

# **SAINT AGNES PRESCHOOL**

## **FAMILY HANDBOOK**

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# **PHILOSOPHY**

## ***ST. AGNES SCHOOL MISSION STATEMENT***

“Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.”

## ***ST. AGNES SCHOOL PHILOSOPHY***

In collaboration with one another the Pastor, parents and staff of St. Agnes School, in support of the Parish Covenant Statement and the Mission of Catholic Schools, recognize that our primary goal is to foster the development of each student. St. Agnes School is committed to providing for the diverse needs of the students. This PeaceBuilding community provides a caring environment that values:

- lifelong faith formation
- individual self-worth
- academic achievement
- talents and abilities
- cultural awareness
- local and global service to others

# **ADMISSION POLICY**

## ***NON-DISCRIMINATION POLICY***

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students in the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, sex, color, national or ethnic origin, age, or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school programs.

Likewise, the Catholic schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color, or national and/or ethnic origin.

## ***ADMISSIONS***

St. Agnes Preschool admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Students shall be re-admitted for the next school year upon verification by the Administration that the family has fulfilled their commitments as outlined on the Parent Commitment form.

New student registration will be held in the spring for the following school year. Applicant families shall complete the prescribed application forms and participate in an interview conducted by the Administration. Decisions regarding admission will be based upon the criteria set forth in the application. The Administration will make all registration decisions.

Children will be accepted for admission based on the following order of priority:

- Siblings of continuing students whose families demonstrate active participation by regular attendance at Mass.
- Active participation in St. Agnes or St. Bonaventure parish as evidenced by regular attendance at Mass.
- All others

A waiting list of students who have met the criteria in the Application form and Parent Commitment will be maintained. Priority on the waiting list will be established by the Administration. The waiting list will be updated each year in conjunction with spring registration.



# **CURRICULUM**

## ***MOTOR DEVELOPMENT***

Indoor and outdoor activities will help develop gross and fine motor skills. A variety of activities (i.e. beading, cutting, and pasting) will strengthen hand-eye coordination and hand muscles. The large open-space area, playground equipment, and the school garden will foster the child's natural desire to move, run, dig, carry, and climb. Indoor and outdoor equipment and materials allow for a variety of large and small muscle activities. Games are also incorporated into the classroom to help develop balance, coordination, flexibility, strength, and agility.

## ***PRACTICAL LIFE***

Practical life is the task that involves self-care and care of the environment. Some of the activities include washing, folding, maintaining the indoor and outdoor environments, gardening, and food preparation. Practical life activities are an important part of the child's development because they serve to focus the child's attention, promoting concentration, a sense of order, fine muscle coordination, and independence.

## ***SENSORIAL***

Classroom materials will help enhance the development of the child's senses, which will enable the child to make comparisons and contrasts. Matching, sorting, identifying positions of objects, recognizing the differences in sounds, and other activities will help develop the child's senses. As the child refines sensory and perceptual awareness, she acquires the ability to discriminate and appreciate the world.

## ***LANGUAGE***

The preschool child will explore oral and written language. Activities will provide practice in preparation for reading and writing, phonics, spelling. All activities will be available to each child in accordance to their readiness and interest.

## ***MATHEMATICS***

Mathematics materials will provide a variety of hands-on materials to help the child explore the world of numbers. The child will be exposed to concrete experiences of quantity, sequencing, numeral recognition, one-to-one correspondence, seriation, and counting.

## ***SCIENCE, GEOGRAPHY, AND SOCIAL SCIENCE***

The preschool child will be exposed to history, diverse cultures, and contributions of people, and communities of today and yesterday. The child will be introduced to maps, the globe, people of the world, and their cultures.

Physical and natural sciences are explored at an experimental level throughout the year. The child will enjoy science through hands on experiments that will foster the love of nature.

## ***ART AND MUSIC***

Through free art and music, the child will have the option to explore different media.

## ***RELIGION***

Students will begin to learn prayers, such as the Sign of the Cross, Our Father, and Hail Mary. Students will practice how to talk to God through prayer and how to thank Him for all of God's blessings. Bible stories will be incorporated through the arts (i.e. songs, art, and plays). Catholic values and love for God will be incorporated throughout the curriculum.

## **DROP OFF AND PICK UP PROCEDURES**

Please park your car **in a marked parking space** and walk in with your child. Note the time and sign your child in. State law requires a full signature, not just initials. Leave your child with a staff member in the classroom who must do a visual health check. A brief and confident goodbye conveys to your child that this is a safe place.

Follow the same procedures for pick up. Keep in mind that the school cannot release your child to anyone other than parents and people listed only our emergency form unless you have furnished us with written authorization. Identification may be required. **Preschool dismissal is 11:30 a.m. A fine of \$1 per minute will be charged for each child not picked up by 11:35 a.m.**

## **DAILY ACTIVITIES**

Hours of Operation: 8:30 am to 11:30 am

Serving Ages: 3-5 years old

<b>TIME</b>	<b>ACTIVITY</b>
8:30 am	Class begins. Children work on chosen activities. Children have the option to choose the activities freely. Children may choose to work independently or in small groups (depending on activity). Snack is available as a free-choice activity during this time.
10:45 am	Group circle time. After circle, students will be dismissed for outdoor play.
11:00 am	Outdoor Play
11:15 am	Children will return to circle, which will consist of music and movement activities. During this time, assistant will help children gather their items before going home.
11:30 am	Dismissal

## **HEALTH AND SAFETY**

### **HEALTH AND IMMUNIZATION RECORDS**

The State of California requires that several health forms be on file at the school. A physical exam and TB test must have been administered within a year of the child's first day at school. Immunizations must be up to date. Appropriate forms must be returned to school before your child's orientation. Do not wait until the last minute to schedule appointments, or your child may have to miss time at school.

### **NUTRITION**

The school will not be providing snack due to allergies. We ask that your child bring a **healthy** snack for the morning. **Please no nuts, nut products, juice, smoothie drinks, cookies, or candy. Water is available in the classroom.**

### **EARTHQUAKE / EMERGENCY DISASTER**

Parents are required to fill out an Emergency Dismissal Form. It is important that parents be familiar with the school's Emergency Disaster Policy. In the event of a serious disaster, all students will remain at school until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. In order to provide safety for all, children will not be released to any adult who is not listed on the Emergency Dismissal Form. It is recommended that you check with the school office to make sure your information is current and correct.

The school has a cellular telephone available for emergency purposes. This will be used to access emergency information as well as secure the dispatching of emergency vehicles, if needed, to the school premises.

Turn on the radio/TV and follow instructions for the civic community. For the sake of communication, St. Agnes Preschool will follow the local public school district's decision.

Call the following numbers for information about your child/children:

Parish Church:	925-689-0838
Red Cross:	415-427-8000
CCD Office:	925-689-3757
Day Care:	925-689-0711

DO NOT CALL THE SCHOOL NUMBER so that the phone may be free for out-going calls only.

## ***MEDICAL APPOINTMENTS***

When picking up a child for an appointment, please come to the school office and sign an early withdrawal slip. The slip is then taken to the classroom, given to the teacher, and the child will then be released.

## ***MEDICATIONS***

**ONLY SCHOOL PERSONNEL, WITH WRITTEN CONSENT FROM A PHYSICIAN, CAN ADMINISTER MEDICATION.**

If a child must have medication during the school day, the following procedure must be followed:

1. A signed release from doctor or parent must be on file stating the medication and dosage to be given.
2. The child must come to the office for medication, which has been provided by the parent or guardian.
3. A child's medication will be identified by office personnel and then be administered to the child in the presence of an adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication into the school office personally.
5. All medications need to be picked up from the office by the end of each school year.

## ***ILLNESS***

According to County Health Department regulations, a child must be fever free without medication for at least 24 hours before returning to school.

Please call the school no later than 8:45 am if your child will be absent because of an illness. Contagious conditions, such as communicable diseases, parasites, etc must be reported immediately. The State of California requires that we report some conditions to the local health authorities.

**If your child has a fever, thrown up or had diarrhea he/she must be symptom free for 24 hours before returning to school.**

## ***ILLNESS OR INJURY AT SCHOOL***

Should your child become ill or injured at school we will contact you immediately and take whatever steps you indicate. Failing to reach you we will follow instructions on your Emergency Form.

We will inform you at pick up time of any minor injuries requiring first aid that your child suffers at school, and of any indications of impending illness.

## ***VISITOR PASSES***

Visitors must sign in and obtain a visitor pass from the school office. This pass should be worn during the entire duration of the visit. Before leaving all visitors must sign out of the office.

# **SCHOOL POLICIES**

## ***ABSENCES***

You are asked to contact the school prior to **8:30 a.m.** on any day your child is unable to attend school.

## ***DISCIPLINE***

Ground rules and certain limitations will be imposed by adults in the following areas:

- Respect for other people, as shown by courteous, respectful behavior
- Respect for the environment, as shown by carefully handling of materials for their intended purposes

Please note that St. Agnes Preschool will not use corporal punishment.

## ***MOVING/CHANGE OF ADDRESS***

If a St. Agnes Preschool family moves, the following needs to be done:

- Notify the school office of the change in address.
- Update Emergency forms.
- Update the Disaster Emergency forms.
- Notify the director.

## ***FAMILY RESPONSIBILITY***

Families with children in St. Agnes Preschool are expected to be cooperative and supportive of both the school's curriculum and its discipline policies. Parents are expected to provide a good example of living the faith, actively participate in their parish, support school activities and programs, and pay all tuition and fees as outlined in the Parent Commitment Form. The willingness of the family to meet these responsibilities will be considered when evaluating the family's application for admission or re-admission.

## ***PARENT INVOLVEMENT***

**Each preschool family is required to give 2, 3 or 5 service hours or more per school year. The number of hours required is based on the number of days your child attends school: 2 days - 2 hours, 3 days-3 hours, 5 days-5 hours. Parents can fulfill their**

obligation with the following services: reading to the children in the classroom, take home projects (tracing, cutting, etc), dusting/cleaning classroom, and other as needed projects throughout the year.

If you have an older child in the elementary school, your required preschool hours can work towards your overall service requirement. Please have the preschool director sign your volunteer voucher before you turn it into the office. Completed vouchers must be turned in within 30 days of the event. Failure to do so may render those hours unacceptable.

A fee of \$50.00 per hour will be required for any portion of unfulfilled hours.

## ***CUSTODIAL RIGHTS***

The school requires the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

## ***STUDENT PHOTOGRAPHS***

Photographs of students may appear on the school website or in other school publications. Student identification will not be associated with the photos. Parents who do not wish their children's photographs to be placed in public media must check the option on the Technology Acceptable Use Policy to exclude the child's photo from being published.

## ***RECORDS***

St. Agnes Preschool abides by the provisions of the Buckley Amendment. This amendment is also known as the Family Educational Rights and Privacy Act. It allows a parent the right to access their child's cumulative record. At St. Agnes Preschool, we give parents and students the right to access their cumulative records. Parents and/or students must complete and turn in a request form to the office in order to set up an appointment to access cumulative records.

St. Agnes Preschool also abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Again, in the absence of a court order to the contrary, St. Agnes Preschool will provide the non-custodial parent access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide an official copy of that court order.

## **ST. AGNES SCHOOL SCRIP PROGRAM**

SCRIP is a mandatory program whereby each family is expected to purchase an amount of SCRIP in a year that generates at least \$100.00 in profit.

- If you elect not to participate in the program, or minimally participate you will be assessed a fee of \$150.00.

E-SCRIP is also accepted. The accounting program of e-SCRIP lags behind about 2 months in its reporting practices so it is very possible that you may not be able to meet your profit goal with the sole use of e-SCRIP.

The school's SCRIP calendar begins May 1<sup>st</sup> and concludes April 30<sup>th</sup> of the following year. Register club cards, get extended family members to purchase SCRIP and register Visa and MasterCard as well.

SCRIP may be purchased through the weekly envelope, or in the school office Thursday afternoons and Friday mornings. Please direct any questions to the school office staff. If you have an older child(ren) in the elementary school, you will not need to purchase additional SCRIP.

## **UNIFORM REQUIREMENTS**

All articles of clothing should be clearly labeled with the child's name. The following is the list of uniform requirements:

Girls:

- Hunter green and blue plaid jumper (optional thru Dennis Uniforms)
- Navy blue, black or khaki pants, leggings, shorts, skirt, or skorts. (Leggings maybe worn by preschool children only)
- St. Agnes Preschool t-shirt
- Hunter green or white polo type shirt or turtleneck with no print on front or back. The shirt may be long or short sleeves. (no t-shirts other than the preschool t-shirt)
- Hunter green or navy blue cardigan or fleece style jacket
- Navy blue sweatshirt with St. Agnes monogram (optional)
- Any jacket/sweater may be worn without any princess, superhero, TV or movie character identity.
- Socks must be worn at all times
- White, black or navy blue plain-footed tights may be worn with skirts/jumpers
- Any bows or headbands must be white, navy blue, hunter green, black or uniform plaid.
- One flat post earring may be worn to school. No jewels or precious stones; gold or silver only. • If an earring falls out it will be placed in a sealed envelope; teachers will not reinsert earrings. • No hoops or any type of dangling earrings are allowed. • St. Agnes Preschool will not be responsible for lost earrings.

### Boys:

- Navy blue, black, or khaki cotton-twill pants or shorts (No jeans)
- St. Agnes Preschool T-Shirt
- Hunter green or white polo type shirt or turtleneck with no print on front or back. The shirt may be long or short sleeves. (No t-shirts other than the preschool t-shirt)
- Hunter Green or Navy Blue cardigan or fleece style jacket
- Navy blue sweatshirt with St. Agnes monogram (optional)
- Any jacket/sweater may be worn without any princess, superhero, TV or movie character identity.

### Shoes (Boys and Girls)

- : We recommend simple, closed toe and sturdy shoes for playing/climbing on the play structure and running around in tan bark. Velcro fastener shoes are practical and easy for children. If your child comes to school in tie shoes, he/she must be able to tie their own shoe. No cowboy boots, crocs, flip flops, open sandals, high top shoes or rain boots (unless it is a rainy day).

### Personal Appearance and Accessories

- Jewelry is not permitted, except approved earrings and necklaces that are religious in nature i.e. a blessed religious medal or cross.
- Extreme haircuts or styles are not permitted including additional beading or feathers. Haircuts with tails are not allowed.
- The length of a boy's hair must be short enough so as not to touch the shirt collar. A boy's hair length may not touch the eyebrows.

### Cold/Rainy Weather Apparel

- On rainy days, children may wear raincoats and rain boots without any princess, superhero, TV or movie character identity.
- Umbrellas are not to be left inside the classroom. Umbrellas will be returned to the car.

## ***NON-UNIFORM DRESS CODE***

The school uniform is worn each day unless specific permission is given for non-uniform dress.

The following code will apply.

Young children are very likely to act like the clothing in which they dress. Clothing often influences the child's mode of operation and social interaction for the day. This draws the child from the kind of special experiences and cooperative play that are available at school.

- No clothing may be worn that has princess, superhero, TV or movie character identity.
- Dress your child in simple clothing, which he/she can manage by him/herself to help foster independence. Elastic waists are best

- No belts or overalls.
- Help your child dress appropriately for the weather. Appropriate clothing for school or the weather is not always a child's decision. If this is a problem between you and your child, put away all clothing that is not appropriate for the season or school.

All articles of clothing should be clearly labeled with the child's name.

### ***AMENDMENT POLICY***

The director retains the right to amend the Family Handbook for just cause. In the event that changes are necessary, all parents will be given notification. All changes will be indicated in red.

## **DIOCESAN AND STATE REQUIREMENTS**

### ***SAFE ENVIRONMENT***

Every adult wishing to volunteer at St. Agnes Preschool must be screened through the Oakland Diocese **Virtus Program**. There are two components to this screening process.

- The “**Virtus**” online course is required. A fee of \$15.00 per person must accompany the certificate that is received after the completion of the course. All certificates and fees are to be brought into the school office. Recertification is required per St. Agnes Preschool’s 3-year cycle.
- **Fingerprints must be taken and once cleared, this documentation will be filed with the Diocese of Oakland.**

### ***IMMUNIZATION REQUIREMENTS***

**In addition to the diocese guidelines, volunteers must also comply with state licensing health and safety code section 1596.7995 (a)(1). Commencing September 1, 2016, a person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, pertussis, and measles. Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year.**

Anyone who does not wish to comply with these regulations may not participate in activities sponsored by school/parish while children are present.

## Tuition Fee Schedule

Tuition for the school year is as follows:

<b>Program</b>	<b>Catholic Monthly Fee</b>	<b>Catholic Yearly Fee</b>	<b>Non-Catholic Monthly Fee</b>	<b>Non-Catholic Yearly Fee</b>
5 Days	\$500	\$5,000	\$600	\$6,000
3 Days	\$300	\$3,000	\$375	\$3,750
2 Days	\$200	\$2,000	\$250	\$2,500

**Application Fee:** A non-refundable application fee of \$50 must be paid when application is submitted.

**Registration Fee:** A non-refundable registration fee of \$100 must be paid upon acceptance.

**Tuition Payments:** Tuition payments are due on the first day of each month. Tuition will be paid in ten monthly installments, with the exception of the first month. The first month shall be paid when enrollment forms are submitted along with the registration fee (see above).

Does this correlate with the tuition payment schedule?

**Late Fees:** Payments that are made 10 days after the due date will be considered a late payment and will incur a penalty of \$25.

**Licensing:**

The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

## **FORMS**

For your convenience, the following forms have been provided in this handbook:

- **PARENT REQUEST FOR ACCESS TO STUDENT RECORDS**
- **ACKNOWLEDGMENT & RECEIPT OF FAMILY HANDBOOK**



**ACKNOWLEDGMENT & RECEIPT OF FAMILY HANDBOOK**

Please sign this form and return it to the school office or the classroom teacher.

**We have read the Family Handbook and agree to be governed by this Handbook. Please check one of the following:**

\_\_\_\_\_ Our child/ren is/are below the 5th grade level so we have discussed those things that we felt would apply and for which we felt there could be reasonable understanding.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date