



Presentation  
*of the*  
Blessed Virgin Mary  
Preschool Handbook  
2012 - 2013

## **PHILOSOPHY**

The philosophy of Presentation Preschool is to provide a safe, loving, nurturing environment for children with emphasis on the development of the whole child. We believe that the education of the whole child is a partnership between the child, family, and the parish-school community. We provide a program that nurtures each child's cognitive, social, emotional, physical, and spiritual development. Presentation Preschool offers a hands-on curriculum that is fun, creative, and fosters a love of learning.

## **MISSION STATEMENT**

Formed in Freedom for Excellence through Catholic Education,  
Transformed through Grace and Virtue. Living in Joy born of Truth.

## **ADMINISTRATION/STAFF**

The Principal, Sr. Maria Rose, the Director, Mrs. Shelley Murphy and Preschool Staff will be responsible for implementing the policies, procedures, and curriculum of the preschool. The staff at Presentation Preschool will be kind, loving, qualified educators who meet or exceed the California State educational requirements.

## **PRESCHOOL/KINDERGARTEN READINESS PROGRAM**

Presentation of the Blessed Virgin Mary Preschool accepts students who are 3 year old for our 3 year old program. Students who are 4 years or older by September 1st will be accepted into our Kindergarten Readiness Program.

**All students must be fully potty-trained.**

## IMPORTANT PHONE NUMBERS

SCHOOL OFFICE	482-0351
PRESCHOOL	486-0131
CHURCH RECTORY OFFICE	481-7441
SCHOOL FAX	482-0377
BOOKKEEPER	489-9271

## ADMINISTRATION

PASTOR	FR. LEATHERBY
PRINCIPAL	SR. MARIA ROSE
OFFICE MANAGER	MRS. PAMELA SMITH
SCHOOL SECRETARY	MRS. PERMINDER DHAMRAIT
BOOKKEEPER	MRS. DIANA JIMENEZ

## PRESCHOOL FACULTY

DIRECTOR	MRS. SHELLEY MURPHY
TEACHER	MRS. SANDRA LEE
AIDE	MRS. DINA ROJAS
AIDE	MRS. LAURA SMITH

## CURRICULUM

Presentation Preschool utilizes various methods in teaching the basic building blocks of learning.

### PHONICS

The preschool uses ZOOPHONICS to teach letter recognition and letter sounds. This program makes learning the alphabet fun by engaging children through song, dance, physical movement, and games. ZOOPHONICS makes the bridge to reading interactive and exciting.

### READING

After phonics program is established, the TK class will begin a small group reading program. We will utilize reading sets such as letter books, Zoophonics readers, BOB books and Now We Are Reading books to help children on their journey to the joy of reading.

### WRITING

Presentation Preschool will use HANDWRITING WITHOUT TEARS. This program uses many forms of manipulatives to teach children the alphabet and to write upper and lower case letters. This program teaches letter formation using magnets, blocks, playdough, and many other manipulatives that make learning fun!

### MATH CONCEPTS

Math is taught in many forms during the school day. Children will learn to recognize colors, shapes, and numbers. Preschool focuses on a math concept a day such as: patterning, sequencing, and graphing, cooking etc.

## **CUBBIES & SHARE DAY**

### **CUBBIES**

Each child will have his/her own cubby with his/her name on it. Cubbies are for share toys, change of clothes, and nap mats for children staying past noon. **NO BACKPACKS** please; the cubbies are small and unable to accommodate backpacks.

### **SHARE DAY**

All students will be given a designated share day. Students can each bring in a toy that begins with the letter of the week. The first week will be the letter "A". Students can bring in, for example, an Apple, toy Airplane, or stuffed Alligator to share during circle time.

### **NUTRITION**

Presentation Preschool offers a healthy morning and afternoon snack. The preschool program will also include a lunch time. Lunch can be brought to school from home or purchased through our hot lunch program provided by "The Lunch Lady". Menus are sent home each month. Milk will be offered to all students for an annual fee.

### **EARLY/ LATE POLICY**

If you are going to be more than 10 minutes late picking up your child, please call the school office at (916) 482-0351. There is a \$10 late fee for the first 10 minutes. There is a \$5.00 late fee for each additional minute late after the first 10 minutes.

until they are symptom free for at least 24 hours. If a child becomes ill during the day, a parent or guardian will be notified immediately, and asked to pick up the child at once. The child will be placed in isolation until the parent or guardian arrives. Students who come to school poorly groomed and/or unclean may be sent home with their parent/guardian.

### **PARENTS IN PARTNERSHIP (PIP) & FUNDRAISING**

PIP is time spent volunteering in various activities at the school. By volunteering your time you are not only helping your child's school, but becoming involved in your child's educational experience. It also allows you to get to know other school families along with the parish community. PIP points can be earned through numerous school functions and fundraisers. Families that have only preschool children enrolled at Presentation are required to earn 20 PIP points (10 of these points must come from fundraising events, 5 must be earned at Presentation Day). Please sign up for your PIP points during registration. If you have older children in the school, your 40 PIP points meet this obligation. Preschool parents are also asked to participate in fundraising to the minimum of \$150.00. Fundraising areas are Scrip, Sally Foster, and Entertainment Books. Families that cannot or choose not to participate in PIP and fundraising can pay a non-participation fee of \$500.00 due at registration.

## HEALTH/SCHOOL REGULATIONS REGARDING ILLNESS

\*Any student who is required to take, during the school day, medication prescribed by a physician, may be assisted by the school staff only if:

- 1) There is provided to the school a written statement by the physician clearly specifying the condition for which the medication is to be given, as well as the dosage and other related information.
- 2) The parent signs a release for the school secretary to administer the medication as prescribed on the original labeled medication.
- 3) All medication will be kept in the office.
- 4) We reserve the right to screen students for Scoliosis, Vision and Hearing.
- 5) Students who become ill at school will not be given medication (such as Tylenol). Other first aid will be rendered as appropriate (cold packs, Band-Aid).

\*Ill students should not be sent to school, including:

- 1) A student with a temperature of 99 or above; temperature should be normal (98.6) for 24 hours before returning to school.
- 2) A student with a bad cold/colored mucus discharge.
- 3) A student with a contagious disease (such as strep throat, pink eye, impetigo, ring worm) - contact the office immediately.

Upon return to the school, the student must bring a written note from the parent stating the illness. We do inspect for signs of illness at the time of arrival. If your child is sent home with a fever, vomiting, or diarrhea, or displays other symptoms that indicate illness, he or she may not return (continued)

## PARENT/TEACHER COMMUNICATION

Communication between parent and teacher is essential for establishing a good working partnership. Parent / teacher conferences will be held twice a year for parents to get a view of their child's progress along with answering any questions that parents might have about the program and their child's development.

## SIGN-IN / SIGN-OUT PROCEDURE

All children must be signed-in upon arrival and signed-out when departing the preschool. Authorized adults must sign their full name with the time and date in accordance with California State Law.

## RELIGIOUS DEVELOPMENT

The Presentation Preschool program will include an introduction to the Catholic faith through Bible stories, songs, stories of the lives of Saints, and celebration of religious holidays. Preschoolers will say a decade of the Rosary each morning and will attend daily Mass once a week. Preschoolers will also go to Adoration of the Blessed Sacrament. In addition, Sr. Ave Maria will teach Catechesis of the Good Shepherd once a week.

## **SCHOOL UNIFORM**

Girls:

Blackwatch Jumper (Length must reach mid knee: touch floor when Kneeling)

White Peter Pan Blouse

White tights or socks (socks are at least ankle high)

Black Mary Jane's or solid black shoes

Navy, round neck button-down cardigan

Black or Navy spandex shorts (if tights are not worn)

Boys:

Navy pants / Shorts (seasonal)

White Polo

Navy V-Neck Sweater Vest

Navy V-Neck pullover sweater

Solid Black shoes

Dark or white socks

In case of messy projects, water play, or the occasional accident, please keep a change of clothes in your child's cubby (uniform, socks, and underwear).

## **FREE DRESS DAYS**

Free dress is every other Thurs/ Fridays. We ask that free dress is in accordance with the color of the month. For example, October is orange free dress day. No tank-tops, sandals, or open toed shoes can be worn at school. Must wear socks with shoes.

## **QUIET TIME / NAP TIME**

Extended day students (those staying past noon) will need to purchase a school nap mat. The mats are an "all in one" nap mat with an upper and lower light blanket and an attached pillow.

Nap mats **MUST** be purchased through the preschool for \$25.

## **TRAFFIC REGULATIONS**

Our goal is to minimize the likelihood of accidents and injuries, with particular emphasis on arrivals and departures.

### **Automotive Safety Rules/Vicinity of School:**

- \* Observe the speed limit of 5 MPH in vicinity of school while \* students are present; drive courteously; and defensively.
- \* Please respond to the Teacher/Safety Monitors.
- \* Enter **ONLY** from Norris, the entrance nearest the church.
- \* Park in the designated parking stalls **ONLY**.
- \* All children attending preschool must be walked to class by their parent or guardian and signed in and out.
- \* Do not double-park; do not leave your car unattended in the fire lane.
- \* Do not leave cars parked on the grounds after the 8A.M. bell.

## **INSPECTION AUTHORITY**

The State of California Department of Social Services has the authority to inspect the preschool at any time.

## **IMMUNIZATION RECORDS / HEALTH SCREENING**

Before admission into Presentation Preschool, children will need to be current with all immunization requirements set forth by the California Code of Regulations. Parents are to obtain a written immunization record from a physician, nurse, or health department. There is no grace period, students cannot be admitted until such record is on file.

## **DAILY SCHEDULE**

When space is available, registered children can come on non-scheduled days. Please check with your child's teacher to determine availability. Drop - in rate is \$40 day.

## **CHANGE IN SCHEDULING**

When space is available, you may choose to change your child's schedule. There will be a \$15 schedule change unless the change is at the request of the preschool director.

## **REGISTRATION FEE**

Families will be billed each month, and payments are made over a 10 month period beginning in August and ending in May. Tuition payments are due on the first of each month, made payable to Presentation School. Payments not received by the 10th of the month will be assessed a \$15.00 late fee. Checks returned due to insufficient funds will be assessed a \$25.00 returned check fee, as well as the \$15.00 late fee.

## **DELINQUENT TUITION**

It is the responsibility of the parents, guardians, or other financially responsible party to contact the preschool's director if there is any unusual circumstance delaying tuition payment. If a family is more than 5 days delinquent, the preschooler cannot return to school until tuition has been paid. If tuition is more than a month delinquent, the student may be removed from the program.

## **REFUND POLICY**

The Registration Fee is non-refundable. In instances of withdrawal, a 30 day notice is required. Tuition is due during this time.

## **DAILY SCHEDULE**

- 7:00 - 8:00 EXTENDED MORNING SCHEDULE
- 8:00 - 8:15 PRESCHOOL DAY BEGINS  
(Welcoming children, organized activities)
- 8:15 - 8:30 RELIGION  
Rosary, Bible Stories, Good Shepherd)
- 8:30 - 9:00 CIRCLE TIME  
(Calendar, Pledge, Songs, Stories, Jobs)
- 9:00 - 9:45 CENTERS  
(Art and Math)
- 9:45 - 10:00 SNACK
- 10:00 - 10:40 RECESS
- 10:40 - 11:10 CENTERS  
(Phonics and Handwriting)
- 11:10 - 11:30 LUNCH
- 11:30 - 12:00 CIRCLE TIME  
(Spanish, Games, Stickers)
- END OF PRESCHOOL DAY
- 12:00 - 3:00 EXTENDED DAY PROGRAM

\* Schedule is subject to change dependent upon children's needs



## DISCIPLINE

In a Catholic school, positive discipline is an essential aspect of moral guidance and social education. Our teachers understand that expecting good behavior and correcting inappropriate behavior is part of their daily teaching. We reinforce positive behavior and believe it is an effective way to guide wanted behavior. Our teachers will have a positive and loving attitude toward each child with confidence that each child will follow the classroom rules. In instances where redirection is unsuccessful and negative behavior is persistent, a child will be asked to sit quietly until the child is ready to rejoin the class. When a child has consistent negative behavior, the parent will be contacted, made aware of the situation, and asked to participate in determining a solution.

## REFUSAL OF SERVICE

We reserve the right to refuse service if it is determined that the child will not benefit from the program offered.

We will also terminate service if:

- 1.\*Parents demonstrate a lack of cooperation with the rules \*and regulations concerning the program.
- 2.\*Children exhibit patterns of behavior that endanger others.
- 3.\*It becomes evident, after admission, that the child's \*\*behavior does not fall within our ability to deal effectively \*with such behavior and is limiting our services to the other \*children in the program.

## PERSONAL RIGHTS / PARENT'S RIGHTS

Parents will be informed in writing of their Personal and Parental Rights in accordance with California State Law.

## TUITION

Presentation Preschool follows the Presentation Elementary School year calendar. We understand the diverse needs of families when it comes to child care. Families may choose to pay tuition monthly or in full by Aug. 1st. We offer several programs:

	<u>Mon - Fri</u>	<u>Tuition</u>	<u>Monthly (10)</u>
Preschool/TK	8:00 - Noon	\$ 5,000.00	\$ 500.00
Extended Day	7:00 - 3:00	\$ 6,300.00	\$ 630.00
	<u>Mon / Wed / Fri</u>		
Preschool/TK	8:00 - Noon	\$ 3,480.00	\$ 348.00
Extended Day	7:00 - 3:00	\$ 4,300.00	\$ 430.00
	<u>Tues / Thurs</u>		
Preschool/TK	8:00 - Noon	\$ 2,650.00	\$ 265.00
Extended Day	7:00 - 3:00	\$ 2,940.00	\$ 294.00

## SCHOOL SIBLING DISCOUNT

Families registering multiple children may qualify for the multiple child discount, if the financially responsible party has legal guardianship of all the children being registered. When more than one child is registered at Presentation School, there will be a 10% discount toward the youngest student's tuition. For each additional child registered at Presentation, there will be an additional 5% discount off tuition for the youngest student. A 30 day written notice will be provided, advising of any change in tuition rates.