



PRESCHOOL FAMILY HANDBOOK 2022-2023

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MISSION AND PHILOSOPHY

ST. AGNES SCHOOL MISSION STATEMENT

St. Agnes School, in partnership with the 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

Our St. Agnes School community is dedicated to fostering the development of each student, recognizing their diverse needs, and encouraging their unique potential. Our goal is to send individuals into the world who are faith-centered, conscientious, academically prepared, and effective communicators. As a community of pastor, parents, teachers, and staff, we provide a caring environment that values:

- lifelong faith formation
- individual self-worth
- academic achievement
- compassionate service through social justice

PRESCHOOL PROGRAM

The preschool program introduces the youngest members of our faith community to God and all His wonderful work. A foundation for learning is established by providing a nurturing learning environment built upon respect and dignity of the whole child. Our program offers 3–5-year-olds the opportunity to:

- Explore the areas of religion, math, language arts, science, geography, practical life and art.
- Develop their fine and large motor coordination in both the indoor and outdoor environments.
- Learn self-regulation skills
- Nurture social relationships

Families have the option of enrolling children in a five-, three- or two-day program.

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, national origin, ancestry, religion, sex, sexual orientation, or disability 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, color, national origin, ancestry, religion, sex, sexual orientation or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

ADMISSIONS

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 and academic testing. 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 (at least 35 times a year, which computes to more than twice a month.)
- New families exhibiting active participation in St. Agnes or St. Bonaventure parish as evidenced by regular attendance at Mass
- All others

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

DOCUMENTS REQUIRED FOR ADMISSION

Current year Preschool Agreement

Identification and Emergency Information (LIC 700)

Child's Pre-Admission Health History-Parent's Report (LIC 702)

Physician Health Report (LIC 701) (with child's current Immunization records)

Consent for Emergency Medical Treatment (LIC 627)

Notification of Parent's Rights (LIC 995)

Personal Rights (LIC 613-A)

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.

FIELD TRIPS

St. Agnes Preschool will not participate in any off-campus field trips.

St. Agnes Preschool will not provide any transportation services.

DROP-OFF AND PICK-UP PROCEDURES

Only an authorized adult (indicated on LIC 700, Identification and Emergency form) will be allowed to sign a child out of class. Advanced written permission must be provided should someone else be required to pick-up your child. Identification may be required.

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. 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

School begins at 8:00 a.m. and ends at 11:30 a.m.

TIME	ACTIVITY
8:00 a.m.	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

IMMUNIZATION POLICY

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.

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.

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, gummy snacks, 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 School will follow the local public school district's decision. Turn the channel to any of the following locations for current information/news:

RADIO:	KCBS 740 a.m.	415-765-4000, 415-954-7777			
	KGO 810 a.m.	415-995-6800			
	KNBR 680 a.m.				
TV:	CHANNEL 7	415-954-7777		CHANNEL 4	415-441-4444
	CHANNEL 5	415-362-5550		CHANNEL 2	510-834-1212

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.

ILLNESS

According to County Health Department regulations, a child must be fever free without medication and/or have not vomited 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.

MEDICAL APPOINTMENTS

When picking up a child for an appointment, please come to the preschool classroom to sign your child out for the day.

MEDICATIONS

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

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

- A signed release from doctor and parent must be on file stating the name of the medication and dosage to be given.

- Medication must be in the original prescription bottle with child's name printed on the label.
- The child must come to the office for medication, which has been provided by the parent/guardian.
- A child's medication will be identified by office personnel and then be administered to the child in the presence of an adult supervisor.
- 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.
- If a student's well-being is in jeopardy unless an inhaler/epi-pen is carried on his/her person, a parent may request that the student be permitted to carry the inhaler/epi-pen. A form must be requested, completed, and submitted to the principal before this can take place.
- All medications need to be picked up from the office by the end of each school year.

SCHOOL POLICIES

AMENDMENT POLICY

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

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.

ABSENCES

You are asked to contact the school prior to 8:00 a.m. on any day your child is unable to attend school. The daily school schedule allows that you make necessary medical or dental appointments after school has been dismissed.

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 School family moves but remains in school, the following must be done:

- Notify the preschool director of the change in address.
- Update LIC 700, Identification and Emergency Information

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 perform service hours each 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 per hour will be required for any portion of unfulfilled hours.

SAFE ENVIRONMENT

Every adult wishing to volunteer at St. Agnes School must be screened through the Oakland Diocese Safe Environment for Children Project. There are two components to this screening process.

- The VIRTUS online course is required. A fee of \$15 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 School's 3-year cycle.
- Fingerprints must be taken and once cleared, this documentation will be filed with the Diocese of Oakland.

Anyone who does not wish to comply with these regulations may not participate in activities sponsored by school/parish while children are present. *The Diocese of Oakland Code of Conduct Involving Interactions with Minors* has been included for your review, in the addendum section at the end of this handbook.

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 Telecommunications Responsible Use Policy to exclude the child's photo from being published.

RECORDS

St. Agnes School 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 School, 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 School 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.

Only those connected with the school faculty or administration will be permitted to see school records, obtain copies thereof or otherwise learn of their contents without the permission of the involved student's parent(s) or legal guardians(s). Immigration officers or other government officials will need to present the school with a valid subpoena or warrant to access these records.

FUNDRAISING

Parents and students are expected to support St. Agnes School fundraisers throughout the year. All monies pledged through the Wheel-a-Thon are collected by the student and put into a class fund. This fund will be spent for educational field trips. All students are expected to participate. Unused monies follow the students from grade to grade.

St. Agnes School hosts two annual events: a bocce tournament and Gala/Auction. Each family is expected to participate (i.e. sell a certain amount of raffle tickets, work 4 hours at one event) and if possible, attend the events. Proceeds from these fund-raisers go directly to offset the educational costs that tuition does not meet.

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 in profit. If you elect not to participate in the program, you will be assessed a fee of \$150.

The school's SCRIP calendar begins May 1 and concludes April 30 of the following year. Get extended family members to purchase SCRIP and register Visa and MasterCard as well. Please refer to the Parent Commitment form for further details.

SCRIP may be purchased through the weekly envelope or the school office Thursday and Friday mornings. If there are further questions, please call the school office. eScrip can be purchased through ShopWithScrip.com or their RaiseRight app.

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.

UNIFORMS

See the Preschool uniform guidelines online.

TUITION

See current Preschool Tuition and Fee Schedule online.



ACKNOWLEDGMENT & RECEIPT OF 2022-2023 FAMILY HANDBOOK

Please sign this form and return it to the preschool director.

Family name: _____ We have carefully read the Family Handbook and agree to

be governed by this Handbook for the 2022-2023 school year.

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: _____

