



2018-2019

The Little Vineyard (PS, PK and TK) Handbook

Saint Jeanne de Lestonnac Students are

Honorable Catholics, Earth Citizens, Active Lifelong Learners, Responsible Citizens, Thoughtful Communicators

WE HAVE HEART!

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SAINT JEANNE DE LESTONNAC PRESCHOOL & PRE-KINDERGARDEN

WELCOME

Welcome to Saint Jeanne de Lestonnac School and our Preschool, Pre-Kindergarten and Transitional Kindergarten program. We are extremely fortunate to be able bring our love of God into our teaching. The love of Christ and His teachings are woven into everything we do.

This handbook contains information regarding the Saint Jeanne de Lestonnac School Preschool, Prekindergarten, and Transitional Kindergarten program. It was created for the ease of obtaining information for those parents whose children attend one of the three programs. It does not replace the Student Handbook, but acts as a guide for Preschool/Pre-kindergarten/Transitional Kindergarten parents. Please refer to the school Student Handbook on school wide policies.

SCHOOL MISSION STATEMENT

Inspired by the charism and mission of the Sisters of the Company of Mary our Lady, Saint Jeanne de Lestonnac School is committed to building a Christ Centered community rooted in the Roman Catholic faith. Our vision is to guide and challenge our students through excellence of teaching to develop a sense of ownership for their own life-long learning. Thus students can achieve their maximum potential to become faith filled, literate, integrated, and contributing members of a multi-cultural society.

Our shareholders agreed that the new and revised Mission Statement reflects more deeply the purpose of Saint Jeanne de Lestonnac School and its community.

SCHOOL PHILOSOPHY STATEMENT

Saint Jeanne de Lestonnac School brings together the faith, talent, gifts, and the dedicated lives of priests, women religious, and lay collaborators as educators who are committed to fostering, nurturing, and sustaining a Catholic, Christian environment. The prevailing spirit of this school is focused on building a community of faith which invokes the positive formation and comprehensive education of each child in our care. This dynamic educational program is designed to promote the spiritual, moral, social, cultural, and psychological growth, as well as the intellectual, aesthetic, and physical development of each child.

Together with the devoted parents, who are the primary educators of their children, we unite in striving to build, strengthen, and incorporate our beliefs as Catholics, so that each child may develop a vibrant awareness of God's presence in their daily life and experience a meaningful personal relationship with Jesus Christ. Through the dynamics of our Christ centered community, the children will experience a sense of worth, belonging, and success.

Saint Jeanne's School provides for its families and students a caring community and an educational environment in which academic scholarship and Christian citizenship flourish. The faculty aspires to meet the students at their respective levels of ability and achievement and endeavors to provide them with skills and encouragement for each child may grow to his/her full potential. In this affirming atmosphere, traditional ideals and values are cherished so that the child is challenged to meet the diverse opportunities of tomorrow effectively with the knowledge, wisdom, and spiritual integrity that s/he has learned as a vital component of the school community.

SCHOOL-WIDE LEARNING EXPECTATIONS

Saint Jeanne Students are:

Honorable Catholics

1. We make choices according to Gospel values.
2. We know and live our faith.
3. We honor the life and legacy of Mary and Saint Jeanne de Lestonnac.

Earth Citizens

1. We celebrate our diversity.
2. We strive for social justice.
3. We respect ourselves, others and our world.

Active Lifelong Learners

1. We aim for academic excellence.
2. We learn and think independently and cooperatively.
3. We participate in the Fine Arts.

Responsible Individuals

1. We are peacemakers.
2. We practice sportsmanship and good health habits.
3. We learn to LEAD and SERVE.

Thoughtful Communicators

1. We express ourselves compassionately, appropriately, and respectfully.
2. We speak and write clearly and creatively.
3. We are active listeners.

PROFESSIONAL AFFILIATION

Saint Jeanne de Lestonnac School is accredited by the Western Association of Schools and Colleges and by the Western Catholic Education Association.

Saint Jeanne de Lestonnac School represents an educational ministry of the Sisters of the Company of Mary Our Lady. The school is privately owned and operated by the Sisters, but is under the auspices of the Roman Catholic diocese of San Bernardino.

Saint Jeanne de Lestonnac Preschool and Pre-kindergarten adhere to the codes of the California Department of Social Services. The Preschool and Pre-kindergarten are licensed by the Department of Social Services and serves children who are three years of age (who are toilet trained) through five years of age. **The license number is 334806459.**

ADMINISTRATION PEROGATIVE STATEMENT:

The Administration reserves the right to amend the 2017 – 2018 Parent-Student Handbook at any time and revisions will be posted on the online edition, found at RenWeb in a timely manner. It is the responsibility of every member of the school community to refer to this guide for information and policies.

DEVELOPMENTAL PROCESS

Saint Jeanne de Lestonnac Preschool, Pre-kindergarten and Transitional Kindergarten are early childhood education programs, which are designed to nurture the development of the **whole** child. Creativity and self-expression are encouraged; the emphasis being placed on the process over product. Saint Jeanne embraces the developmental theory of education for young children in the following ways:

- * Develops an awareness of the love of God.
- * Provides developmentally appropriate curriculum in a Christian environment.
- * Provides opportunities for children to develop independence and self-confidence.
- * Fosters a child's self-image through open-ended, multi-sensory, "hands-on" activities.
- * Provides opportunities for social and emotional growth.
- * Lays the groundwork for intellectual skills for future growth.
- * Provides opportunities for children to play with their peers.

CURRICULAR GUIDELINES

Program goals:

- To enrich and expand the role of parents as the first and lasting teachers of their children.
- To help the child build a positive self- image.
- To increase the child's confidence and independence.
- To develop a sense of Christian community.
- To develop warm and trusting relationships with children and adults.
- To provide an environment to foster a love of present and future learning.
- Initiate a sense of liturgical celebration through classroom prayer.
- To foster a sense of curiosity and wonder in relation to the child's world and the environment around him/her.

Basic Methodology and Goals:

- To help children develop love and tolerance for all people.
- To develop in the students an appreciation for Mary, the mother of Jesus and for Saint Jeanne de Lestonnac, patroness of our school.
- To develop learning through exploration, play and creative activity.
- Focus on the developmental needs of the child.

Goals of Role Models within the Curriculum:

- Emphasize the role of teachers/aides as facilitators and guides in the discovery process.
- Encourage the Religious, by their presence, to give an additional spiritual dimension of faith building process.

REGISTRATION PROCEDURES

Registration for enrollment is initiated by submitting a NON-REFUNDABLE registration fee and financial agreement.

Tuition is in accordance with amounts stated at the time of registration. Entrance to the program is contingent upon all fees being remitted at registration.

BASIS OF ACCEPTANCE

Children MUST be COMPLETELY potty-trained and minimally 3 years of age.

St. Jeanne De Lestonnac Pre-school supports the right of all children to participate in their early childhood program, if the needs of all children, parents and staff can be met.

Saint Jeanne De Lestonnac School admits students of any race, color, or 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, or ethnic origin regarding its educational policies, admission policies, scholarship and loan programs, athletic, or other school administered programs.

GENERAL PROCEDURES

ABSENCES AND ATTENDANCE

Preschool, Prekindergarten and Transitional Kindergarten are wonderful opportunities for children to learn concepts to ready them for the next step in their education; to help them learn to play and grow in cooperative learning environments. Although, the attendance requirements at this level are not as stringent as the elementary levels and above, regular attendance and arriving on time, help children develop a sense of community, belonging, and be more than ready for the challenges in the upcoming years. Students, who attend regularly and on time, develop that sense of routine and comfort that is so important for our little ones.

Absences for illnesses, medical or dental appointments, and family emergencies will require a note written by a parent describing the absence, or note from the doctor, depending on circumstances, before a child is permitted to return to class. If a child is absent for 3 or more days, a doctor's note is required. Only absences with a doctor's note are considered excused absences, all others are considered unexcused.

Absences for family trips are strongly discouraged as they deprive the student of important classroom instruction. Therefore, family trips and other outings should be scheduled during the school holidays **only**. If an extended absence from school is unavoidable, then a Notice of Absence from School form should be filled out by the parent, completed by the teacher(s), and turned in to the principal before the date(s) of a planned absence. This form is available in the office.

It is very important to your child that you are on time dropping him/her off in the morning. Make sure that your child arrives to school by 8:00 a.m. If you arrive after 8:10 a.m. you must go to the office to obtain a late slip, and you must still bring your child to the classroom to sign him/her in.

DISMISSAL

The breezeway gates will open each day at 12:00 for dismissal time and closed at 12:15. **No one is allowed past the gates during school hours without checking in the school office and obtaining a visitor pass.**

All students who are full time are dismissed at 3:00 p.m. from their classroom. The children must be picked up no later than 15 minutes after dismissal time. At 3:15 p.m. all children not picked up and supervised by a parent will be sent to Daycare. Any student in Daycare at 3:15 p.m. will be charged a daycare fee. Children are not allowed on the school grounds after the regular school hours without the direct and close supervision of a parent or teacher. Children who are in carpools must have written permission on file in the office. No student is permitted to walk to a car without an adult, or wait in the parking lot to be picked up.

If your child is being picked up by someone other than the parent or designated carpool driver, a written note must be sent to the teacher and please make sure that person is on your list as authorized to pick up your child/children on that day. Phone calls are not permission for a student to leave with someone other than the designated person on the emergency card!

EARLY DISMISSAL

Please go through office and then proceed to Preschool, Prekindergarten and TK classrooms and sign child out.

DAILY ARRIVAL

California State Law requires each child to be signed in and out by an adult. It is imperative that you follow this law. When you drop your child off be sure that you make personal contact with someone on staff. Please do not just drop off or pick up and go. We want to make the transition to and from school a positive one for both you and your child. Sign-in/out sheets are located in each classroom.

- Sign legal name, this is a legal, binding document.
- Anyone picking up your child **must** be listed on the emergency release form. Otherwise your child will not be released to this person. Please tell person picking up to bring identification with them.
- Only adults can sign in/out students, (must be 18 years or older).
- Full day students will be released from their individual classrooms.
- Students leaving at noon will be released and signed out through breeze way in the gated area.
- If, for any reason, you are going to be a few minutes late, call us and we will tell your child's teacher who will explain your tardiness and reassure your child that you will be arriving shortly.
- There is no drop-in program.

The school day begins at 8:00 a.m. Punctuality is critical. As we are an early childhood education program our teachers create very in-depth lesson plans for each day. It is essential that a child be part of the beginning of the day; otherwise he/she misses the experience of integrating into the program with activities and with other children.

VISITATION

Visitor presence is welcome at any time. An open door policy is honored unless children become highly distracted or disrupted. Visitors interacting with children need to be **fingerprinted** and have **received the recommended vaccines in the following categories:**

1. Tdap/Td

2. **MMR (measles, mumps, and rubella);**
3. **Seasonal influenza**

Visitors are requested to report to the school office upon arrival. If specific information or a directed tour is desired, please make an appointment with the Director.

HEALTH AND SAFETY

The Preschool, Prekindergarten and Transitional Kindergarten abide by the same healthy and safety procedures as the elementary and middle school sections of our school. Children participate in a weekly Physical Education class using the SPARK program. Children are introduced to healthier food choices.

FOOD ALLERGIES

Parents of children with allergies are asked to provide nutritious snacks for their own children at all times. With the increasing number of children experiencing food allergies, it is difficult for the school to provide a snack that will suit every child's needs.

NUTRITION POLICY

The goal of the St. Jeanne De Lestonnac Little Vineyard Early Childhood Center Program is to help young children learn to taste, eat and enjoy more fruits and vegetables in order to promote good health by making good food choices. St. Jeanne De Lestonnac helps children learn to eat more fruits and vegetables by:

- Increasing opportunities for children to taste and eat fruits and vegetables
- Providing opportunities for hands-on experiences with fruits and vegetables
- Creating a supportive environment for eating fruits and vegetables
- Providing children with role models who eat fruits and vegetables
- Connecting classroom or child care activities with their home environment
- Providing milk or water as the beverage of choice
- Promoting healthy alternatives for birthday and classroom celebrations

St. Jeanne De Lestonnac activities fall into these main program areas:

DAILY – Menu and Mealtime

WEEKLY – Tasting Activities and Cooking Activities

MONTHLY – Theme Units

PERIODIC – Family Involvement Activities and Events

PHYSICAL ACTIVITY POLICY

The Little Vineyard at St. Jeanne De Lestonnac School recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as establishing positive lifestyle habits for the future.

Children in our care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily

physical activity opportunities that are appropriate for their age, that are fun and engaging. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day The Little Vineyard will:

Daily Outdoor Play

- Encourage a least restrictive, safe environment for preschool, prekindergarten and transitional kindergarten students at all times.
- Provide the children with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Increase indoor active play time so that the total amount of active play time remains the same, if weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Teachers/Staff in Physical Activity

- Teachers/Staff will encourage children to be physically active indoors and outdoors at appropriate times.
- Teachers/Staff will provide 5-10 minutes of planned physical activities at least 2 times daily for children.

Screen Time Limitations

- Screen time is limited to 15 minutes (e.g. movies, computers) per student per week.

Physical Activity and Punishment

Teachers/Staff do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Teachers/Staff never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. The Little Vineyard uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Appropriate Dress for Physical Activity

The Little Vineyard has implemented a uniform that is conducive to play, both indoors and outdoors.

Shirt Saint Jeanne Purple Polo shirt

Pants Any plain sold khaki pants, skort, summer or shorts

Shoes Solid black or white treaded TENNIS shoe; Velcro tennis shoe recommended; **no dress shoes, boots, high-tops, sandals, open-toed shoes or flip-flops, jelly or light-up shoes**

Socks Plain white socks only

Outer Wear Solid white sweater or sweatshirt or grey sweater or zippered hooded sweatshirt only

Please label all outer garments with your child's name.

It is our expectation that children will go outside EVERYDAY! Children will have the opportunity to engage in outdoor play at morning drop –off 7:30-7:50. Children will be scheduled, by their respective teachers, to eat snack and play outdoors for 30 minutes starting at 9:15-11:00. Children will play after their lunch from 11:35-11:50. Children, who nap, will have an afternoon snack and play from 2:15-2:50.

Inclement weather in our area: **temperatures below 50 degrees in the morning will require that children remain with their teachers. Temperatures 95 degrees and up will require that children remain indoors with their teachers. Heavy rain will require that children remain indoors with their teachers. If you feel**

your child is too sick to go outside then he/she is too sick to be at school. We request that you keep him/her at home until they are well enough to go outside.

HYGIENE

- The personal items of children will not be shared - This includes spare clothing and food.
- All staff will wear latex gloves while handling sick children or assisting in the personal needs of a child.
- All bathrooms are cleaned and disinfected and will be kept clean and disinfected throughout the day as the need arises.
- Parents will be contacted when a child's hygiene (personal and/or clothing) is unacceptable. · All children must have a complete spare change of clothes at all times, including shoes, socks, purple polo shirt and a sweater or jacket. ALL LABELED.
- All children must be toilet trained.
- No "Pull-Ups" are allowed.
- Infrequent accidents are understandable at the beginning of the school year. If accidents continue to happen after October 1st, children will be sent home and invited to return when they are potty-trained.
- Children will be sent home if found with lice or other contagious disease and parents will be notified. (See Health and Safety section of this handbook)

You are the best judge of your child's health and we trust you will not bring a sick child to the school. Each child shall be observed daily. For the wellbeing and protection of all the children, the parent will be advised to remove the child from school when the following symptoms are observed by School Nurse:

- Sore throat and/or severe cough
- Discharge from the eyes or ears, or severe nasal discharge
- Diarrhea and/or vomiting
- Temperature over 99 degrees Fahrenheit
- Communicable disease (see section in this handbook)

The school adheres to the following policies:

- No child will be registered without a "Physician's Report" and Immunization records as required by the State of California. Transitional Kindergarten must adhere to the Kindergarten immunization schedule.
- All registration papers must be kept up-to-date, including emergency contacts for illness etc.
- Health checks will be administered by the classroom teacher each morning.
- Children will not be allowed to attend school with any communicable disease, illness or condition.
- A child becoming ill at school will be removed from the other children immediately.
- The Parent/Guardian will be notified and must pick the child up from school as soon as possible.
- Children must be fever free w/o medication 24 hours before attending school.
- We reserve the right to request a physician's release admitting a child into school after being absent for health reasons.
- Teachers must be informed of any serious medical conditions, asthma or allergies.
- Send your child to school in weather-appropriate clothing.
- Parents are responsible to inform teachers and/or school personnel whenever child is absent, especially for prolonged periods.
- Parents must inform office regarding contagious illness or problem with lice, ringworm, etc.

- Child must stay out 24 hours after being sent home for stomach problems such as vomiting, diarrhea or low-grade fever.
- Emergency contact needs to be in a place within a close proximity to the school.

It is very important your child is well enough to attend school in order to participate with other children in the daily activities, including outdoor enrichment. Children will play outside in weather that requires hats and jackets. If for some reason a child is unable to contend with all these elements, it is advised that the child remain at home.

COMMUNICABLE DISEASES

MEASLES

INCUBATION PERIOD: 9-11 days from exposure, to onset of fever; 13-15 days until appearance of rash.
 COMMUNICABLE PERIOD: From 4 days before the rash until 7 days. (Very contagious).
 EXCLUSION FROM SCHOOL: During communicable period until recover.

GERMAN MEASLES

INCUBATION PERIOD: 1-21 days; average, 16-18 days.
 COMMUNICABLE PERIOD: From the beginning of symptoms for at least 4-7 days. (Very contagious).
 EXCLUSION FROM SCHOOL: During communicable period.

CHICKEN POX

INCUBATION PERIOD: 14-21 days; average 14-16 days.
 COMMUNICABLE PERIOD: Most contagious before symptoms appear to 6 days after the first crop of blisters erupt. (Very contagious).
 EXCLUSION FROM SCHOOL: Until original crusts have disappeared from exposed parts of the body, approximately 2 weeks.

MUMPS

INCUBATION PERIOD: 12-26 days; average, 18 days.
 COMMUNICABLE PERIOD: Not definite. Probably 2 days before swelling begins and until all swelling is gone.
 EXCLUSION FROM SCHOOL: Until recovery, minimum 10 days.

WHOOPIING COUGH

INCUBATION PERIOD: 7-21 days; average, 10-21 days.
 COMMUNICABLE PERIOD: During early stage. Especially before paroxysms begins. Isolate 7 days after exposure until 21 days after typical gasping cough appears.
 EXCLUSION FROM SCHOOL: Until recovery. At least 3 weeks after onset of typical cough. (Earlier with blood test form from physician.)

SCARLET FEVER/STREP THROAT

INCUBATION PERIOD: 2-7 days; average, 5 days.
 COMMUNICABLE PERIOD: Until child is under care and receiving medication. EXCLUSION FROM SCHOOL: Until recovery.

CONJUNCTIVITIS/PINK EYE

EXCLUSION FROM SCHOOL:

Until recovery.

****** We reserve the right to request a physician's release before accepting a child back into the school following any communicable disease.**

TOILET TRAINING

Children must be toilet trained when classes begin, this includes appropriate wiping after. Teachers do not wipe students after using the toilet. Pull-up training pants are not allowed. Repeated 'accidents' could result in removing the child from the program until toilet training is successful.

NAPTIME

Children will be napping/resting for two hours in Preschool and Prekindergarten. Children in Transitional Kindergarten will have a 45-60 minute rest period. Children in PS & PK should bring a labeled nap roll to be placed on cots supplied by the school. Children may bring an item to sleep with. Children are asked to use the restroom prior to napping. Children will nap/rest for two hours, enjoy an afternoon snack upon waking and participate in outdoor enrichment.

ACCIDENT REPORTS

Injury reports are prepared for any accident occurring during the course of a child's school day. Any head injury will be reported to the parent by a telephone call. If the parent cannot be notified, persons listed on the Emergency Medical form will be advised.

When an accident report has been completed for a child, the child's name will be highlighted on the sign-in sheet. The accident report will be signed by the school nurse, by the preschool Director and parent.

EMERGENCIES/SAFETY

All parents must fill out an Identification and Emergency Information form upon enrolling their child in Saint Jeanne's School. We ask that you keep the information on the form current.

In case of illness or accident during daycare, minor first-aid will be administered. In cases which appear more serious, the local paramedics will be notified, and you will be called immediately to make any decisions that are necessary.

BIRTHDAYS

If a birthday is to be celebrated away from school and the entire class is not invited, please email invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children's feelings and comply with the above request.

Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat, we prefer a non-food item or that it is nutritious. The teachers can help you with suggestions under the guidelines set forth by our participation in NAP SACC (Nutrition & Physical Activity Self-Assessment for Child Care). If you plan to bring a treat, please notify us ahead of time so we can plan snack around it. We will also inform you as to how many children to plan for. Parents are always welcome at their child's birthday celebration if they are

fingerprinted and cleared and have completed the Safe Environment policy and are up to date on immunizations and can show proof of immunization.

Parents may donate a book, puzzle or game to the classroom. The birthday child has the honor of giving, not just receiving, on their special day. If you wish to donate an item, the classroom teacher can give you ideas of what the class would enjoy.

GENERAL REMINDERS

1. Gates are locked at 8:05 a.m.
2. No siblings on the playground
3. There is no drop-in program
4. If the child is absent it is the parent's responsibility to see what the child has missed
5. Please notify office/teachers if there are any changes in the home or personal information changes

MANDATORY HEALTH AND SAFETY FORMS

Identification and Emergency Release Form: Each family receives an IER form (one for each child) in the Family Packet which must returned to the school office by the first day of school.

Emergency Cards: The office should be notified immediately of any change in a pupil's address or phone number, and of any change in the emergency numbers on file. This will ensure prompt action and notification in the event your child becomes ill or has an accident while at school.

Request for Medication Form: When it is necessary for a child to take medicine, prescription or over-the-counter, during school hours, the following directives should be followed as required by our state: "Notwithstanding the provisions of Section 11753, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the designated personnel if the school receives (1) a written statement from such physician detailing the method, amount and schedules by which such medication is to be taken and (2) desire that the school assist the pupil in the matter set forth in the physician's statement." Medicine will only be dispensed by the office personnel. All medicines should be brought to the office immediately. We ask that parents leave the bottle with the prescription on the outside of the container at the school office. The physician, parent, or guardian must complete the appropriate form before the office personnel can dispense medication. The physician's authorization, with all of the pertinent information can be faxed to our school office using Fax #587-2515. Any authorization being faxed by the child's physician must be received in the school office prior to the dispensing of any medication.

Medicine will only be dispensed by the office personnel. All medicines should be brought to the office immediately. We ask that you leave the bottle with the prescription label on the outside of the container at the school office. Parent or guardian must complete the appropriate form before the office personnel will dispense medication. Medication needs to have child's name and dosage printed by pharmacy on the label.

No over the counter medication can be administered to any child without written authorization from a doctor and the proper medical form filled out in the school office. This includes cough syrup, cough drops, aspirin, etc. Children are never permitted to carry any type of medication in their backpack or have them in the classroom at any time. Teachers do not administer medication of any kind!

Physician's Health Form: All health forms should be returned to the school office as soon as possible after registration or at other specified times during the school year. This ensures accurate records of each child's health during the school year.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with Diocesan policy and California law, schools are obligated under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

CUSTODIAL COURT ORDERS

If divorced/separated parents have a good working relationship regarding court ordered visitation, custodial arrangements, drivers who may pick up their children, etc., the office does not need a court record on file in the office. In the matter of on-going contested situations between the mother and father that involve the safety of the children, it is the responsibility of the parent(s)/legal custodians to immediately inform the principal, the teacher(s), and the office staff. The appropriate documentation must be available to and kept on file. Although the school is not an enforcement agency, it may be able to help facilitate awkward and aggravated situations until the proper authorities are able to intervene.

ILLNESS OR INJURY OF A STUDENT

If a student is sent to the office with an injury or illness that requires attention or treatment beyond the capabilities of the nurse or office personnel, a parent will be notified immediately. Keeping all emergency information current is essential to hasten our efforts to contact the mom, dad, or other designated adult.

LICE INFESTATION

Any child believed to have lice will be sent home. Students will be admitted back into school after inspection shows no further lice or nits in the hair or scalp and accompanied by a medical designation of the same from a physician or R.N. Please notify the school as soon as you notice lice on your child. Do not send them to school. Help us prevent the spread of lice to other students.

RE-ADMISSION OF A STUDENT AFTER ILLNESS OR WITH COMMUNICABLE DISEASE

A written note, signed by the parent is required for a day absence. Any medical absence for an extend amount of time is required to have a signed notification from a physician.

A pupil who has been absent from school because of a reportable communicable disease must have a permit for re-admittance issued by the Public Health Department, physician, or nurse before he/she is admitted to school. The principal may re-admit a pupil who was absent because of non-reportable communicable diseases such as, but not limited to; chicken pox, German measles, and influenza.

DISASTERS

Regular practices are scheduled to prepare in the event of fire or earthquake. Children are instructed in the safety procedures for the emergency drills. In the event of a major disaster, school staff members are committed to the care and safety of the children. Care will be provided until parents are able to pick up their child.

SAFETY PRECAUTIONS

Playground gates must be kept closed at all times and handled by adults only. **Please hold your child's hand while walking from the parking lot into the building or vice-versa. Please do not leave unattended children in your car when dropping off or picking up.**

Children not enrolled in our school must remain with their adult at all times. School equipment is intended for the use of children enrolled in our preschool program only.

UNIFORMS

- Shirt** Saint Jeanne Purple Polo shirt – available at the Spirit Store on campus
- Pants** Any plain sold khaki pants, skort, summer or shorts – available at Wal-Mart, Old Navy, Target
- Shoes** Solid black or white treaded TENNIS shoe; Velcro tennis shoe recommended; no dress shoes, boots, high-tops, sandals, open-toed, jelly or **light-up shoes**
- Socks** Plain white socks only
- Outer Wear** Solid white sweater or sweatshirt or grey zippered hooded sweatshirt only
- Hair** No tinted, bleached, dyed, or fad hair-styles are acceptable. No woven hair accessories such as sparkle weave or feathers are to be worn. Students will not be permitted to have hair that has been shaved, tinted, highlighted, bleached, dyed, or color altered in any fashion. This includes use of “Sun-In” or similar product.

Boys' hair should be tapered and not touch the collar of the uniform shirt or touch the ears. Thick, bushy, or long hair in front or on top is not acceptable. Fad or extreme hairstyles, this includes, but not limited to Mohawk style, are not acceptable. Girl's hair should be pulled back away from face. If a teacher questions a haircut style/cut/color the student may not receive a warning and immediate action may be taken. If a student is removed from class for hair violation, upon notification, parents must take the child to the barber/hair stylist to get the hair style up to code. The student will be readmitted upon approval from the Administration

Parents should save themselves the inconvenience of having to come and pick up their child from school by making sure that all uniform requirements/haircuts are met and up-to-code before leaving for school in the morning.

Jewelry **Real or Costume jewelry is not part of the uniform and must not be worn. Watches, bracelets, rings and necklaces can get caught on the play equipment.** One small stud or post earring per ear on the bottom of the ear lobe, are *allowed for girls only*. Students may not wear dangling or any size hoop earrings.

Makeup & Nail Polish No student may wear makeup to school. **Only clear nail polish** is allowed and no fake Tattoo stickers on any part of the body.

CURRICULUM

Our program is planned to help each child observe, question, participate, and listen, thereby providing the child with a wide variety of learning experiences. The developmental process includes an open-ended curriculum, which is child-centered and follows the natural development and sequence of learning within a warm and supportive environment. It provides a balance of activities in the following areas: Indoor/outdoor, active/quiet, individual/small group/whole group, large/small motor skills, child initiated/teacher initiated.

Teachers provide alternating activities using different materials on a daily basis. Time is scheduled for children to interact with one another and with the materials provided.

The curriculum provides hands-on activities enabling children to achieve the following goals: develop a strong sense of self, develop respect for children from varied cultures, develop health and safety practices, strengthen small and large motor skills, encourage language development, and encourage the development of independence and the ability to think and reason. All activities and lessons are designed to generate an excitement for learning without pressure to learn. They include:

Bible Stories and Values	Language Arts	Science and Nature
Creative Art	Literature	Music and Movement
Physical Exercise	Computers	Social Studies
Group Time Activities	Free-Flow Activities	Mathematics
Library/ Dramatic Play	Character Formation	Chapel

The faith formation of our children is of prime concern to us. We believe that faith development is an ongoing process throughout life. Ideas about Jesus, His world, and His people are incorporated into daily classroom activities and as opportunities arise. Liturgical and Para-liturgical services are celebrated in age-appropriate ways and liturgical seasons.

Recognizing that play is essential to learning, our curriculum is designed whereby children involve themselves in organized or independent activities, which enhance learning through play.

PRE-SCHOOL AND PRE-KINDERGARTEN AND TRANSITIONAL K CURRICULUM GUIDELINES

Saint Jeanne's teachers use the California Preschool Learning Foundations and Framework to help define a curriculum that integrates all the developmental domains in a way that is developmentally, culturally, and linguistically appropriate.

Religion

Weekly Gospel
Scripture (Loyola Press)

Bible Supplemental Books
Lives of the Saints
Commandments
Seasonal celebrations

Mathematics

Number and Operations
Patterns
Geometry and Spatial Sense
Measurement
Classification and Data Collection

Language and Early Literacy Development

Listening Comprehension
Speech Production and Speech Discrimination
Vocabulary
Verbal Expression
Phonological Awareness Print and Book
Awareness
Letter Knowledge and Early Word Recognition
Motivation to Read
Developing Knowledge of Literary Forms

Science (Scott-Foresman)

Science Processes
Science Concepts

Social Studies

Individual, Culture, and Community
History
Geography
Economics

Fine Arts

Art
Music
Dramatic Play

Health and Safety

Developing personal boundaries
Learning basic safety rules and precautions
Developing healthy habits
Learning safety measures in classroom.

Personal and Social Development

Developing personal hygiene
Developing personal interaction with adults and
peers

Physical Development

Physical Movement (SPARK)
Gross-Motor Development
Fine-Motor Development

Religion

Religious faith, morals, values and self-respect are the basis for and center of all learning and activity within the early childhood center. Various religious holidays, and liturgical seasons and celebrations are introduced and developed at an age appropriate level. The Sign of the Cross, Hail Mary, and Our Father are shared with the children and the meaning of these prayers expressed. Exposure to church, religious symbols and respect for their faith is an ongoing process. Home follow-up, participation and reinforcement are expected. We encourage the children to express themselves and talk to God through prayer, and strive to create a balance between traditional and spontaneous prayer throughout our day.

Language Arts

Language Arts involve using and developing spoken language and developing an understanding of written symbols, how they represent language, and the ways in which they can be used to communicate. The center's children learn to express themselves verbally and build their vocabulary through stories, books, dramatic play, circle time, and drawing. Language is valued as a positive way to solve problems that may occur in the classroom. As children play, look at books, are read to, and learn to control and predict their environment, they develop and use many of the skills necessary for learning to read. Without this foundation more abstract skills later on are difficult to learn. A child's development moves from the large to the small. In developing visual discrimination, a child first sees and recognizes a three-dimensional object, then a representative symbol, then letters, and finally words.

Saint Jeanne de Lestonnac School teachers insure that the children develop the following necessary skills as they play and explore:

- large motor coordination: moving through space with control, body-space awareness
- visual discrimination: the likenesses and differences between what the child sees
- sorting, matching: how the child puts things together in groups and classifies them, recognizing what attributes the objects do and do not have in common
- sequencing: what comes before, after, next
- the logical order of things
- use of oral language: how the child is able to communicate with the spoken word
- ability to answer questions and follow verbal directions
- Ability to remember previous events and use that information: memory and observation of details.

Children also learn as they see and hear adults read, write, and converse. Spontaneous and meaningful situations occur throughout the day for the children and their teachers to read, write, and listen to each other enriching the children's language skills.

Mathematics

As soon as a child thinks of himself or herself (one) and others (more than one), the child is beginning to understand and learn math. Mathematics is a way of ordering and thinking about the world which is much more than learning to count and to read and write numbers. Preschool math is all about grasping mathematical concepts through knowledge of objects discovered by experience and observation. When children play in the classroom using manipulative toys, building in the block area, setting the table, taking only two crackers for snack, following a recipe chart, they are developing mathematical skills and concepts.

Social Studies

Social Studies encourage our children to explore the world around them. Children begin a journey of discovery as they learn about their classroom community. They learn classroom routines, rhythms, and rules, and begin to understand how to function as a group. They work to recognize likeness and difference among classmates. By sharing different backgrounds, looking at holiday traditions, exploring a variety of ethnic cooking activities, reading stories, listening to music, and watching dances, preschoolers discover the many wonderful differences and common threads that bind individuals together in the classroom and in the world. As the children become more comfortable with their own classroom, they venture out into the vast variety of opportunities and people that Saint Jeanne de Lestonnac School offers by participating in activities, seeing performances by other classes, and visiting the older students.

Science

The science activities are aimed at encouraging observation, comparison, exploration, testing, inquiry, and problem solving. Within many activities, children's senses are stimulated. You can help them notice cause and effect, as well as keep simple records of things discovered at home! Discovering their own body, health, hygiene, growth, and the cycles of life – their own growth as well as plants, animals, pets; seeds, etc. are observed and shared.

Thinking and Gross Motor Games

Thinking games motivate children to develop cognitive skills within a play situation. When involved in a thinking game, children are reaming to identify, classify, and apply. Gross motor games contribute to positive physical and mental health by strengthening muscles and helping to free children from tension. Social development is aided when the children cooperate and learn the positions of leader and follower. Finally, self-concept is enhanced as youngsters acquire motor skills and feelings of success and enjoyment while learning to wait, share, take turns and work together as well as individually.

Art

Art is a form of communication as natural to children as talking. Creating, experimenting, and learning go hand in hand. Art is exploratory and provides the child with focus on objects outside himself. It is a source of immediate experience and does not need to be planned or purposeful.

Music

In our center, we make, use and enjoy music. It is a direct experience that is part of each preschool day. The children sing every day during circle time and listen to a diverse collection of music at various times during the day. As children sing and do finger plays, they use their imaginations and improve coordination. They develop an appreciation for the patterns and the musical variety produced by rhythms and melodies. Most important at this age, they learn to simply love music and find joy in participating by listening, moving, and singing.

Dramatic Play

Dramatic play allows children many opportunities to use their imaginations in a variety of ways in the “house” area, the “block” area, with a basket of small figures, or on the roof. This kind of play is fun and an extremely important part of a child’s growth and development.

Computer Instruction

The children are introduced to the mechanics and correct procedures of computers, learning how to use the on/off switches, later using the computer for some reinforcement games or art. Classrooms are set up with Apple TV and children have the opportunity to interact with computer games and activities when instructor utilizes mirroring with I Pads. Children also have access to I Pads to reinforce certain language and math skills.

Health/Nutrition/Foods Experience

With the nutrition activities, children learn about group cooperation, weights and measures, time, and changes of matter from one form to another. Moreover, they develop an understanding of how to follow directions in sequence, gain pleasure from creating simple foods, and develop good eating habits. Having a hot lunch program at school allows the children to taste different foods, which they might not otherwise taste. We also prepare different food items throughout the year together in class. This is an important process in their developmental stage.

Learning Centers

Block Center – This area provides space for imaginary play using blocks, small toys and vehicles for building and acting out fantasies. This play encourages cooperation, problem-solving, math/science skills and language skills.

Group Area – This is where the children come together to hear stories, sing songs, play instruments and games and talk about events important to them.

Dramatic Play: Play in this center promotes creativity and provides a healthy outlet for fantasy and role play. A great deal of social interaction and learning also goes on here. Children use a variety of props to support their imaginations.

Manipulative: This center contains many opportunities for individual skill building. Games, puzzles and small manipulative toys develop thinking and problem solving skills. All these materials promote fine motor development, as well as encourage small group work.

Art Center: The teachers provide daily art activities, which allow the children to freely explore materials such as: paper, crayons, markers, sticky tape, glue, scissors, paint, etc. Children are also encouraged to use the easel. Creativity, self-expression and a variety of motor skills are nurtured in this center along with the feeling that art is for individual pleasure and there is no right or wrong.

Writing Center: This center is equipped with a variety of paper, envelopes, crayons, markers, pencils and pens. Children are encouraged to express themselves through writing in whatever form it takes at their particular stage of development.

Book Center: The reading area is furnished with a carpet, stuffed animals, bean bags, for comfort. It is a cozy place for children to quietly curl up with a good book or two.

Science Center: This area encourages experimentation, careful observation curiosity and questions. Natural science displays and the use of scientific equipment such as magnets and magnifying glasses support both formal and informal learning.

Sensory Table: The sensory area will provide a place for children to develop their sense awareness and concepts involving space, measurement and volume. A variety of materials such as water, sand, “goop,” beans and play dough will be used to encourage children to think, reason, question and experiment.

DAILY SCHEDULES

Daily schedules are posted in the main breezeway. Each classroom has their daily schedule visibly displayed inside their classrooms. In addition to the daily schedule, teachers will communicate to parents via a weekly newsletter. Newsletters are posted outside each classroom informing parents of upcoming events and curriculum activities. From time to time teachers may request that the children each bring an item from home as part of a “homework assignment.” Family participation in such an assignment may be common. It is a means of creating family involvement and a connection between home and school. It offers an opportunity for dialogue regarding the learning process. It will be purposeful and correlate to the unit.

ADDRESSING PARENTAL CONCERNS

We ask parents to be supportive of the school in the effort to help student develop self-discipline, but realize that differences of opinion may occur. We ask that, at any time, the parent has a concern in regard to student’s discipline to refrain from talking negatively in front of your child, or to other members of the school community.

Please follow the proper procedure:

1. Contact the teacher.
2. Conference with the teacher.
3. Schedule a meeting with the Pre-school Director should the matter still be unresolved after a teacher/parent conference
4. If necessary, a meeting with the Principal will be requested.

Good parent communication is the key to a successful partnership between parents and teachers. If you have a concern or questions, please set up a time to meet with your child teacher(s). Face to face meetings are the best way to avoid misinterpretation that lengthy emails often cause.

Keep in mind that drop-off and pick-up time of the day is not the best time for a parent/teacher meeting. Teachers have a responsibility to supervise the students still in their care. At the end of the day, we have asked the teachers to have students seated in an orderly fashion, and as the parent is seen at the window or door, that student is dismissed. We are asking parents to refrain from walking into the classroom for questions etc., until the teacher returns from dropping students off at daycare. It is better to email your child’s teacher and request a specific meeting time for questions, concerns, etc. to avoid conversations in front of other students and parents. This will allow both parties to have an uninterrupted productive conversation. We appreciate your cooperation on this.

APPOINTMENTS

Teachers

Arrangements for personal conferences with a particular teacher may be arranged by a written note, a personal email to the teacher, or a telephone call to the school office. Teachers are given messages and respond at their earliest convenience. Teachers are not available for conferences at any time when they are on supervision duty. If you have any questions or have a message to convey to a teacher, please follow the procedures above.

President, Principal or Vice Principal and Director

Arrangements for personal interviews with the Administration may be made by calling the school office between the hours of 8:00 a.m. and 3:30 p.m., or sending an email requesting an appointment.

BEHAVIOR: GUIDANCE AND DISCIPLINE

At St. Jeanne de Lestonnac School, the term *guidance* is used for several reasons. It is a positive term, and implies working **WITH** the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices, and accepting the consequences of such choices.

Guidance takes several forms:

1. Environment: A place designated for children. The furniture is child-sized, with lots of hands on experiences.
2. Logical Rules: Such as keeping our hands to ourselves, and taking care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. Curriculum: Developmentally appropriate, based on the children's interests and level of readiness guided by specialized programs in language arts, math, religion, science and social studies.
4. Positive Behavior: We reinforce the behaviors we encourage. Catch them being "good!"
5. Redirection: Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
6. Positive Reminder: Telling the child what we want him/her to do rather than using "no" or "don't."
7. Renewal Time: Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior.

Any ongoing situation will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

NOTE: No corporal punishment will be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc)

No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in preschool or prekindergarten. We are here to serve and protect all of our children, though. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well-being of another child, may require the following actions.

Initial Consultation:

The Director may require the parent(s) of any child who attends St. Jeanne De Lestonnac School Preschool/Prekindergarten to meet for conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation:

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension:

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from school indefinitely.

The School may immediately suspend a child any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called any time the child exhibits uncontrollable behavior that cannot be modified by the preschool staff. That parent may be asked to take the child home immediately. Suspensions from the school program may vary from a few hours to an indefinite period.

CONFIDENTIALITY

All observations and assessment information, medical documentation, and family data will be held confidential. Your child's teacher, assistant teacher, and the administration are the only persons who have access to this information. 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.

Please give the office 48-hour notice if you wish to view your child's files.

We ask that you please set a conference appointment if you need to confer with a teacher. Please do not discuss your concerns regarding your child or other children in the presence of other parents or the children. All children are to be treated with the utmost respect and not spoken "over" like they are not present. Again, the preschool and prekindergarten staff would be happy to schedule a time to confer with you.

Parents who volunteer in the classroom are to sign a confidentiality waiver to maintain the dignity of the classroom.

CUBBIES

Each child is given a personal cubby to use during the year. These cubbies are placed at the child's level and they hold the child's daily work and extra clothing and jackets. The use of the cubbies encourages the children's sense of responsibility and independence.

On the first day of school we ask that you bring along extra changes of clothing (labeled with child's full name): tan pants or shorts, purple polo shirt, underwear and socks. These should be washable and easily put on. You will need to check these items throughout the year to ensure that they still fit and are season-appropriate. Should we need to change your child we will send home the dirty clothing and you will need to replace the "cubby clothes".

Other than items specified on the supply list, no other personal items, such as toys should be brought to school.

DAYCARE PROGRAM INFORMATION AND REGULATIONS

The Daycare Program is offered by Saint Jeanne de Lestonnac School as a service to you and your children. The goal of the Daycare Program is to offer quality supervision by a competent and caring staff in an environment in which the children feel safe and "at home" children enrolled in the Preschool and Prekindergarten program attend a separate daycare in a preschool/prekindergarten classroom. They participate in art, hands-on and outdoor activities.

PROGRAM HOURS

Daycare is available after school from dismissal time until 5:30 p.m. Students not picked up by 3:15 p.m., are taken to daycare. Parents are given ten minutes' courtesy time to pick up their children. Daycare is also available on all minimum days as stated on the school calendar. We do ask that parents make every effort possible to pick up their child by 5:30 p.m. as our staff has evening commitments. We do understand that emergencies arise. Please call and let us know about your situation as soon as possible. Contact information will be shared.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of a Christian community, children will be expected to respect the staff, others, and the materials and property of Saint Jeanne de Lestonnac School. The regular school rules also apply during Daycare.

Any time there is a continual behavior problem with a child, every effort will be made to work together to resolve the situation. If there is, however, a lack of cooperation or no visible improvement, the school reserves the right to dismiss any child from Daycare.

FEES AND PAYMENT POLICY

Daycare bills are issued through FACTS. Payments are due by the 15th of the month before late charges are added. The following charges for Daycare are:

Regular days:	3:15-4:00 p.m.	\$6.00
	3:15-5:00 p.m.	\$12.00
	3:15-5:30 p.m.	\$18.00
Half days:	12:15-1:00 p.m.	\$6.00
	12:15-2:00 p.m.	\$12.00
	12:15-3:00 p.m.	\$18.00
	12:15-4:00 p.m.	\$24.00
	12:15-5:00 p.m.	\$30.00
	12:15-5:30 p.m.	\$36.00

There is a late fee of \$5.00 for every 5 minutes after 5:30 p.m. This fee is to be paid in cash when you come to pick up your child. Your child will be in the convent. Please pay the person who releases your child to you.

GRIEVANCES

ABUSE OF TEACHERS OR OTHER SCHOOL PERSONNEL

The parents of Saint Jeanne de Lestonnac School have a great reputation for loyalty, respect, and support for the Saint Jeanne's community. They realize that they are under no obligation to remain at a private school and may exercise their right of choice at any time. When conflict develops and a parent feels the need to address a particular grievance, proper professional conduct must be maintained by all parties concerned. In keeping with the policies of the Diocese of San Bernardino regarding the abuse of teachers, the Administration of Saint Jeanne de Lestonnac School adheres to the following policy:

"Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students at a place which is on school premises or other public ways adjacent to school premises or at some other place in connection with assigned school activities, is guilty of a misdemeanor and is punishable by a fine no less than fifty dollars (\$50.00) and not to exceed five hundred dollars (\$500.00)." (Education Code 44811-2; 13560)

GRIEVANCE PROCEDURES

Communicating Appropriate Ways to Deal with Conflict in the Saint Jeanne's Community

The Sisters of the Company of Mary and their lay collaborators are pleased that so many wonderful families have chosen Saint Jeanne de Lestonnac School for the Christian formation and academic growth of their children. The administration, faculty, students, and parents work collaboratively to promote a positive, respectful attitude that allows for effective communication.

The philosophy, policies, and procedures of the school are carefully evaluated every year and updated in the Saint Jeanne de Lestonnac School Parent-Student Handbook. Although the handbook is the primary source of information, there are still numerous areas of the school's operation that may present a source of conflict.

Frequent and persistent name calling, bullying, or racial prejudice of any kind should be brought to the attention of the teacher early in the conflict. **All questions, complaints, and suggestions can be most satisfactorily handled if they are processed through the proper channels. The teachers and parents must communicate directly when regarding a student's academic performance, the classroom program, and other issues that are pertinent to classroom instruction. In such matters, the teacher should be contacted first. To contact the classroom teacher, parents may send a note with their child, send an email, or call the office and leave a message with the secretary. During dismissal time the teachers must supervise the children and are not available for even a brief conference.**

Children can "act up" in a particular teacher's class, demonstrating a lack of respect and challenging the authority of the teacher. This is sometimes the consequence of a parent who harbors negative feelings for a teacher, even if never discussed verbally in front of the child. Parents who confide in their children regarding a grievance, can burden them inappropriately. In general, the children who are the most secure and well-adjusted, are those who have a loving relationship with their family, and whose parents have a positive working partnership with the teachers and administration. When parents, even unintentionally, make negative comments about a teacher, the administration, or the school in general, they may be setting the stage for undercutting their own authority with their future teenagers!

In matters pertaining to general supervision, school activities, organizations, assemblies, liturgies, scheduling, Home and School Association proceedings, and any other school-wide concerns, parents should make an appointment to see the principal. If there are major disciplinary actions that cannot be handled through the teacher, parents should make an appointment with the Director. There should be no place in the parking lot, or elsewhere, for gossip and negativity. Issues of concern should reach the Administration directly by the concerned party in a respectful manner and with an attitude of cooperation. It is best to assume that the teacher, the Administration, the office personnel, and the parents all wish to do their best for the children and the school.

MINIMUM DAYS

During the school year, minimum days with noon dismissal are scheduled on the calendar. The afternoons on these days are devoted to in-service sessions for the faculty or conferences with parents. On days where daycare is provided, first through eighth-grade students must bring a sack lunch as no lunch is provided. Lunch will be served to preschool, pre-kindergarten, transitional kindergarten and kindergarten students on minimum days.

MONTHLY CALENDAR

A monthly calendar of important school events will be posted on RenWeb. Please print and post this in an appropriate place to remind yourself of upcoming events. The calendar listed on RenWeb is a tentative calendar for the entire school year. As this calendar is subject to change, it is vital that parents consult the monthly calendars and the weekly bulletins carefully for all of the upcoming activities of the school.

PROGRESS REPORTS

Progress reports are emailed home at each mid-trimester. Parent Teacher conferences are scheduled for each student at the end of the first trimester (fall) to discuss the students' progress. Conferences are a time when information concerning the child's abilities, needs and progress can be exchanged. The faculty is also available for additional conferences throughout the year at the parent's request.

RECORDS INSPECTION

The Family Education Rights and Privacy Act of 1974 states that the parents or legal guardians have the "right to inspect and review any and all official records, files, and data directly related to their children, including material that is incorporated into each student's file." A 24-hour request in writing is required. Records cannot be released to parents.

REPORT CARDS

At the end of each trimester, pre-school and pre-kindergarten, receive a formal report card. Parents of children in grades PS, PK, and TK must schedule for a parent/teacher conference in the fall.

The administration may withhold a student's report card until all outstanding accounts have been cleared, including tuition, daycare fees, lunches, IOU's, textbooks, sports fees, lost books, etc.

SCHOOL HOURS

Supervision begins at 7:30 a.m. The school is not responsible for students on school grounds prior to this time. Classes begin at 8:05 a.m. for preschool through eighth grade students. It is important to get your child off to a good start at the beginning of the school day. Please make sure they are on the school grounds before the 8:00 a.m. bell rings. Preschool and Prekindergarten students are brought directly to their classrooms and signed in. Students are not permitted to wait outside the classroom before school. Refer to section on Attendance and Absences.

STATE LICENSING REQUIREMENT

The following California State Licensing Requirement applies to all children attending Saint Jeanne de Lestonnac Preschool and Pre-kindergarten (Title 22# \Section 101195 b & c).

- (b) The Department of Licensing Agency shall have the authority to interview children or staff and to inspect and audit facility records without prior consent. Saint Jeanne de Lestonnac School shall make provisions for private interviews with any child or any staff member and for the examination of all records relating to the operation of the facility.
- (c) The Department of Licensing Agency shall have the authority to observe the physical condition of the child, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional examine the child.

STUDENT CUMULATIVE RECORDS

The following items are maintained as part of the student cumulative record.

- Personal statistics of students and parents
- Health record
- Immunization
- Attendance
- Academic achievement
- Report card original
- Standardized test scores
- Psychological testing (with parental consent for a specific student)
- Special academic testing (with parental consent for a specific student)
- Sacramental information

STUDENT SUPPORT SERVICES

Saint Jeanne de Lestonnac School offers formal counseling services through Caritas Counseling (Catholic Charities, San Bernardino) to our students on campus. In addition to the school counselor, the school will eagerly work with outside professional resources to facilitate optimum result of consistency in mature student behavior both at school and in the home.

Students may be referred by the teacher, parent, or school for assessment in academic performance and/or social behavior. Parents are required to give their permission in writing for an on-going counseling process.

Students may request counseling, in which case after two or three initial contacts, the parents will be requested to give their permission for on-going counseling.

For more information regarding this program, please call the school office during regular school hours and ask to speak to the principal.

TYPICAL DAILY ACTIVITIES

OPENING ACTIVITIES

Attendance, morning prayers, pledge of allegiance, calendar, announcements

LEARNING ACTIVITIES

- Children participate in a multitude of planned learning experiences including finger plays, music, dramatic play, and story time, and multi-sensory development, gross and fine motor development.
- During this time, teachers work with children in small groups. Activities are planned by the teacher to introduce or reinforce specific concepts and skills.
- Children actively engage in play experiences that promote growth in all areas of development: social and emotional, physical, spiritual and cognitive. These activities include the following: block play, thematic unit activities, manipulatives, language and math activities, dramatic play and multi-sensor activities. Art is included, emphasizing creativity, motor development, critical thinking and the process of using a variety of media.

RELIGION

Children use learning materials specifically developed for this group. The lessons generally revolve around the theme of God's love for us and the celebration of specific holidays. Children attend Mass monthly and visit our school Chapel once a week.

SNACK/LUNCH/RECESS

- The school provides a nutritious snack/lunch for our children in Preschool/Prekindergarten/TK.
- Menus are posted each month online and on the Little Vineyard bulletin board. If your child cannot eat or does not like what is served on that day, please pack your child a lunch. Please follow Nutrition Policy.