



**ST. JOAN OF ARC
CATHOLIC
PRESCHOOL
Parent Handbook**

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ST. JOAN OF ARC CATHOLIC PRESCHOOL

Mission Statement

St. Joan of Arc Catholic Preschool is dedicated to providing a Christ-centered foundation for life-long learners in a safe, healthy, and nurturing environment.

Philosophy

St. Joan of Arc Preschool's philosophy is based on the Reggio Emilia approach to education. We believe all children to be capable competent active participants with equal rights, and are co-constructors of their own knowledge. They deserve authentic open ended, God created natural materials that provoke meaningful interactions, creativity, and learning. These positive early learning experiences translate into future school and personal success. School success is heavily dependent on the child's self-esteem and positive attitude toward the learning process.

Young children learn best by doing. Young learners require active thinking and experimenting to understand how things work and to learn firsthand about the world in which they live. Play provides this foundation for learning. Play is the work of the young child.

St. Joan of Arc Preschool believes that the acquisition of Catholic Christian values leads to a more spiritually balanced human being. It is these values that will guide a child

throughout his/her whole life. This Preschool strives to not only instill a lifetime love of learning, but a love of the Lord as well.

Curriculum

Along with the Diocesan Schools' Standards, our curriculum is inspired by the Reggio Emilia approach to education. You will find our classrooms to be set up in such a manner that your child will become truly engaged in intentional moments of exploration. Learning centers are arranged and materials are provided to foster the growth and education of each child at their own developmental pace. Realizing each child was created uniquely, all of our children are exposed each day to a variety of age/developmentally appropriate activities to promote growth in all domains of development: spiritual, cognitive, social-emotional, and physical. A combination of teacher-directed and child-selected activities are offered within a daily framework and schedule to ensure that your child's self-esteem is fostered on a daily basis in a risk-free nurturing environment. Classroom activities provide opportunities for the child's self-expression as well as building autonomy and independence. Part of each day is spent in small and large group activities as well as individual learning opportunities.

Using an integrated emergent approach, weekly themes and daily activities are provided to help cultivate a positive Catholic identity within your child's soul, as well as promoting advancement within his mind. In preparation for more formal education, language development, reading readiness, math concepts, and problem solving skills are explored, built upon,

and developed to meet the developmental level of each child.

Handwriting Without Tears (HWT) is a developmentally appropriate way to teach recognition and writing of letters and numbers. The children will learn the appropriate grasp on the writing tool which will be reinforced throughout the year. HWT teaches children that all shapes, letters and numbers are made up of little lines, big lines, little curves and big curves. For example, the uppercase L is a big line and a little line; uppercase Q is two big curves and one little line. Each week a new letter will be introduced. Letters will be made of play dough, using little/big lines and little/big curve wood pieces, writing the letter on chalk boards, and using music and movement to sing about the letter. Your child can bring a toy from home to share with the class that begins with the letter of the week (please no guns, knives, swords, etc.). The letter of the week will be posted on the lesson plan in the oval under the theme for the week. The letters that are easiest to write (L, F, E, H) will be studied first, then progressing to the more difficult (A, V, M, Z). HWT teaches developmentally; children learn to recognize and write uppercase letters before lower case letters. Upper case letters are easiest to write, they are the same height, they start in the same place (at the top) and they are in the same position. HWT believes lower case letters should not be taught until Kindergarten. However, as the year progresses, the children who are ready, will be encouraged to move on to lowercase letters when writing their names. By the end of the year there will be a few children who will be writing both upper and lower case letters and those who will be writing only uppercase

letters. This is O.K. The goal is for each child to be able to write at least his/her first name legibly, know where to start writing their name on a piece of paper (at the top and to the left of the paper), and know the letters in his/her name.

Faith Formation

Catholic Christian values are emphasized throughout the day with special time set aside for daily prayer. All classes begin and end with prayer, both traditional Catholic prayers as well as personal prayers. For moral and character development, specific Fruits of the Spirit are spotlighted throughout the year. We would also like to invite you to attend our scheduled ***Courtyard Prayer every Thursday morning*** with your child, in which we will gather as a faith based community to show our thanks to God for His many blessings. This takes place in our inner courtyard at 9am. In addition, our students will visit the church for prayer, religious teachings, and Eucharistic Adoration. We would also like to invite all families to join our staff at ***morning mass the second Tuesday of each month***. This begins at 8:30AM in the main church. Please note that the gates to the courtyard are not opened and school does not begin until after mass (approximately 9:10.)

In addition to the aforementioned preschool programs, ***The Catechesis of the Good Shepherd*** is also utilized for your child's religious formation. This program takes place in a room specifically designed to induce the quiet meditative persona required for their "hearts to hear" His word. We call this room our Atrium. The Catechesis of the Good Shepherd is a simple

and effective Christian message presented to our children. Great truths are placed before the children in ways they can touch, feel, absorb, and understand. The Atrium is a place of prayer, in which work and study spontaneously become meditation, contemplation, and prayer.

Our staff aims to work with you in educating your child on the importance of what it really means to be a disciple of God, and to serve and love one another. We will strive to help your child become aware of his/her unique place in God's heart, by teaching life-long skills based on respect, appreciation for multi-cultural diversity, and civic responsibility. With your assistance, we will make available opportunities for your child to practice stewardship within St. Joan of Arc Catholic Church, his/her family, and our faith-based community.

Information and education is available to all families regarding best practice and curriculum at all stages and ages of development.

Activities

We do not go on field trips off campus, but we believe that it is important to expose children to a variety of interesting learning experiences. One way we do this is by bringing in resources from our community. In the past we've have Snow Day, Jungle Jill, Police & Fire Department, local Dentists and a Rodeo Pony to name a few. During the year, we also have numerous family functions where we meet as a faith-based community such as an Ice Cream Social, Trunk-or-Treat, Thanksgiving Feast,

Christmas Pageant with a Birthday Party for Jesus, Family Picnics, Donuts with Dad, and a Mother's Day Tea (which includes a special Crowning of Mary ceremony.) Your Activity Fee goes toward providing these programs.

All of our activities, as well as Church events, can be found online in our school calendar and at our website:
www.stjoanofarc.com.

We would like all families attending our school to know that you are welcome to attend all St. Joan of Arc Church events and your participation is greatly appreciated!

St Joan of Arc Preschool Goals

- To provide a safe, nurturing environment with activities to stimulate the developing spiritual, social, emotional, cognitive and physical needs of the young child.
- To model an environment rich in play and active learning.
- To model appropriate language that labels and reinforces independent behavior.
- To support healthy parent/child relationships and promote social competence in young children.
- To model the Reggio Emilia philosophy towards education.
- To build a partnership between home and school that nurtures and strengthens parenting skills.

Positive Guidance

The Preschool utilizes a positive approach to guidance starting with helping the child to understand why a certain behavior is inappropriate, and helping the child learn what is expected and acceptable behavior. Certain behaviors that might be viewed as unacceptable naturally occur with children this age. Actions that may cause harm to themselves or others; that interfere with the learning experiences of others; or show disregard for materials and the environment, are behaviors that require thoughtful attention. We support self-regulation and work with the children to help each child develop a healthy self-esteem by using positive reinforcement. The focus is always on the behavior, not the child. We model appropriate language for children to use and help them develop peer conflict resolution skills. Redirection is often used to remove the child from the immediate situation and move them into another activity. Occasionally a child may need to be removed from the classroom in order to eliminate distractions or stimuli.

If a serious behavior problem should occur, parents will be informed and should work with the classroom teacher to resolve the issue. If necessary, the Director may become involved in this guidance process. If a serious problem continues with no progress or resolution, the family may be asked to withdraw from the program.

Attendance

For the students to gain the most from school, regular attendance is necessary. **We require ALL children to be in attendance at least 85% of each month. That means, for example, that if the school is in service for 20 days, then your child must attend a minimum of 17 days of those 20 days, unless otherwise excused.**

Please be considerate of the teacher's scheduling by **being on time in the morning and prompt when picking up your child.** **If your child will not be attending class please call the school office before the start of class that morning.** Messages can be left by calling 602-867-9179. Each staff may be contacted by email using their first name initial/last name @stjoanofarc.com.

Attendance At Mass on Holy Days

In order for our staff to attend Mass, Preschool classes will begin after Mass at approximately 9:15am on Holy Days of Obligation. We welcome parents to join us and attend Mass with their child at 8:30am. Children will be encouraged to come to school dressed as their favorite saint for our All Saints Celebration. We also invite parents/grandparents/friends to attend Mass with their child on Ash Wednesday which is the start of Lent. School will not begin until after the 8:30am Mass (approx. 9:30.)

Arrival and Departure Procedures

St. Joan of Arc Preschool does not provide transportation to or from our preschool. Parents are expected to escort their children to the classroom each day and sign them in, as required by the State of Arizona Department of Child Care Licensure. When entering our campus, we ask that you please turn off cell phones and give your full attention to your child. It is a memory that he/she, along with you, will treasure forever! In addition, ***please have your child use the restroom and wash his/her hands before entering the classroom.***

It is important that you do not arrive late, as it is disruptive to the classroom and can be upsetting for your child. If you have logistical issues that cannot be remedied, please inform the classroom teacher. At the end of the school day, the classroom door will be opened and the teacher will call each child to the door once the parent is seen and has signed out his/her child. ***Please remember to sign your child out each day,*** and notify the School Office if you are going to be late to pick up your child. It is important that we know so we may reassure your child. Parents who are late picking up their child repeatedly will be charged late fees. ***Children will be released to authorized adults only and identification may be requested by the teacher.*** Parents must make the school office aware, in writing, of any changes regarding pick-up. ***Any person picking up a child for you must be listed on the Emergency Information Card with their phone number. Also, the first time they pick your child up for you, they must check in at the Preschool Office and show their ID to verify they are the approved***

person. Children will NOT be released to anyone who has not been listed.

*Parents have full access to our school and may enter at any time.

Safety

As your child's first and primary educator, we ask that you help us in expecting age-appropriate and respectful behavior of all our students. It is for their safety that we ask your help in reminding all preschool students and younger siblings to obey the school rules at all times. All children are asked to refrain from running inside the classroom, on the courtyard pavements, inside Weidner Hall, walking/jumping on the tables and benches in the courtyard, playing on the stage in Weidner Hall, throwing stones, and being in the playground without supervision. In addition, please see that your child/children clean up after themselves. **Children are not permitted in the school campus before or after school hours without their parent/guardian.**

We encourage parents to help us enforce safety rules. Listed below are a few procedures parents need to follow:

Hold your child's hand when walking through the parking lot.

WALK with your child to and from the classroom.

Use caution when backing up from a parking space, and when driving in the parking lot.

Close school gates after entering & exiting.

Do not allow your children to touch the statues or plants and flowers in the courtyards.

It is also important that no child ever be left in a parked car. Siblings should be brought in when dropping off or picking up your preschool child. If you are in need of assistance, please let the office know. In addition, please remember that our classrooms are not set up for children under the age of 2 1/2. Please be sure to maintain custody of your younger children at all times.

Emergency Procedures

We plan to practice fire drills every month and “shelter in place” drills twice a year to help the children become familiar with the routine of evacuating the campus. However, we are careful in how we present and discuss this type of procedure, as we do not want to frighten the children unnecessarily.

When a child experiences a minor illness or injury at school, they will be brought to the School Office and kept as comfortable as possible while the parents are contacted. In the event a parent cannot be reached, those listed as emergency contacts will then be called. **It is important that parents keep our emergency contact cards updated.**

In the event of an emergency, the teacher or another qualified staff member will care for a child until a parent arrives. If a child suffers a serious medical emergency, the School Office will call 911 for emergency assistance; and the child will be transported

to the nearest medical facility, as determined by the emergency personnel. Parents or designated individuals will be contacted immediately and informed of the situation accordingly.

St. Joan of Arc Catholic Preschool has a “Crisis Plan” that is available in our lobby and posted on the Parent Bulletin Board in our library. This plan includes procedures followed in the event of fire, the need for evacuation, disaster situations and circumstances that may require lock-down protocol.

First Aid kits are kept in various locations throughout the campus and in each classroom, as are fire extinguishers. We recommend that you familiarize yourself with their location.

In case of telephone outage, the Director can be reached by cell phone at (480)229-1540. Please only use this number if there is no phone service to the School or Parish Offices.

If there is a long-term power or water outage during the school day, parents will be called to pick up their children early. If this situation occurs prior to the beginning of a school day, every effort will be made to notify parents of the need to keep their children home. Please note that we are unable to make up days that school is closed due to this type of situation or any emergency.

When leaving the classroom the teacher keeps track of the children by taking the class roster and emergency cards with her.

Security

All of the teachers are connected to the school office and one another by telephones/walkie-talkies and all of our classrooms are equipped with video cameras. We believe that these are important features for the safety of the staff and the children. In addition, the campus courtyard gate and office courtyard door is locked once school begins.

Health

The health, safety and well-being of our students are of the utmost importance to us. In order to prevent the spread of disease, we ask that parents adhere to the following policies:

- Children should be taken to the bathroom prior to entering the classroom each day. Make sure they wash their hands afterwards.
- If your child has any symptoms of a contagious disease, they should be kept home from school. These signs or symptoms include: fever, diarrhea, vomiting, swollen glands, sore throat, cough and/or respiratory symptoms, eye/nasal discharge that is not clear, itching, and rash.
- Children who have had a fever or stomach disorder should be free of those symptoms a full 24 hours before returning to school. Please refer to the Guidelines for Excluding from Daycare reference sheet in the Registration Packet.
- If your child has been prescribed antibiotics, they must have completed a 24 hour cycle of medication before returning to school.

Please notify the School Office when your child has a contagious disease such as Strep Throat, Chicken Pox, etc. State Licensing law requires us to post the symptoms of such illnesses so teachers and parents are aware of potential infection and can hopefully identify additional cases effectively.

Washing hands is the best way to protect from spreading germs. Thus, we also ask that all adults wash their hands before working or volunteering within our campus.

Medications

St. Joan of Arc Preschool will not dispense medications. If your child is taking medication, please arrange the schedule around school hours.

The only exceptions to this are inhalers for children with breathing problems or epipens for severe allergies. Provisions must be arranged with the office before sending the inhaler or epipen to school.

School Wellness Policy

St. Joan of Arc Catholic Preschool is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life-long health and well-being. The purpose of this policy is to offer students the

tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the school year:

- Nutritional guideline
- Nutrition education
- Physical activity
- Other school-based activities
- Parent and staff involvement
- Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers/events to offer non-food items or healthy food choices. **Please see our School Wellness Policy which is available both in our lobby and posted on the Parent Bulletin for more specifics.**

Enrollment Procedures

St. Joan of Arc Catholic Preschool does not discriminate on the basis of race, color, national or ethnic origin in its admissions and educational policies. Continuing families and parishioners are given priority enrollment over new families applying to the program.

Children with special needs will be accepted into the preschool program only if we can provide the services to meet those needs. In the case of a medical or physical situation, parents

will be required to provide additional documentation related to any special care or requirements.

All children are expected to be toilet trained prior to entering the preschool program. In the event of repeated, consistent, or habitual accidents, we will ask that the child be removed from the program. Three or more accidents occurring in one month may be considered repeated, consistent, or habitual. Since we are not licensed for infants, **pull ups are not permitted!**

To enroll a child, a parent or legal guardian must complete an Enrollment Application form and pay the **non-refundable** Activity/Registration Fee. In addition, placement is not guaranteed until the first month's non-refundable tuition is paid. Prior to the first day of class all fees must be paid and the following documents must be returned to the school office:

Enrollment Application

Monthly Tuition Agreement

Copy of the child's birth certificate (and custody documents, if applicable).

Copy of the child's Baptismal Certificate

Blue Emergency Card (**with all information completed**)

Copy of the most current Immunization Documentation

Parent Handbook Agreement Form

Parish Verification Form (if applying for in-parish tuition)

Off Campus Permission Form

Family Information Survey

Photographic and Interview Release Forms

Automatic Withdrawal Authorization (Optional)

Emergency Card

The most current immunization record must be copied or faxed from the doctor's office and attached to the emergency card.

The doctor and hospital names, full addresses, and phone numbers must be completely filled in.

There must be at least two emergency contacts with complete addresses and phone numbers. These contacts must be two additional people other than the child's parents.

Medical Doctor name and phone number must be listed in case of emergency.

Immunizations

It is required by law that your child be current with his/her immunizations. Below is a list of immunizations required by the Arizona Department of Health Services for preschool:

- 4 DTaP
- 3 Polio (OPV/IPV)
- 1 MMR
- 2 Hep A
- 3 Hep B
- 3-4 Hib
- 1 Varicella

Children who complete the 4th DTaP and/or 3rd Polio on or after the fourth birthday do not need additional doses.

Communication Avenues

In order to facilitate the flow of information from school to home, the Preschool provides the following both on our website and in each classroom:

Annual Calendar of events and school closures

Flocknote Text and Email System

Monthly newsletters

Weekly Email Updates

In an attempt to help keep parents informed of special classroom and school activities, the following procedures are also in effect:

- Orientation and Information Sessions
- Posted lesson plans in and outside of each classroom
- Flyers and posters for special events and reminders
- Weekly emailed reminders
- Interest Center Preference Notice
- 2 Parent/Teacher Conferences
- Ages & Stages Developmental Questionnaire
- Learning Stories
- Staff Meetings
- Monthly HR Parent and PAC meetings
- Parent Information Bulletin Board

At the beginning of the school year parents are asked to attend a parent-only orientation session. At that time, individual school/classroom routines and objectives will be reviewed. Children get to meet the teacher and get familiar with the classroom at a separate Open House prior to school starting.

In November, Parent/Teacher conferences are held to discuss each child's growth and development as it pertains to their preschool experience. A second Parent/Teacher conference is held in March with a brief written overview of your child's progress thus far.

At any time during the school year, parents are welcome to contact the teacher to schedule a meeting. This is recommended if you have any questions or concerns pertaining to your child. The Director is also available to help families with any questions or concerns. Please call, email, or stop by the School Office to schedule a meeting.

It is imperative that parents notify the office of any changes in their address, phone number, or e-mail address.

Parent Involvement

Parents are the first and most important teachers in children's lives. We are here to assist you in meeting the educational, developmental, and spiritual needs of your child. **Because we are working together to ensure your child's early success, we require each family to participate by volunteering a minimum of 10 hours per year...that's only 1 hour per month.** The preschool encourages parents to participate in a variety of ways, including volunteering in the classrooms & on the playground, changing bulletin boards, helping with fundraising activities, becoming a Homeroom Parent, working on/with the Parent Advisory Committee during our special events, or chairing one

of our Committees. Your child's teacher will also welcome and love your support and help. If you have a special hobby, interest, or craft that you would like to share, please let your teacher know. Please see the Volunteer Opportunities brochure for a description of each volunteer position. Additional information regarding these opportunities will also be provided at the beginning of each school year. **We do realize that not everyone has the time available to participate and may choose to offer a financial contribution in lieu of volunteering, which would also be greatly appreciated!**

Parent Classroom Volunteer Guidelines

- * Attend a **mandatory** Safe Environment/Called to Protect training (see Safe Environment Training at www.diocesephoenix.org for times and locations.) **All** new parents must attend the 3 hour training session for parents. Please remember to register online prior to attending this class, and to sign-in when taking the class. If you are a returning parent and have already attended the 3 hour training, you may choose one of the renewal sessions, **which can be completed online**. Bring in your printed confirmation upon completion for your file.
- * Check in at the School Office, sign the Volunteer log, and obtain a volunteer badge. **You must also complete a confidentiality form to be placed in your file.** Remember to sign out in the School Office, return your badge, and log your time prior to your departure.
- * Wash hands in the adult bathroom prior to entering the

classroom.

- * Obtain permission from your child's teacher for a day and time to volunteer, and check in for specific directions/plans for the day.
- * Wash hands and wear food gloves when assisting with snacks or serving food.
- * Use the staff restroom for personal use.
- * Follow the teacher's lead in the classroom.
- * Interact with children by sitting at their level, observing their work/play, and becoming a participant only when appropriate. Remember that we are encouraging your children to do their own work, and become independent. It is the process, not the product that is so important!
- * Refrain from discussing specific issues with your child's teacher while volunteering in the classroom or on the playground. Constant supervision on the playground is critical!
- * **The Arizona Department of Health Services requires that children must be supervised at all times by an employee. Volunteers may never be left alone with a child.**

Thank you for your participation!

Please also be advised of the following:

Diocese of Phoenix Code of Conduct

For clergy and Diocesan personnel (including volunteers) in their ministry relationships with children, youth and vulnerable adults:

A. Diocesan Policy requires that they:

Participate in training programs for a Safe Environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct.

Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program, and parish.

Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child Protective Service as well as cooperate fully in any police investigation.

After notifying the police as described in #3 report to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct Policy can be implemented.

Advise an adult who reports an allegation of sexual abuse by church personnel with a minor or vulnerable adult, that he or she has the right and responsibility to report this allegation to appropriate law enforcement and social service agencies.

Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults

are drawn to personalities rather than the community at large.

B. Diocesan Policy prohibits:

Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.

Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.

Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.

Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.

Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.

Field trips or other outings involving minors or vulnerable adults in places and situations where no other adults are present.

Travel with minors or vulnerable adults (who are not family members) without another adult present in the car, van, church bus, car pool or other means of transportation.

Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults.

Wrestling

Tickling

Other physical “horseplay”

Giving out to minors or vulnerable adults one's personal phone number, pager and personal e-mail address.

Taking a vulnerable adult, minor or group of minors to a restaurant for a meal without another adult present.

Giving alcohol and/or drugs to minors or vulnerable adults.

Confidentiality

All student records and information are kept in the strictest of confidence. Files are accessed only by the preschool staff, State Licensing, and Diocesan Personnel. No other person or entity may have access without prior written permission from the parents or legal guardian.

Anyone that is privy to information or situations pertaining to a preschool child or family is expected to maintain the utmost level of confidentiality and professionalism at all times. Unethical behavior on the part of a parent may result in the removal of their child from the program.

Conflict Resolution Procedures

The faculty and staff of St. Joan of Arc Catholic Preschool are dedicated to the well-being and development of each of our students, and want to work hand-in-hand with parents to provide a positive preschool experience. However, human nature and emotion often dictate how we perceive certain situations, and there may come a time when a situation may become stressful or uncomfortable.

In an attempt to keep the lines of communication open and relationships moving in a forward and productive manner, we ask that you adhere to the following procedures:

- When there is a concern pertaining to the classroom, please contact the teacher to set up a meeting. Meetings should be held with a third party in attendance.
- If a solution cannot be found, or the participants need additional assistance, the Director should be contacted.
- Situations that are not rectified to the satisfaction of those involved will then be brought to the Pastor.

Hours

Preschool Office Hours: 8:00 am to 3:30 pm, Monday-Wednesday
8:00am to noon, Thursday/Friday

Classes Offered

<u>Mini 3's (3 days)</u> 2.5-3 yrs old:	Tuesday, Wednesday and Thursday (Child must be potty trained)
9:00am-12:00pm	
<u>Mini 3's (4 days)</u> 3-4 yrs old:	Monday to Thursday (Child must be potty trained)
9:00am – 12:00pm	
<u>3's (3 days)</u> 3-4 yrs old	Tuesday, Wednesday and Thursday (Child must be three by September 1 st)
9:00am – 12:00pm	
<u>3's (4 days)</u> 3-4 yrs old	Monday to Thursday (Child must be three by September 1 st)
9:00am – 12:00pm	
<u>Pre-K (4 days)</u> 4 – 5 yrs old:	Monday to Thursday (Child must be four by September 1st)
9:00am-1:30pm	

TUITION

<u>Tuition:</u>	<u>Active Catholic</u>		<u>Non-Active/Non-Catholic</u>	
	<u>Annually</u>	<u>Monthly</u>	<u>Annually</u>	<u>Monthly</u>
Mini 3's - (3 day)	\$4,140	\$460.00	\$4,590	\$510.00
Mini 3's - (4 day)	\$4,590	\$510.00	\$4,815	\$535.00
3's (3 day)	\$4,140	\$460.00	\$4,590	\$510.00
3's (4 day)	\$4,590	\$510.00	\$4,815	\$535.00
Pre-K (4 day)	\$4,815	\$535.00	\$5,265	\$585.00

Activity/Registration Fee: **\$200.00 (non-refundable)**

Options for tuition payments are:

- pay the year's tuition in full in at date of enrollment
- pay semi-annually, half at enrollment date, half in January
- pay monthly date of enrollment

SCHEDULE OF TUITION PAYMENTS

<u>PAY BY</u>	<u>FOR</u>
1. May 10 th (no later than June 10 th)	September
2. September 10th	October
3. October 10th	November
4. November 10th	December
5. December 10th	January
6. January 10th	February
7. February 10th	March
8. March 10th	April
9. April 10th	May

Payment Policy

All payments are due no later than the 10th of the month for the following month. **We have reserved a spot for your child when you sign up and have budgeted that income for the current school year. You are obligated to pay your monthly tuition regardless of whether your child is in attendance or not unless you have received special consideration from the Preschool Director.** A \$15.00 late fee will be assessed on all payments made after the 10th day of the month. The Preschool reserves the right to deny your child admission to his/her class and to forward progress reports should your account fall more than one month behind. Families with more than one child enrolled in the Preschool receive a 10% discount toward the tuition of the second and of each additional child. The discount will be a percentage of the lower tuition amount.

Please notify the office of any special financial circumstances.

Automatic payments are a popular option. Each month's tuition can be automatically paid by filling out the Automatic Payment Authorization Form and hand in to the Preschool Office. We accept VISA, Master Card, American Express and Discover.

Financial Obligation

Activity & Registration Fee is due at the time of registration and is **non-refundable**. 1st month's tuition is due by May 10th for the following school year. Tuition is paid by the 10th of the each month for the following month as shown above.

Withdrawal from Program

Withdrawal from the preschool must be in writing 30 days prior to withdrawal. Any refund of tuition will depend on the status of the account, as well as date of withdrawal. Please contact the Preschool Office regarding this information.

At the discretion of the Director, a child may be removed from the program if it is deemed appropriate or necessary. Situations may include, but are not limited to:

Failure of payment

Inability to meet the needs of the child

When it is in the best interest and/or safety of the other children

Uniforms

We have simplified your uniform buying experience. You can now go online to www.frenchtoast.com directly and order your child's uniform. A source code is required to get to our catalog. It is **QS5GWTS**. Once you input our code, you will have access to our catalog. You are not limited to our catalog but we feel that we have included all that is necessary for our school. It is MANDATORY to add the school emblem to all polos, t-shirts and sweatshirts. Bottoms do not need emblems applied nor do sweaters as the shirt underneath will have the emblem. FrenchToast is a uniform company that will give our school 5% back on every order in fundraising once we reach \$2,000.00 in orders. So not only do you get to order exactly what you want and the exact size you want but you are also helping your child's

school raise money.

Our uniforms consist of a St. Joan of Arc emblem T-shirt and khaki/navy shorts or pants and dresses. Children may wear their own khaki or navy shorts or pants, but elastic waistbands are required (girls may wear navy or khaki skorts or jumpers). While we do not have uniform shoes, we do require **athletic-type footwear**. Open-toed shoes such as sandals/crocs/flip-flops/cowboy boots are not permitted. Rubber-soled style with Velcro closures are highly preferred, so that children are able to “clean out their shoes” independently. While supplies last, there is a limited supply of new and used uniforms available in the office.

Snacks

Your child brings a healthy snack and lunch from home. Nutritious foods, which comply with the AZ Dept of Health Services, will be recommended. Please pay attention to each classroom’s allergy list to ensure your child’s snack does not contain ingredients that may be harmful to other students.

Birthdays

Birthdays may be celebrated in class. If you would like to bring a treat on your child’s special day, please speak to your child’s teacher. **Treats must be store bought and in an unopened container.** We emphasize healthy treats and promote other ways of celebrating such as reading your child’s favorite book to

the class or donating a special book to the class in your child's name. Birthday party invitations may not be distributed at school, unless the entire class will be invited.

Before Care

Beginning at 8:00 am we will provide Before Care for your child for \$10.00/day. Sign your child in at the designated Before Care room. Your child's teacher will sign them out of Before Care and into their class at 9:00 am. There is No Before Care on days we have Family Mass so that teachers and families can attend.

This program is an additional charge for all children regardless of scholarship.

Lunch Bunch

Our Lunch Bunch Program provides children with an opportunity to spend extra hours with their friends at school. Children eat lunch together (lunch is provided by the parents,) play games, and enjoy socializing with peers. The Lunch Bunch program begins in September and is offered Tuesdays and Wednesdays from 12:00pm-1:30pm. The cost is \$15.00 per day. There must be a minimum of 2 children participating in this program or it will be canceled for that day. Parents will receive prior notification if this were to happen.

If your child eats lunch at school, please use a "cold pack" to help keep perishable foods cool, and prepare a lunch that follows the guidelines of our Wellness Policy. Please do not

include candy or soda in your child's lunch as they are NOT allowed. Lunches should be easy to handle and "ready to eat." Please note that we are unable to heat up or microwave children's meals.

This program is an additional charge for all children regardless of scholarship.

Friday Enrichment

Friday enrichment is a multi-age program on Fridays from 9:00am – noon consisting of center-play, friendship building, creative exploration and some out-of-the-ordinary hands-on projects. Cost for this program is \$25.00 per Friday.

Please note that there is a \$10.00 fee for late pick-up past 10 minutes after the program has ended.

Emergency Clothing

Parents are asked to provide a set of "emergency clothing" for their child to be kept at school. Please be sure to include: a shirt, bottoms (pants or shorts), two pairs of underwear, and socks. These clothes should be updated according to season and growth, and placed in a labeled closable plastic bag.

Teacher Meetings

Staff meetings will be held once a week at which time we will have noon dismissal for all classes. Please see the school

calendar for specific dates. There will be no Lunch Bunch on these days except those staying for the Afternoon Program.

Holidays

St. Joan of Arc Preschool follows a calendar similar to those of other diocesan preschools and the Paradise Valley School District. Refer to our school calendar and newsletters for holidays and other special events.

Transportation

St. Joan of Arc Preschool provides **no** transportation services to any child of the school.

Insurance

In accordance with Arizona Department of Health Services, St. Joan of Arc Preschool carries liability insurance by Catholic Mutual Insurance. The Catholic Diocese of Phoenix provides accident insurance while a student is on school grounds, when school is in session, or while taking part in a school sponsored activity. Insurance policy can be viewed in the preschool office.

Licensing

St. Joan of Arc Preschool is licensed through the Arizona Department of Health Services, 150 N. 18th Avenue, Suite 400 (602-364-2539). To ensure compliance with state regulations, the school facility has regular yearly maintenance inspections by trained personnel. License inspection reports are available for viewing in the school office.

Accreditation

The St. Joan of Arc Preschool is an institutional member in good standing with the National Catholic Education Association (NCEA). The National Catholic Education Association (NCEA) is a professional membership organization that has been providing leadership and service to Catholic education since 1904.

Please note: The policies herein may be modified at the discretion of the St. Joan of Arc School Administration. Any changes made will be made known to families enrolled in the program.