
- Show persistence in approaching tasks.
- Explore cause and effect.
- Apply knowledge or experience to a new context.

TO APPLY LOGICAL THINKING--

- Classify objects.
- Compare and measure.
- Arrange objects in a series.
- Recognize patterns and can repeat them.
- Show awareness of time concepts and sequence.
- Show awareness of position in space.
- Use one-to-one correspondence.
- Use numbers and counting.

TO USE REPRESENTATION AND SYMBOLIC THINKING--

- Take on pretend roles and situations.
- Make believe with objects
- Make and interpret representations.

LANGUAGE DEVELOPMENT

TO DEVELOP LISTENING AND SPEAKING SKILLS--

- Hear and discriminate the sounds of language.
- Self-Expression using words and expanded sentences.
- Understand and follow oral directions.
- Answer questions.
- Ask questions.
- Actively participate in conversations

TO INCREASE READING AND WRITING SKILLS--

- Enjoy and value reading.
- Demonstrate an understanding of print concepts.
- Demonstrate knowledge of the alphabet.
- Use emerging reading skills to make meaning from print.



Comprehend and interpret meaning from books and other texts.
Understand the purpose of writing.
Write letters and words.

RELIGIOUS EDUCATION

The same principles that educators have found effective in teaching math, reading readiness, etc., to very young children will be applied in teaching religious education. This will be accomplished by:

1. Creating an atmosphere of a Catholic, Christian community.
2. Presenting simple and age-appropriate concepts, stories, prayers and songs.
3. Incorporating age-appropriate Catholic religious objectives into the curriculum.

ADMISSIONS AND OPERATIONS

ADMISSIONS

Holy Apostles Preschool is licensed in Colorado by the Department of Human Services to enroll children from age three to six years. Children must be toilet-trained before beginning preschool. We value diversity and welcome all children without regard to race, religion, or ethnic group. Enrollment is open to any child, including those with special needs, provided that the preschool can meet the individual needs of those children. Parents of children with special needs are encouraged to discuss those needs with the director and the child's teacher prior to the first day of school. When the administration team feels the preschool cannot meet special needs of children, admission is not guaranteed.

REGISTRATION

Registration for the new school year begins in January. Parents are advised to arrange a visit with the Director and tour the preschool to see if Holy Apostles Preschool meets their individual needs. Currently enrolled preschool families are given priority and may pre-register in early January for the following school year. Registrations are taken in the order they are received. Once classes are filled, a waiting list is kept, from which later registrations are accepted when an opening occurs.

The registration fee is \$150 and must be paid at the time of registration. The registration fee is non-refundable and non-transferable. The registration fee supports the program and provides the student's materials. All enrollment forms provided to you at registration, including the health and immunization forms required by state law, must



be completed prior to the first day of class. Forms should be turned in no later than July 26th.

It is the responsibility of the parents, or legal guardian, to share official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the preschool office. In the absence of a court order to the contrary, the preschool will view each parent as having full legal custody of their child.

TUITION AND FEES

Tuition must be paid by the fifth of each month. A \$10.00 late charge will be added after the 10th of the month

2023-2024 PRESCHOOL TUITION & SCHEDULE

3 Year old Classes

***TTH 9-12pm \$205 per month 3 years by 8/17/23**

***MWF 9-12pm \$255 per month 3 years by 8/18/23**

***M-F 9-12pm \$365 per month 3 years by 8/17/23**

4 Year old Classes

~~**TTH 9-12pm \$205 per month 4 years by 10/1/23**~~

MWF 9-12pm \$255 per month 4 years by 10/1/23

M-TH 9-12pm \$295 per month 4 years by 10/1/23

~~**M-F 9-12pm \$365 per month 4 years by 10/1/23**~~

***see director for two day options for four year olds**

***Students may start school once they turn 3 up until 12/31/23 if room is available. Families may opt to pay tuition to hold a place for their child who has not turned 3 yet.**

Class choice is based on the age of the child upon enrollment.

Full monthly tuition is paid over ten school months (August – May). Tuition may also be paid in advance or in full. Tuition may be paid by cash, check, money order, online debit or credit or recurring electronic funds transfer. Please make checks payable to *Holy Apostles Preschool*.

Parents are required to remain current with tuition payments. Tuition that is unpaid for one month gives the preschool the right to dismiss a child from preschool.



A fee of \$30 will be assessed to any account for a returned tuition payment for insufficient funds.

TUITION ASSISTANCE

Financial assistance may be available for **registered families who qualify** – contact the preschool office for information regarding the application processes.

1) Registered families may apply for **BISHOP'S SCHOLARSHIP FUND**

The mission of the Bishop's Scholarship Fund is to help families afford a Catholic Education. Bishop Golka provides funds from the annual Diocesan appeal along with contributions for parishes across the Diocese.

All families who have a child or children registered, or are new applicants, in a Diocesan Catholic school and are in financial need of tuition assistance are encouraged to apply through FACTS online, <https://online.factsmgt.com/aid>. Facts is the third-party agency used by diocesan schools to evaluate need. Once a family logs into their FACTS account, they will need to search and add their school (or schools) to the application. They can search by school name, city, state, or zip code.

-The initial deadline for applications is February 28, 2022. Completed applications are evaluated by FACTS, and families with a demonstrated need will receive an award. Awardees' families are notified through your school and scholarship distributions are made directly to the school on behalf of the successful scholarship applicant.

2) Holy Apostles Catholic Church Endowed Scholarship Program **SUSPENDED for 23-24 School Year**

3) Holy Apostles Catholic Church Endowment Financial Need

Currently enrolled families may see the director for information regarding seeking financial need from this program.

A tuition discount of 3% is given to families with more than one child enrolled in the program at the same time and who are registered and active in a Catholic parish in the Colorado Springs Diocese.



SCHOOL HOURS

All classes begin at 9 am. We ask that you and your child begin lining up outside of the main preschool entrance. Staff will greet each student individually and bring in students beginning at 8:55am. Please sign in your child on their class sign in sheet.

Dismissal times are at noon. Each child is dismissed individually by the teacher after they have been signed out for the day from their class dismissal spot outside. Each class has a designated spot outside that will be shared with families at the start of each school year.

The Preschool does not hold classes during

- Labor Day
- ACI Teacher Conference
- Parent/Teacher Conferences in October
- Thanksgiving break
- Christmas break
- Martin Luther King Day
- All Schools Mass in Jan./ or Feb.
- Parent/Teacher Conferences in Feb.
- Presidents' Day
- Spring Break
- Good Friday
- Easter Monday

PRESCHOOL ORIENTATION

Children enter Holy Apostles Preschool gradually. Their first contact with their teachers and classroom will be at the Teacher Meet and Greet in August. Earlier in the month, teachers will reach out to parents to arrange for a time to meet with you and your child at the Preschool. During this meet and greet, your child will meet their teachers and become oriented to the classroom. You will be able to share any pertinent information with the teacher. You will also be asked to check in at the office to finalize any paperwork. August tuition will be due at this time at the latest. All enrollment forms must be submitted before July 26 to allow for time for processing before the meet and greet.

The class then meets together for class on Thursday, August 17th or Friday, August 18th. This planned introduction helps welcome all children into the program. A Back to School Night will also be held the evening of Wednesday, August 16th to acquaint parents with preschool policies and learn about classroom expectations and events.

CHILDREN WITH SPECIAL NEEDS

Holy Apostles Preschool is open to any child between the ages of three and six years. Children with special needs are welcome when the preschool can do so with reasonable accommodation and when meeting the need does not significantly alter the fundamental nature of the program. If a child comes to Holy Apostles with an IEP (Individualized Education Plan for a disability or special need), that plan will be followed and necessary



accommodations will be reviewed and implemented if reasonably possible.

Accommodation and equipment will be provided for a child with special needs who is not toilet trained.

Parents should discuss diagnosed needs with the Director at the time of enrollment to discuss the child's special needs to be sure the Preschool can meet the child's needs in the best learning environment.

SCHOOL ADJUSTMENT

All children in the preschool are accepted on a trial basis. There are times when a child or parent may not adjust to our program. If there is an adjustment concern, each situation will be individually reviewed before any action is taken. This review includes notifying the parents that a problem or concerns exist, meeting with the parents to develop a plan to resolve the situation, giving the parent referral resources when appropriate and giving adequate termination notice should the conflict or situation not be resolved. Please refer to the section on Withdrawal and the section on Guidance.

WITHDRAWAL FROM PRESCHOOL

Each child is enrolled for the entire school year, August to May. If your child will be leaving Holy Apostles, we require two weeks written notice and payment of two weeks tuition. Refunds will only be granted on a case by case basis and with director approval.

The preschool program is designed to develop the child's potential to the fullest. Our staff is well trained and works hard to identify the social, emotional, and developmental needs of each child. However, there are times when children may need additional care that our staff is not able to provide. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent and begin with a parent teacher conference. To better accommodate your child, we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other children, we may choose to ask you to withdraw your child for a specified period of time. Once the child returns to our program, if the child continues to endanger him or others, we will discuss if we are the best persons to be caring for your child at this time. Please refer to our detailed guidance policy for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior. It is only as a last resort that we would ask you to remove your child from the program. In those situations, the preschool reserves the right to end a child's enrollment. If such an action becomes necessary, the program staff will make every attempt to offer information about additional resources for the family to pursue.

Before any decisions are made or are taken regarding the suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child's behavior issues, meetings will be held with parents to attempt remediation of the issues. These procedures are consistent with the program's policy on guidance, positive instruction, discipline and consequences. In addition, we will make every effort to document the steps taken to understand and respond to challenging behavior.

- "The education for your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child."

PRESCHOOL POLICIES AND GUIDELINES

DROPPING OFF/ PICKING UP CHILDREN

State law requires that each child must be signed in and out by the parent/ guardian each day. Your child's safety is our utmost concern. Parents/ guardians or authorized persons will sign the child in using the form provided by the teacher. The parent or guardian's full, legible signature (not initials) must appear daily on the forms provided upon arrival and at departure times. All authorized persons must be at least 18 years of age or older and provide a valid driver's license for identification.

STAFF SUPERVISION OF CHILDREN

Parents and caregivers need to be clearly informed that the preschool will not assume responsibility for children who have not been signed in at the beginning of each day. After a child has been signed in, the preschool and its staff are responsible for the child until they are signed out. It is the preschool's policy that no child may be picked up without staff knowledge and that no child is released to any unauthorized person.

IDENTIFYING CHILDREN THROUGHOUT THE DAY

Each classroom will have qualified staff who will verify attendance as they arrive in the classroom at the beginning of the day, at transition times, and as they go to/from outside play. Children are within sight and sound of a qualified staff member at all times throughout the school day.

An accurate accounting of children is kept during preschool hours. This process is made easiest when parents sign in accurately and notify the school when their child will be out for the day. Teachers will be responsible for keeping an accurate count of the children in their class. They will do this by counting children each time a group travels from one classroom to another or to the outside play area. The Director will survey class "sign in" lists to verify absences and will make periodic head counts throughout the day. Should a

child become lost during the day, the staff has a protocol to follow for locating a lost child.

At the end of the preschool day, the last staff member in the building checks that all children have been signed out from their classroom and that there are no children present in the entire preschool or playground area.

GUIDANCE, POSITIVE INSTRUCTION, SUPPORTING POSITIVE BEHAVIOR, DISCIPLINE AND CONSEQUENCES INCLUDING HOW THE PRESCHOOL WILL:

1. Cultivate positive child, staff and family relationships.
 - a. Teachers and staff at Holy Apostles Preschool have been trained on positive teaching practices which ensure that children's behavior is guided in a positive manner. We continuously communicate with families daily regarding their child and encourage family involvement and support to ensure that their child is guided in an appropriate and positive way.
2. Create and maintain a socially and emotionally respectful early learning and care environment.
 - a. All of our teachers and staff encourage positive interactions with each child by modeling, demonstrating and teaching children to respectfully interact with others.
3. Implement teaching strategies supporting positive behavior, prosocial peer interaction, and overall social and emotional competence in young children.
 - a. Through education and training each teacher at Holy Apostles Preschool is able to effectively and positively reinforce children's positive behavior and redirect behavior that is harmful to a desired behavior. Teachers continuously demonstrate positive interactions with each child, which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
4. Provide social and emotional intervention supports for individual children who need them, including methods for understanding child behavior; and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.
 - a. Holy Apostles believes in working as a team to identify the specific social and emotional needs of each child. Teachers are trained to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.

5. Access an early childhood mental health consultant or other specialist as needed.
 - a. We continuously strive to strengthen our relationships with our children and their family. Nevertheless, when situations occur or develop that make a child's needs difficult for staff and parents to adequately address the family will be given information on how to access a specialist to support their child in all environments. The preschool maintains a resource list of professionals who may be called upon in specific situations.

RELEASE OF CHILDREN

Children will be released only to those persons who are authorized to pick them up. Authorized persons must be at least 18 years of age and have a valid ID. If you must change plans, WRITTEN NOTIFICATION OF THAT CHANGE must accompany your child to school. Children must be signed in and out every school day. State law requires that parents use their full name legibly, not initials, when signing in and out.

RELEASE OF CHILDREN ON SPECIAL EVENTS DAYS

There are times when the preschool has special events during preschool hours (i.e. Picnics, Potlucks, programs, etc.). Once a child is signed out of the classroom by the parents, the parent assumes responsibility for the child.

LATE ARRIVALS AND DEPARTURES

Children should be picked up promptly at the end of their designated class time at 12pm. Children become concerned when parents are late. A late charge is assessed for each late pickup (\$5 for the 1st 15 minutes, \$1/minute thereafter). There are times when emergencies arise. Please call the preschool office immediately if you are unable to make the scheduled pick up time. Families are allotted one emergency free of charge. Be aware that we would never leave a child unsupervised in such an instance. The Director, Director Substitute or Office Assistant would stay with your child until your arrival. If we have not received a phone call from you explaining such a situation, we will release your child to Child Protective Services after an hour's time has lapsed. Child Protective Services can be reached at 719-444-5700 or 719-475-9593.

PERSONAL EMERGENCIES/ACCIDENTS

In the event of an emergency, every effort will be made to locate the parents of the child or those persons designated by the parents as emergency contacts. If this is not possible, the parents give permission in writing at the time of registration to call a doctor for medical or surgical care at the parent's expense.

Minor injuries and accidents will be reported to parents or guardians at the end of class time. A minor injury is considered to be one that the staff can easily treat with basic first aid skills. Any other injuries will be immediately reported to parents or guardians and documented.

SICK OR ABSENT CHILDREN

It is important for you to notify the school if your child will not be attending preschool because of illness, or for any other reason. This notification process becomes especially important when your child acquires ANY communicable disease such as strep, chicken pox, or conjunctivitis. Certain communicable illnesses are required to be reported to the El Paso County Health Department.

Children will have health checks as they enter their rooms each day. Any child determined to be ill at this time will be refused entrance into the classroom. We hope that this measure will reduce the number of communicable illnesses your child brings home. A child is considered to be too ill to come to preschool if they have a fever or have had one in the last 24 hours, have significant diarrhea, vomiting, a major cough, nasal discharge that they cannot handle, a contagious illness such as strep, conjunctivitis, COVID19, or a contagious infestation such as lice. Children taking a course of antibiotics for a contagious illness must have taken the prescribed antibiotic for at least 24 hours before coming to school. A detailed illness policy is sent home at the beginning of the school year for your reference. Please see document: How Sick is Too Sick?

If your child becomes ill during class time with any of the above conditions, he/she will be isolated from the class in the Preschool Director's Office. Parents will be contacted immediately to pick up their sick child. A cot is available for your child to rest upon until your arrival and every effort will be made to make him/her as comfortable as possible.

COMMUNICATION

You will receive information about the activities your child has accomplished at preschool on a daily basis. Check your email and/ or ClassTag for information. Teachers will also communicate any important information about your child at pickup when you pick up your child. Monthly updates as well as monthly newsletters will help keep you informed about important dates, activities and items of interest or concern. Be sure to check your child's backpack each day for information from the school. Parents may also refer to the Preschool's web page at <https://www.holyapostlescc.org/preschool> and on the Preschool's Facebook page at www.facebook.com/holyapostlespreschool. Other



school and community information is available on the Parent's Table near the office for you to pick up as you wish.

Parents/Guardians are requested to notify the Preschool Office in writing of any change of address, custody, home or cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

DRESSING FOR SCHOOL AND FOR WEATHER

Please dress your child in comfortable clothes suitable for outdoor play and messy art projects. Coats and jackets should be sent each day starting in the fall. Hats and mittens should be sent as the weather becomes cooler. Please label these items with your child's first and last name. Sturdy, closed-toe shoes are most comfortable for children on our pea gravel playground. Please refrain from high heeled shoes as daily footwear.

We will have daily outdoor play time of at least 15- 30 minutes. We will not have outdoor playtime during inclement and excessively hot weather but will instead provide indoor large gross motor activities.

In the event of a toileting accident while the child is at school, staff will assist the child to change clothes that either the parents have provided or that the school has available. Changing procedures are posted in classroom bathrooms and changing facilities are available for these circumstances.

CHILDREN'S PERSONAL BELONGINGS

We request that children leave personal toys at home except on designated "Show and Tell" days or when it is part of a transition plan arranged between teacher and parents. Each child will be provided with their own cubby to place personal belongings, including backpacks, in during their hours at preschool. We do not allow children to bring money to school.

HOLIDAY PARTIES

We will have at least three holiday events (Halloween, Valentine's Day and Easter). Special favors, place settings, and extra help may be needed on those days. You will be notified of details prior to party days.

BIRTHDAYS

Your child's birthday will be a special day at school. You may help in the classroom on that day. The parent helper calendar will be planned to assign you a date close to your child's birthday. You may provide a special snack (see our snack list) to be shared with the other children. Parents are asked NOT to distribute party invitations at school unless every child in the class is invited.

ALLERGIES

Parents of children with food allergies are asked to provide nutritious snacks for their own child in the event a provided snack is not suitable. With the increasing number of children experiencing food allergies, it is sometimes difficult for staff to provide a snack that will suit every child's needs. Your child's teacher will discuss any known and designated dietary restrictions with parents in the class.

The preschool observes a no-nut policy because there may be children with potentially life-threatening allergies in your child's classroom. Parents should not bring any peanuts, peanut products, or product from a peanut/ nut producing facility. Parents are cautioned to carefully check labels for warnings about peanuts or nuts in all commercially prepared foods. Please check with your child's teacher or call the school if you have questions about this policy.

MEDICATIONS

Holy Apostles Preschool does not dispense medication at preschool except in emergencies (i.e. inhalers for asthma, Epi-pen, etc.). If your child needs to be medicated, please do so before or after their preschool day. Also, do not allow children to carry medications, ointments, lip balm, sanitizer, insect repellent or bring vitamin water or Gatorade in their backpacks.

Emergency medications which have been checked in with the Director with required documentation will be stored in an area that is easily accessed by staff, but inaccessible to children. When away from the classroom, staff will carry emergency medications in a backpack on their person.

All medications to be administered to children are required to have annual parental permission and written health care provider's orders for each medication prescribed. All medications will be administered by trained and delegated staff and in accordance with the prescribed directions and will be documented in our medication log book. All medication must include the child's name, name of health care provider prescribing child's medication, dose, and date. A health care plan will be completed for all



medication which is to be administered at the preschool. The preschool Director and staff work with a contracted Child Care Health Consultant on a monthly basis, or more frequently as needed. The school's consultant reviews health care plans and administration and access of medications on-site and makes recommendations as necessary.

When a medication has expired or is left over, those medications will be returned to the parents, if the parents are not able to be reached, the left over or expired medications will be properly disposed. It is the parent's responsibility to promptly renew and replace any emergency medications upon notification from the Director that their child's medication is due to expire.

SUN PROTECTION

We require all children to wear a brimmed hat outside for sun protection. In addition, because our class time is limited, we ask that parents apply a base of sunscreen before school each day,--even though the playground is shaded for most of the day. On walking field trips and picnic days, we strongly encourage every parent to do the same. Sun exposure on those days could be greater. We will let you know ahead of time if we plan to take such trips. Parents verify daily application of sunscreen by their signature on the classroom sign-in clipboard at arrival each class day.

INSECT PROTECTION

Holy Apostles Preschool staff WILL NOT apply DEET based products unless required to do so by the Health Department. Due to the threat of insect borne viruses during the months of September and October, you may wish to apply an insect repellent to your child's skin before preschool. DEET products for children of this age should contain less than 10% DEET.

VIDEO VIEWING

It is not part of our routine to show VCR/DVD programs. There are times when a teacher may use a video or Youtube as a virtual field trip when it fits curriculum needs.

FIELD TRIPS

The class may periodically take walking field trips around our church property. First aid supplies, emergency medications, emergency contact information, and a cell phone for communication are always taken. You will be advised if a walking field trip is planned.



Children who arrive late at the Preschool when their class is away from the building on a walking field trip will be supervised by the Director or office staff until the class returns to the Preschool. Parents will sign their child in with the Director or office staff.

VISITORS *Limited*

Adult (parent) visitors are welcome at the preschool. All visitors in the preschool area of the church are required to sign in at the preschool office and provide their name, address, and the purpose of the visit. If the visitor is unknown to the preschool staff, they must show at least one piece of identification. All visitors will be accompanied by a staff person during their visit.

Because of state licensing requirements, siblings and friends of children enrolled in the program are not allowed to visit. Please do not allow siblings or other children to join the classes at arrival or dismissal time so that teachers can best greet and dismiss the children safely and assure that all preschool children are continuously supervised and accounted for.

FAMILY EVENTS

Families will have opportunities to come together through social events during the year. These events will provide opportunities for you to meet and come to know other families better and for you to provide support for each other in your parenting roles.

PARENT TEACHER CONFERENCES

Conferences will be held twice a year in October and February. Classes will not be held on these days. The conferences give parents the opportunity to discuss their child's progress and share any concerns they have with teachers.

ASSESSMENT

At preschool your child will constantly be observed for growth in all developmental areas (see "Goals for Individual Children" at the beginning of this handbook). The primary purpose for observation and assessment is so that the teacher can plan curriculum appropriate for the children in their class. In addition, teachers will be looking for continuous growth in all areas, as well as growth that may be outside of the norm. The results of assessment will be shared at your child's conferences. At Holy Apostles Preschool, The Creative Curriculum and its Developmental Continuum and Teaching Strategies GOLD are used as a basis for planning and for observation and assessment. You will receive written reports about your child's growth at least twice a year. Your child's teacher will meet with you and go over observation and assessment results in January so that you have a clear understanding of the results and their purpose. For



more information about our chosen assessment tool go to www.TeachingStrategies.com and check out the Developmental Continuum or review assessment objectives on the poster in your child's classroom.

Children will be assessed using the Brigance Assessment. Results will be shared with parents at conference time. The results help guide the teacher to create goals with the students.

Your child's assessment information will be kept confidential and on file throughout the year. Assessment information will only be used for future planning for your child and the entire class. It will not be shared beyond those listed below.

CONFIDENTIALITY

All observation and assessment information, medical documentation, and family data will be held confidential. Your child's teacher, assistant teacher, office assistant, and the Director are the only persons who have access to this information. In addition, the locked office files containing information about each child are accessible to licensing agents, our nurse consultant, health department personnel, and our accreditation assessors. The Director and teachers have access to the files for emergencies and to obtain background information about the children in their class as well as their families. The health department, nurse consultant, licensing agents, and assessors may view files to ascertain we are meeting health, safety, and licensing and accreditation requirements. Families have the right to view their child's file at any time and may add comments on separate memos to that file. Other than updating emergency information, documents in the file may not be altered by parents. Parents with a child with a medical condition or food allergy may authorize the staff to share this information with other families in their child's class for snack planning purposes.

It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the Preschool Office. In the absence of any court document, the school will view each parent as having full legal custody of their child.

USE OF PERSONAL RECORDING AND COMMUNICATION DEVICES

We value the confidentiality and safety of personal information at Holy Apostles Preschool. In addition to the confidentiality of records and medical information for children enrolled in the Preschool, the Preschool's policy for video and audio recording devices restricts the use of such devices in the Preschool classrooms to protect the

privacy of children. **Parents sign off that teachers may use video and audio recording.**

Certain classroom and special events, such as Halloween costume parades, Christmas programs, and Graduation programs may be exempt from this policy. Parents who do not wish their child photographed at these events should advise their teacher prior to these activities. For the protection of children, any photographs or recordings at school events may not be shared digitally in any fashion or with social media sites other than the school Facebook page, parish and preschool website. Identifying children by name will compromise our confidentiality policy and is not permitted in any communications. This policy is in alignment with the Diocese of Colorado Springs Policy for the use of technology within parishes and schools.

PARENT SURVEYS

Parents are offered the opportunity to provide their feedback regarding the well-being of preschool program and their child's progress. All parents are encouraged to complete annual surveys so that the preschool staff may consider feedback while planning for continuous program improvement.

CHILD ABUSE REPORTING

Any staff member of the preschool who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the El Paso County Department of Social Services and/or the local law enforcement agency. Reporting contact information is posted in the Preschool hallway and can be found at the end of this handbook.

EMERGENCY PROCEDURES

FIRE

Fire drills occur monthly at preschool. Should the alarm sound while you are a Parent Helper, be sure that you are familiar with the preschool's policy and exit with the class.

Children will gather at the entrance door to their room. They will follow the teacher down the hallway to the main entrance of the preschool. From that entrance they will proceed down the sidewalk and across the parking lot to the grassy knoll on the west side of the building. Should the main exit be blocked, other exits must be explored. Try to become more familiar with the building so that you can be comfortable in such a situation.



Each teacher will take her class clipboard which contains the day's attendance along with Emergency Response Procedures, and children's medications. The attendance list will be checked against the number of children present once outside the building.

TORNADOES

In the event of a tornado warning, teachers will calmly lead children down the hall to the first available room designated as a shelter, processing through the sets of double doors past the Nursery rooms. Teachers will take attendance and follow protocol in the Emergency Response Procedures until the warning has been lifted. We conduct practice tornado drills once per month during the months of March to September to ensure that all staff and children are familiar with the drill procedure in case of a real emergency.

BLIZZARDS

In Colorado the weather can change quickly. Should a bad storm approach while preschool is in session, we encourage you to pick up your child early. Children will be dismissed only to those persons authorized on the Emergency Information Form in your child's file. A preschool staff member will stay with your child until your arrival. If you are delayed, please call the Preschool.

OTHER EMERGENCIES

We will follow the protocols set up by the Diocese of Colorado Springs which are in the Emergency Response Procedures folders located in every classroom and throughout the Preschool. Procedures are in place for shelter-in-place and lockdown of the Preschool, if necessary. Evacuation procedures are also in place. If an evacuation of the building becomes necessary, the preschool staff and children will evacuate to Mary's House, 4927 N. Carefree Circle on the parish property. The preschool also has a reciprocal agreement with School District 11 at Carver Elementary School, 4740 Artistic Circle, for evacuation purposes should an off site evacuation become necessary.

The preschool has a detailed Reunification Plan in place in the event of an emergency requiring evacuation. It is parents' responsibility to ensure your current contact information is kept up to date at all times. The reunification plan includes procedures to ensure the safety of children and notification of parents through e-mail and by telephone. Parents may inquire in the Preschool Office for a copy of the preschool's emergency plans and reunification process.

SECURITY MEASURES

The outside doors to the building will remain locked during preschool hours. Access to the building may be made by ringing the doorbell or calling the Preschool office. Interior east Preschool hallway doors are to remain locked during school hours. The east hallway security keypad doors, in addition to outside exit doors, should not be propped open for any reason.

PARENT RESPONSIBILITIES *The preschool will make you aware of Volunteer opportunities and other opportunities for parent involvement at the preschool.

Parents agree to participate in the following ways in the preschool cooperative:

1. Parents assist in the classroom periodically.
2. Parents participate in accomplishing the work needs of the preschool during the school year on a volunteer basis.
3. Parents actively participate in school activities such as Parent/Teacher conferences.
4. Parents will inform the preschool of any special situation regarding the child's well-being, safety, and health.
5. Parents will complete and return to the preschool any requested information promptly.
6. Parents will meet all financial obligations to the preschool.

A parent helper calendar is given to each family every month. If your parent helper day is inconvenient, please make arrangements to change days with another family. If an emergency arises the morning of your parent helper day (e.g. sickness), please let us know. Parent helpers must be 18 years of age or older and be an immediate family member of the enrolled child.

When parents work in the classroom, they are responsible for assisting the teacher with classroom plans. Each teacher and assistant teacher is responsible for the classroom curriculum, health, safety and discipline. When issues arise in these areas, please step back and allow each teacher to handle the situation. If there are unresolved concerns, please talk with the Director. We want parents to sit at the table and enjoy snack and conversation with their child and classmates as well as participate in the day by engaging with the children in daily class activities.

GUIDELINES FOR PARENT HELPERS

GENERAL GUIDELINES

The following are some general guides when helping in the classroom:

1. Arrive 5 minutes early, so that the teacher can explain the plans for that day and what needs to be done.
2. Encourage individual children to use the bathroom as needed during class time (always leave bathroom doors open and never enter a bathroom with a child). When the whole group uses the bathroom, help each child wash hands properly with soap and water.
3. During interest area activity time, interact with the children. Participate in their play. Help restless or shy children become involved.
4. Encourage children to return toys, puzzles, and games to their proper places before getting another one.
5. Parents are responsible for providing a nutritious snack on the day that they come to help.
6. Please sit down and enjoy snack and conversation with your child and classmates.
7. After snack time, wash tables and straighten up the room.
8. Feel free to ask questions.

CIRCLE TIME

This is a time during which the children come together as a group. It involves stories, songs, finger plays, circle games, and musical activities. It can be a time for children to express themselves and to exchange ideas with each other and learn about the curriculum theme.

1. Sit in the circle with the children and participate.
- 2.

INTEREST CENTERS

Centers are vehicles for teaching very young children. Areas are set up around the classroom with materials and games which the child can explore at their interest and at their level of readiness. These centers include art, blocks, manipulative toys (puzzles, pegboards, etc.), large muscle toys (playground equipment), math, science, books, dramatic play, music, and sensory/water play. The following areas are discussed more fully to expand your understanding of their importance.

ART ACTIVITIES

These activities include projects which foster creativity, individuality and experimentation.

1. Allow each child to do their own artwork.
2. Do not be concerned with the end product; it is the process that is important.
3. Avoid comparing children's work or making models for children to copy.
4. Allow the child to decide when their work is complete.
5. Encourage, but do not force, participation.

DRAMATIC PLAY

This includes role playing, the use of puppets, blocks, and creative movement.

1. Listen to conversation and interactions among children.
2. Participate if you feel comfortable.
3. Recognize the importance of acting out roles and real life experiences.

MANIPULATIVE TOYS

This develops small muscles, aids in fine motor control and good eye-hand coordination. All of these are essential in preparing a child for reading and writing. Help each child at their level of readiness.

SENSORY/ WATER PLAY

Provides a social experience for children. It accommodates every level of social development: solitary play, parallel play, and cooperative play. It aids eye-hand coordination when a child pours from one container to another and develops concepts of measurement; volume, and quantity and allows a child to experience different sensory materials.

1. Have children pull up sleeves before playing. Put on vinyl smocks to keep clothes clean & dry.
2. Have children wash hands before and after using the water table.

OUTDOOR PLAY

Play is scheduled daily for outdoor play for all children, weather permitting. In addition to outdoor playground equipment, outdoor play time is expanded with additional center activities on the playground and with a variety of gross motor equipment and activities.

INCLEMENT WEATHER INDOOR PLAY/LARGE MOTOR PLAY

During inclement weather, large muscle play will be offered in the classroom for at least 30 minutes during circle time activities and/or through the use of gross motor materials



equipment and activities used in the classroom or alternate program areas or during scheduled gym time.

HOLY APOSTLES PRESCHOOL CALENDAR AND INCLEMENT WEATHER POLICY
On inclement weather days, the director will notify families of preschool closure by 7am via email, Facebook, and the ClassTag app.

SNACK SUGGESTIONS FOR PARENTS

Parents provide snacks for the daily program on their child's leader day. Please bring enough cups and napkins for each child (teacher will indicate the amount of students and staff). The Colorado Department of Human Services requires that nutritious snacks be served. The following information is intended to help you and your child make wise snack choices.

Limits have been established by the State Health Department and the Department of Human Services regarding what can be served. Please stay within the following guidelines when selecting a snack.

-When parents or guardians furnish snacks for children other than their own child, the snack shall consist only of foods that are **prepackaged and prepared from commercial sources**. We are not able to accept foods that need to be refrigerated or in the freezer.

-Other protein products (meat, fish or eggs) or home canned foods of any type (meat, vegetables or fruit) are not allowed for sharing at snack time.

-Peanuts, peanut products, nuts or foods produced at peanut producing plants are also not permitted for the safety of children with life-threatening allergies.

-The preschool also does not allow the following items because of allergies and/or choking hazards: nuts of all kinds, hard candies, or popcorn.

-Be sure to check with your child's teacher for any specific allergies that may be in your child's class.

-Snacks must be in unopened, factory, or store sealed containers. Snack items do not need to be individually prepackaged for each child. The use of home prepared products is not allowed. The following are recommended as wise food choices.

-Uncut, unrefrigerated produce may be provided. Fruit and vegetables will be thoroughly washed prior to eating. Staff will cut into small pieces.

- Vegetables -carrot,cucumber sticks, green pepper, etc.
- Fruits-apples, bananas, melon, pears, peaches etc.
- Nutritious grain Breads and Muffins--blueberry, banana, pumpkin, oatmeal, etc.
- Whole Grain Crackers--Triscuits,Hearty Wheat, Honey Graham, etc.



- Individual Prepackaged Products--the following are acceptable if each child is given their own UNOPENED PACKAGE--granola bars, applesauce, etc.
- **Store bought snacks are required.**

State regulations discourage and severely limit serving fruit juice to children in preschool settings. Juice or other sugar sweetened beverages are therefore not served at snack time. *Water is served at snack time.* Children bring their own water bottles. If they forget, they receive a cup and are served water from a pitcher in the classroom.

Birthdays and parties are always honored at preschool. On these days we encourage healthy and nutritious treats. Check with your child's teacher for ideas that the children enjoy to make the day special.

CONCERNS or PROBLEMS

Please address any concerns or problems that you have immediately. Our experience has shown that issues that are not addressed can become the cause of many misunderstandings. Appropriate concern would best be shared with staff members rather than other preschool parents. Please arrange an appointment with your child's teacher or the Director any time you have issues or questions about the preschool and its operation that we can help resolve.

SERIOUS COMPLAINTS:

If you have serious complaints about the quality of service you receive at Holy Apostles Preschool, your concerns should be addressed to:

The Division of Child Care
Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
1-800-799-5876

If you have reason to suspect that a child is being abused, your concerns should be addressed to:

The El Paso County Department of Human Services
1675 W. Garden of Gods
Colorado Springs, CO 80907
(719) 444-5700

A report of sexual abuse or neglect of a minor should be reported also to the Diocese of Colorado Springs. Contact should be made to (719) 636-2345 at the Diocese of Colorado Springs, 228 N. Cascade Ave., Colorado Springs, CO 80903.

Diocesan Policy # 3060

In Colorado, as is other states, child abuse and child sexual assault are crimes. Colorado also has a specific statute which requires that child abuse and child sexual assault be reported to the county department of social services or to the local law enforcement agency. The Colorado reporting statute requires that any person who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or sexual assault or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect or sexual assault shall report the matter immediately to (1) a local law enforcement agency; and/or (2) the county department of social services; and (3) archdiocesan and school administration.

Colorado has established a state-wide phone number for reporting: 1-844-CO-4KIDS (1-844-264-5437)

Any person who wilfully violates the mandatory reporting provision of the Colorado statute commits a Class 3 misdemeanor. A separate Colorado statute provides that a person reporting an incident of alleged child abuse, neglect or sexual assault “acting in good faith in making the report shall be immune from liability, civil, or criminal, or termination of employment that otherwise might result by reason of such reporting.”

Mandatory Reporters

All school employees are defined by law as “mandatory reporters” and are required to immediately report any known or suspected child abuse or sexual assault situations. School employees may face legal consequences for failure to comply with mandatory reporter laws.

HAP abides by the child abuse laws of the State of Colorado. Colorado law (19-3-304 (1), (2), (2.5), 19-3-311) mandates that all cases of **suspected** cases of child abuse and neglect be reported to the appropriate county department or local law enforcement agency. In cases where the suspected abuse involves parish or school personnel, the procedures for reporting is outlined in the Archdiocesan Code of Conduct.

The procedure for reporting cases involving non-parish or school personnel will be as follows:

1. Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect including sexual assault or sexual molestation by any person, other than parish/school personnel, shall immediately make an oral report of this to the appropriate county department or local law enforcement agency by using the state-wide number for reporting.
2. If the reporting party is the preschool director, she/he shall immediately notify the pastor in an Diocesan preschool. If the report is made by someone other than the preschool director, the employee shall notify the preschool director prior to the report. The preschool director will notify the pastor or other responsible supervisor of an Diocesan school that the report has been made. All information pertaining to the matter should be treated as **confidential**.

3. The individual making the oral report is required to submit a written report to the agency to whom the oral report was made and to the principal/preschool director within twenty-four (24) hours of the oral report being made using the Child and Adult Abuse and Neglect Reporting Form (*Appendix L1, Child Abuse Reporting*) issued by the Child and Youth Protection Office.
4. The school preschool director shall keep one copy of the written report and forward a copy marked “Confidential” to the Pastor within twenty-four (24) hours of the oral report being made.
5. The school preschool director shall send one copy marked “Confidential” to the Superintendent and one copy marked “Confidential” to the Victim Assistance Coordinator at the Diocese within twenty-four (24) hours of the oral report being made.
6. The school shall keep this report on file indefinitely. This report is a confidential one and is not to be made part of the student’s permanent cumulative record. Copies of this report may not be transferred to another school.
7. The parents should be contacted only at the direction of the agency, police or Superintendent.
8. School personnel shall carefully consider all recommendations of the county department or law enforcement agency in handling the situation at school and with the parents.
9. Within thirty (30) calendar days after receipt of a report of suspected child abuse or neglect from a mandatory reporter, a county department shall provide information to the mandatory reporter for the purpose of assisting the mandatory reporter in his or her professional and official role in maintaining the child’s safety:

Reporting Process for cases involving Parish or School Personnel

The procedure for reporting is outlined in the Diocese Policies and Guidelines.

***Preschool policies and calendars may be amended at any time. Be sure to read your monthly newsletter to stay current. ***



Response Guide for 2023-2024 Updated 7/2023

Drop Off/ Pick Up

- Children are dropped off at the front door
- Pick up will take place outside. Each class will have a designated spot outside for you to sign out your child.
- Per our NAEYC Accreditation, we also discourage idling vehicles in the parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

Screening for Illness

- Children may be excluded for coughs, sore throat, shortness of breath, fever 100.4 or more, if child has had close contact with someone with COVID-19 or symptoms, or other signs of illness requiring exclusion

Face Covering

- Staff and Children are not required to wear face coverings, but may opt to wear one. Face coverings should be laundered between use. Children will be supervised if they are wearing a mask. If the mask is creating discomfort or resulting in the child touching their face frequently, please reconsider whether a mask is appropriate for that child.

Cohorts/Classes/ Groups

- Groups are not combined for extended periods of time. Children are not moved into another group.

Handwashing

- Each group has easy access to handwashing sinks with soap and paper towels.
- Children will wash hands upon entering the classroom and routinely throughout the day.
- When water and soap are not available, hand sanitizer may be used.

Snack/Water

- Hands will be washed before and after snack.
- The adult serves all food and beverages. No more family style snacks.
- Personal water bottles are used, they are labeled with the child's name, cleaned and sanitized every day by parents. Water bottles are not stored together.
- Drinking fountains are not in use.

Cleaning

-Routine cleaning and sanitizing. Cleaning and disinfecting commonly touched surfaces. If toys children may mouth or table tops used for the service of food are disinfected, they should be rinsed and allowed to air-dry before being used or returned to use by children.

-Clean means to be free of dust and debris or to remove dirt and debris by vacuuming or scrubbing and washing with soap and water.

-Sanitization is not as strong as disinfecting, but still removes many pathogens, but is safe to use on surfaces used for food preparation.

-Disinfect means to eliminate most or all pathogens. This is generally accomplished in these settings by the use of liquid chemical solutions such as a mixture of household bleach and water.

-At the end of the day, staff and cleaning company will clean and disinfect surfaces and toys.

Supplies

-We will be grateful to accept any donations of supplies in order to help our preschool. Feel free to donate any of the following items to the preschool office: clorox wipes, disinfectant wipes, lysol, disposable gloves, hand sanitizer, disposable masks, paper towels, toilet paper, 3oz cups, etc.

2023-2024 IMPORTANT PRESCHOOL DATES

July 28	Enrollment Forms Due in Preschool Office
August 15 & 16	Teacher Meet & Greets
August 16	Back to School Night 5:30-6:30pm
August 17 & 18	First Class Day (full class day)
September 4	Labor Day--SCHOOL CLOSED
September 5 & 6	Aquinas Catechetical Institute- SCHOOL CLOSED
October 2	Mother Cabrini Day (SCHOOL IN SESSION)
October 5 & 6	Parent/Teacher Conferences--NO CLASSES
October 9	SCHOOL CLOSED (end of conferences)
October 30 & 31	Halloween Parties
November 9 & 10	Family Friendship Gathering--Parish Hall (TBD)
November 11	Veterans Day--SCHOOL IN SESSION
November 20-24	Thanksgiving Vacation--SCHOOL CLOSED
November 27	Classes Resume
December 13 & 14	Christmas Programs
December 15- January 3	Christmas Holiday Break-- SCHOOL CLOSED
January 3	Teacher Work Day--NO CLASSES
January 4	Classes Resume
January 15	Martin Luther King Day--SCHOOL CLOSED
January 28	Preschool Open House 10-11am
January 28-February 3	National Catholic Schools Week
February 13 & 14	Valentine's Day Parties
February 14	Ash Wednesday-- SCHOOL IN SESSION
February 15 & 16	Parent/Teacher Conferences--NO CLASSES



February 19	Presidents' Day-- SCHOOL CLOSED
March 25-April 1	Spring Break/ Easter Break--SCHOOL CLOSED
March 28	Holy Thursday--SCHOOL CLOSED
March 29	Good Friday--SCHOOL CLOSED
April 1	Easter Monday--SCHOOL CLOSED
April 2	Classes Resume
May 20 & 21	Last Day of Classes and Graduation Programs
May 22 & 23	Teacher Workdays

The Preschool Director is the final resource and reserves the right to amend this handbook and calendar. Parents will be given prompt notification.