

Nativity School PreKindergarten Parent-Student Handbook

Mission Statement

Our mission at Nativity School is to provide a quality pre-kindergarten program that encourages children to experiment and explore in a play-based environment. Play is an integral part of our curriculum, and it is through play that our teachers lead children to acquire the skills and knowledge to succeed in Kindergarten.

Philosophy

The classroom is set-up daily by experienced teachers with purpose and intent in provoking learning and growth through the children's interests and needs. We prepare the child's environment to encourage exploration and allow experimentation. As teachers, we recognize and respect that each child is unique and learns at his or her own pace. The in-depth learning opportunities foster creativity and make learning fun, lasting, and personal.

Application

Submit the following:

1. Application form with non-refundable application fee
2. Birth Certificate
3. Baptismal Certificate (if applicable)
4. Parish certification form (if applicable)
5. CA Licensing forms (upon admission)

Admissions

Selection Process:

- Must be 4 years old as of September 1st (one year program)
- Must be 3 years old as of September 1st (two year program)
- Admission Priority: siblings of enrolled Nativity School students, children of alumna, member of Nativity Parish, members of other Catholic parish, general public
- Parent tour of the Nativity School
- Classroom visit of the student and parent
- Child must be potty-trained

Tuition Fees

- All payments options processed through FACTS Tuition Management: full payment due on September 1, 2017; or two equal payments due on September 1, 2017 and Jan 4, 2017; or ten equal payments due on the 10th of each month from September 2017 to May 2018.
- PTG Class Activity Fee: \$40 per child (non-refundable)

- \$500 registration fee (non-refundable)
- There is no mandatory parent service requirement for preschool families. Family service hours in preschool however, can be credited towards elementary school service hour requirements.

Parent Information/Communication

There are two formal parent conferences: November and May.

The director sends Friday Notes at the end of the week to recap the week's curriculum. Photos taken during the week are posted online through the closed Pre-K Nativity School Shutterfly group.

Morning drop off is meant to be a short check-in with the teachers. If you need more time, please set a meeting with the director:

- Contact Email and phone number
 - Director: Tina Baluyut
 - tbaluyut@nativityschool.com
 - 650-325-7304

Discipline Policy

Parents will be informed immediately of a child's disruptive behavior. Logical consequence strategies, whenever possible, are always used to help improve a child's negative behavior.

The following are considered disruptive behavior: inflicts pain to peers, staff, self; disrespects school materials, peers, and staff; threatens peers and staff verbally; disobeys classroom rules.

Days and Hours of Operation

Our preschool is open Monday through Friday from 8 AM until 5:45 PM except holidays. Morning Care is 7:45-8 and Extended Care is 3:00-5:45. Extended Care rate is \$6 an hour. Please check the school calendar for holidays, minimum days (2:30 dismissal), and early dismissal days (12:30 dismissal).

Preschool Pick Up/Drop Off

- Sign in/Sign Out
 - Children must be signed in and out daily. Please be sure that a teacher is aware of your child's arrival and departure.

- Authorized to Pick Up List

Only persons authorized to remove the child from school will be allowed to sign out the child. Unfamiliar persons picking up a child must be in the Authorized to Pick Up List and must present a valid ID to a teacher at pick up.

- Update Emergency cards

It is the parent's responsibility to update emergency information including the Authorized to Pick Up list. Inform the teachers in writing if your child will be picked up by another person.

Uniform

Label EVERYTHING (especially jackets and sweatshirts)

- Dennis Uniform (School Code: M2NNAT)
1282 Oddstad Dr Redwood City, CA 94063
- Boys--White polo shirt, navy twill shorts/pants (preferably elastic pants without zipper) , all black or all white *velcro* shoes
- Girls--white polo shirt, navy twill shorts/pants, school uniform shift dress, blue bike shorts or black or white leggings, blue skorts; all black or all white *velcro* shoes

Change of Clothing

A student should always have a complete change of clothes (shirt, pants/shorts, underwear, socks) in school. The extra clothes do not have to be the school uniform.

Lunches/Snacks

Children should bring their own lunch and snacks to school. Please limit the sweets packed in your child's lunch/snack. We highly encourage food that has little or no processed sugar. Please use vacuum insulated food jars (e.g. Thermos) to keep your child's food warm. We do not heat lunches in school.

Pre-packed lunches can be purchased online through Choice Lunch www.choicelunch.com.

Classroom Birthday Celebrations

We celebrate birthdays during snack (10:00-10:15) or lunch (12:15-12:30) periods. Parents are welcome to bring mini cupcakes or an alternative healthy snack.

Nap Mat/Bags

A cot is provided by the school for sleeping/resting. Please bring a nap mat/bedsheet to cover the cot. The nap mat needs to have a zippered bag for storage. Nap mats are brought to school

at the beginning of the week. At the end of the school week, the mat is sent home to be washed.

Health and Safety

Parents must not bring ill children to school. Children who become ill at school will be sent to the office, and parents will be contacted for immediate pick up. Illness includes but not limited to: 101F fever, diarrhea, vomiting, and contagious diseases like conjunctivitis. A child may have a low grade fever, but if the child is lethargic and unable to join regular class activities, parents will be called to pick up.

A child sent home with a fever of 101F can only be admitted back to school after 24 hours, AND fever-free without medication.

Immediately inform us if your child is diagnosed by a medical professional with a communicable disease. The San Mateo Health County as well as other preschool families will be notified if a child in the program contracts any of the following illnesses: *amebiasis, campylobacter, chickenpox, conjunctivitis, diarrhea/vomiting, EColi, fifth disease, giardiasis, hand foot mouth disease, herpes, impetigo, lice, MRSA, mononucleosis, pinworm, RSV, ringworm, roseola infantum, scabies, scarlet fever, shigella, shingles, strep throat*. We respect the privacy of each student.

Medication

A Medication consent form (LIC 9221) should be completed by a parent. The medication should have a doctor's prescription, be in its original container and labeled with child's name. There should also be a detailed explanation when medication should be administered .

Termination of Enrollment/Withdrawal from the Program

Our teachers make every effort to work with your child. Should the child be a risk to self/others, or repeatedly interfere with other children's learning experience, parents will be notified and a mutually agreed strategy to curb the behavior will be implemented. If the behavior does not improve within 60 days, parents will be given 2-week notice (14 calendar days) of termination of services.

Parents can also initiate withdrawal from the program by submitting in writing a 30-day notice of termination of services. The student will be charged for the full month of tuition.

Volunteers and Visitors

We highly encourage parents to volunteer in school. Volunteer opportunities like nap set up, lunch helper, or visiting expert will be posted through Shutterfly. We also have an open door policy. Parents can drop in anytime to observe. Please make sure that the visit will not disrupt the class routine.

Nativity School PreKindergarten Parent Student Handbook Acknowledgement Receipt

I have fully read and understand the policies and information contained in this Parent-Student Handbook. I understand that the Nativity School PreK director may amend this handbook for just cause and I will be given prompt notification of any changes that are made.

Child's Name

Parent's Name

Parent's Signature

Date