

2025 - 2026



# Sacred Heart Parish Preschool

Family Handbook

**Sacred Heart Parish School**  
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## **PURPOSE OF PRESCHOOL HANDBOOK:**

The primary purpose of this handbook is to serve as a guide for our preschool families and is intended to be used in conjunction with the Sacred Heart Parish School Family Handbook. Our preschool is licensed by the State of California and must follow State regulations. The Principal and/or Director retains the right to amend or waive provisions of this handbook for just cause. Parents will be given notification of changes made. We ask that you read this handbook carefully and keep it for reference during the 2024-2025 school year.

The licensing office for Sacred Heart Parish Preschool is the Community Care Licensing San Jose Regional Office, 2580 N. First St. Suite 300, San Jose, CA. Their phone number is (408)324-2148. Our license number is 354403579. We are licensed for children ages 3 to 5.

## **MISSION STATEMENT**

Sacred Heart Parish School, in ministry with the parish, is committed to service, justice, and compassion. Together, with our families and our Parish, we are dedicated to the pursuit of academic excellence, the achievement of individual potential, and fostering a culture of high expectations and moral values.

## **PHILOSOPHY**

Sacred Heart Parish School, founded in 1891, provides a safe, faith-filled environment, enriched with Catholic traditions for students. Educators, students, and parents are dedicated to the pursuit of academic excellence, the achievement of individual potential, and a culture of high expectations. Guided by Gospel values, Sacred Heart Parish School cultivates a commitment to service, justice, and compassion.

## **NON-DISCRIMINATION POLICY:**

Sacred Heart Parish Preschool, in the Diocese of Monterey, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, sex, nationality and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to student at the preschool. It does not discriminate on the basis of race, gender, age, color, nationality and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. While the preschool does not discriminate against students with special needs, a full range of services may not be available.

## **HOURS OF OPERATION**

Sacred Heart Parish Preschool operation hours are 7:30am - 5:00pm

Half-day program is from 8:00 am to noon.

Full-day program is 8:00am to 3:00 pm except for Wednesday. Wednesday dismissal for full day students will be 2:00pm or 12:30 minimum days.

Extended Care hours are until 5:00pm. Extended Care operates **only on days when school is in session unless otherwise designated on the school calendar.**

## **STAFFING**

Sacred Heart Preschool works closely with Sacred Heart Parish School, other Diocesan schools, and community resources to stay current with trends and policies in early childhood development.

All staff members are fully teacher qualified and meet the licensing requirements and maintain high educators for our program. Each teacher has completed specific Early Childhood Education courses and is Pediatric CPR and First Aid certified.

## **PRESCHOOL ADMISSION REQUIREMENTS**

### Admission Procedures

Please see SHPS Family Handbook for further information on the Admission Process. Children applying to Sacred Heart Parish Preschool must be three years of age by their first day of class attendance and must be toilet trained. An application form and fee must be submitted to the Registrar. Children who are three years old through the pre-kindergarten year may enroll for two (Tue/Thur), three (Mon/Wed/Fri), or five days (Mon-Fri) per week, with half-day or full-day sessions options.

### Enrollment

Completion of all registration forms and required documents are available through the Sacred Heart Parish School office.

- School required documents:
  - Family application
  - Registration Form
  - A copy of birth certificate
  - A copy of baptismal certificate for Catholic Students
  - A copy of the immunization record
  - Completed registration form
  - Signed Admission Contract
- State required documents:
  - LIC 700 Identification and Emergency Information [LIC 700](#)
  - LIC 701 Child's Preadmission Health Evaluation Physician's Report [LIC 701](#)
  - LIC 702 Child's Preadmission Health History Parent Report [LIC 702](#)
  - LIC 627 Consent of Medical Treatment [LIC 627](#)
  - LIC 995 Signed and dated receipt of Notification of Parents' Rights [LIC 995](#)
  - LIC 613A Signed and dated receipt of Personal Rights [LIC 613A](#)

Your child will be able to attend preschool only after the office has **ALL** the necessary paperwork as listed above.

### Tuition and Fees:

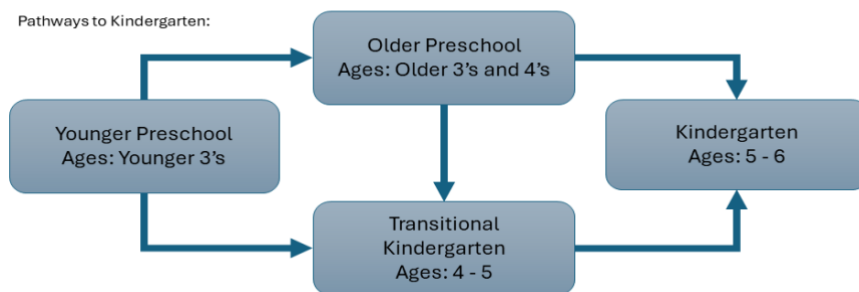
Tuition management and payment processing are managed by FACTS management company. See SHPS Family Handbook for further details.

### Preschool Class Placement:

Preschool children are placed in designated preschool classrooms based on availability, age, and emotional development. We want your child's experience at preschool to be the most positive and rewarding. Whether your child is coming from another preschool, day care, or is away from home for the first time. We will do our best to make the transition smooth for all to our preschool classroom.

#### **Placement After Completion of 1st year of Preschool:**

At the conclusion of the preschool year, your child may be placed in **Older Preschool**, **Transitional Kindergarten (TK)**, or **Kindergarten**, depending on their **age, academic readiness, and social-emotional development**.



Placement decisions are made in collaboration with the **Early Childhood Team**, which includes the Preschool, TK, and Kindergarten teachers, along with school administration. During the early registration period for the following school year, your child will be assessed by either TK or Kindergarten teacher.

After assessments are completed, the Early Childhood Team will meet to discuss each child's progress and determine the most appropriate placement. You will then receive a placement form outlining our recommendation. Your child's growth and potential placement will also be discussed during winter parent-teacher conferences.

Our goal is always to place each child in a learning environment that supports their continued academic growth and social-emotional well-being. Placement decisions reflect the team's professional judgment regarding where each child is most likely to thrive.

In accordance with the *Diocesan Handbook* (Section 6470.50, p. 25):

*The student will have satisfied the grade's work and be correspondingly mature enough to be promoted to the next grade.*

## **PRESCHOOL SUPPLY LIST**

### **All students should bring to the classroom:**

- 1 Clear Storage Container – shoe box sizes
- 1 pencil box (8" x 4.5" x 2)
- 1 reusable water bottle
- 1 pk. Channie's My First Pencil (Amazon)
- 1 pair Fiskar child scissor round-tip
- 2 folders
- 10 glue sticks
- 2 boxes of Crayola Triangular Crayons 8ct (Amazon)
- 2 boxes 10 ct. Crayola washable markers (classic)

- 1 4ct box of low odor dry erase markers
- 1 Crayola watercolor or Prang watercolor paints w/brush
- 1 box of washable tempera paint sticks (Amazon)
- 1 1-inch 3 ring view binder
- 20 sheet protectors
- 2 boxes of Kleenex/facial tissue
- 2 pks. of **water based** baby wipes
- 1 pk of **food safe** sanitizing wipes such as Purell Foodservice Surface Sanitizing Wipes or Sani-Wipe No-Rinse Food Contact Hard-Surface Sanitizing Wipe.
- Backpack
- 1 set of extra clothes in a Ziplock bag - Labeled with child's name

#### **For Full Day Students:**

- Standard crib sheet to cover mats
- Napping blanket or nap mat (no oversized nap mats)
- Lunch box for snack/lunch
- They may bring a small stuffed animal to help them rest. It does need to stay in their cubby until naptime.

## **ASSESSMENT AND CURRICULUM**

### Ages and Stages

Sacred Heart Parish Preschool's first assessment screening is the Ages and Stages Questionnaire (ASQ-3), which is completed by the family upon acceptance for enrollment. Families complete age appropriate ASQ-3 which evaluates language, cognitive, gross motor, fine motor, and social/emotional development. ASQ-3 is a confidential document for the purpose of supporting teachers in getting to know their child's interests as well as determining any additional support they may need. The completed ASQ-3 will not be shared with any outside individual or agency without the express permission of the family.

### Learning Without Tears Assessments

This short assessment is developmentally appropriate for our preschoolers which is given three times during the school year: 1st trimester, 2nd trimester, and 3rd trimester. This assessment is designed to check how your child is doing as they learn foundational concepts. By looking at these snapshots over time, you can see how your child is growing and learning. It is essential to complement this assessment tool with daily observations and professional judgment, ensuring a holistic approach to each child.

### STAR Preschool Literacy or Early Literacy

Star Preschool Literacy is designed for children who are one to two years away from kindergarten. It provides screening and progress monitoring tools to measure development in foundational literacy skills. The assessment helps teachers identify areas of strength and need, allowing us to tailor instruction and support each child's literacy journey during these formative years.

Star Early Literacy will be primarily used for our 4 year old preschoolers in early literacy and numeracy skills. It assesses skills such as phonemic awareness, phonics, vocabulary, and comprehension. The data collected helps guide instructional planning and supports students in progressing toward reading proficiency.



## Observations

In addition to formal assessments, daily teacher observations are a key tool for understanding each child's growth. Through regular observation, teachers gain valuable insight into a child's development, learning style, temperament, and social-emotional needs. These observations help inform instruction, guide curriculum decisions, and support individualized learning.

## Portfolio

Each child will have a portfolio that documents their learning and development throughout the school year. Portfolios include a variety of work samples such as dictated stories, artwork, writing, math activities, and science explorations. They provide a meaningful record of progress over time. Families can view their child's portfolio through both the Seesaw app and their classroom binder.

## Curriculum

Sacred Heart Parish preschool combines a play-based curriculum alongside God Made Everything, Heggerty, and Learning Without Tears.

- Play-based curriculum starts with engaging our students with opportunities to explore, experiment, discover, and problem solve in imaginative and playful ways. Our preschool classrooms have different centers of learning such as blocks, dramatic play, science, library, writing, etc. Our teachers will set activities based on a child's interest and incorporate play-based materials and activities in areas of math, science, literacy, and religion while also facilitating social and emotional skills.
- *Stories of God's Love* This program will help children take their first steps on the journey of faith. Stories of God's love teaches Scripture stories and connects them to children's lives through easy to understand, real-life stories.
- *Heggerty* is a phonemic awareness curriculum with explicit teacher modeling and scaffolded support. Students learn to play with language and hear the sound in spoken words during large group times.
- *Learning Without Tears* uses manipulatives, engaging students in multisensory learning, fun, simple, developmentally appropriate instructions that make handwriting fun.

## **GENERAL ATTENDANCE POLICIES**

A smooth and happy transition from home to school is the goal of our preschool. To facilitate a gentle beginning, all children and their parents who are new to Sacred Heart Parish School will be scheduled for a brief classroom visit with their teacher during Meet and Greet Day before the first day of school. During this visit your child will meet their teachers and have an opportunity to familiarize themselves with the preschool environment.

Preschool Hours: 7:30am to 5:00pm

Children may begin to arrive at 7:30am.

Class begins at 8:00am

**After 8:30 am** we will not accept children for that day without prior arrangement. This ensures that ratios are maintained and that children will receive the greatest benefit from enrollment in preschool.

Half-day children will be dismissed at noon.

Full-day children will be dismissed at 3:00 pm on Monday, Tuesday, Thursday, and Friday.

On Wednesday, full-day children will be dismissed at 2:00pm or 12:30pm on minimum days.

Extended Care closes at **5:00pm**. Extended Care operates **only on days when school is in session unless otherwise designated**.

### Flexible Daily Schedule

This is an outline schedule for our preschool classes. Please see your child's teacher for a more detailed and class specific schedule.

7:30am to 8:00 am	Drop off and Free Choice
8:00am	Class begins
8:00am to 10:15am	Indoor Learning Time - Free choice/carpet time/small group
10:15 am to 10:45am	Snack Time and Transition to outside
10:45am to 11:45am	Outdoor Learning Time
11:45am to 12 noon	Goodbye Gathering Time and Dismissal for half-day children
12 to 12:30pm	Lunch
12:30pm to 2:30pm	Naptime
2:30pm to 3:00pm	Wake-up and prepare to go home
3:00pm to 5:00pm	Extended Care

### First Day of School

Your child will be able to attend school only after the office has **ALL** the necessary paperwork.

### Absences and Tardies

Please call the school on the first day of your child's absence. In the case of prolonged absence, please keep the preschool and school office informed. **We are unable to accommodate "make-up" days for a child's absence.**

Class starts at 8:00am. All students must arrive by 8:00am or will be considered tardy. It is disruptive to the class routine if children arrive after this time. In case of a delay due to an appointment or emergency, please call the office as soon as possible. After 9:00am we will not accept children for that day without prior arrangement. This ensures that ratios are maintained and that children will receive the greatest benefit from enrollment in preschool.

### Appointments

Medical, hair, etc. appointments are best made for afternoons whenever possible. After the morning's structured curriculum time.

### Daily Sign In/Out Log

California State Licensing regulations mandate that children be signed in and out each day. The signature must be a full, legal signature. Initials are unacceptable. If you fail to sign your child properly more than three times, you will be called to come back and sign them in. This is a LEGAL licensing requirement. The person who delivers your child to school or picks your child from school must come into the classroom and sign the daily sheet.

### Daily Arrival and Departure

When you arrive, please sign in your child. You will then help your child put personal items in their cubby and wash their hands. Be sure to check your "parent folder" to see if there are any letters or notices to be taken home. Please plan on arriving early so that you can have a relaxed departure with your child. If you or your child has difficulty parting from each other, please let the teacher know. Class begins at 8am.

The State of California requires that an adult bring each child to the classroom door and the adult remains until the site director or a teacher receives the child. The same is true at dismissal time. Each child will be dismissed directly to an authorized adult from one of our preschool staff. Only persons authorized by you on your enrollment forms may pick up your child. If someone else is picking up your child, the director or teacher must receive a note with the person's name, relationship to the child, and the date(s) this person will be authorized to pick your child up. Please put your pick up information in writing. Also, be sure to let your child know who will be picking them up from school. This creates a sense of security for your child and helps the transition from school to home to go more smoothly.

**Note:** A child may not be released to a sibling or anyone else under the age of 18 years, unless he or she is the parent of the child. The teachers also have the right to refuse to allow the child to leave with the designated representative if they feel the child would be endangered.

#### Dismissal for Half-day Students

At 12 noon, half-day students will be dismissed. Parents or authorized persons will meet their child at the back gate near the playground or during inclement weather at the gym lobby. Any pick-up after 12:15pm will be charged Extended Care hours. There will be no exceptions to this policy. The teacher will have the sign in/out log for you to sign.

#### Dismissal for Full-Day Students

Parents may pick up their full-day students in the classroom at 3:00 pm on Monday, Tuesday, Thursday, and Friday. On Wednesday, children will be dismissed at 2:00pm or 12:30pm on minimum days. Please sign out your child. The Sign In/Out Log will be located near the front door. Any pick-up after 3:15pm on normal school days, 2:15 pm on Wednesday, and 12:45pm on minimum days will be charged Extended Care hours. There will be no exceptions to this policy.

#### Extended Care Services

Extended Care is available for Full-Day Preschool students. To participate, families must complete and sign a release form allowing their child to transition from the preschool program to the SHPS Extended Care program.

- **Registration Fee:** \$100 per family
- **Hourly Rate:** \$10 per hour

Extended Care is offered only on days when school is in session, as outlined in the SHPS School Calendar or as designated by the SHPS Principal. Please note that Preschool Extended Care will **not** be available during Fall and Winter Parent Conferences.

Students in Extended Care may be picked up directly from the Extended Care room. All Full-Day students must be picked up by **5:00 p.m.** A late fee of **\$1.00 per minute** will be charged beginning at **5:01 p.m.**, with no exceptions.

## **SACRED HEART SCHOOL ACTIVITY PARTICIPATION**

State licensing requires our preschool to limit the interactions with school-age children such as not sharing playground space and bathrooms. However, we are part of the Sacred Heart Parish School community and acknowledge that certain activities such as paraliturgies, assemblies, or special events, may involve shared space. In such instances, we have designated areas and structured supervision to ensure the safety of our preschoolers. These interactions are carefully monitored to promote positive experiences for all children involved while respecting the unique

developmental stages of our preschoolers. In order for your child to fully participate in these activities, we require a signed waiver acknowledging consent for your child to take part in school activities.

## **FAMILY PARTICIPATION**

Serving from the heart is at the core of the Sacred Heart Parish School Volunteer Program. While Sacred Heart is a community of believers, it is also a high commitment school. It is our hope when we serve the school, whether it's cleaning up from lunch to chairing a major fundraiser, we give it our all and serve "heartily as unto the Lord". In this way, we promote our mission statement and demonstrate to our children what it means to be a disciple of Christ.

### Service Hours

Preschool families are required to volunteer 35 hours of family service, 20 in the case of single parent families, Part-time preschool families have a prorated schedule of 16 hours annually. Full-time families are those whose child is a full day preschool student that attends 5 days a week. Part-time families have students who attend two or three days a week as either a full day or half day. Half-day students that are five days a week are also considered part-time. Hours must be submitted online to your Beehively account. Please see SHPS Family Handbook for more information.

### Preschool Room Parent

Room Parents play a very important role at Sacred Heart Parish School. They must complete the Volunteer Program Guidelines. Room Parents work with other parents, teachers, and the preschool director to organize classroom activities such as classroom parties, teacher appreciation, class projects, etc.

### Field Trips/Walking Excursions

We do not take field trips that require transportation; however, we believe it is important for children to be aware of their community. As part of our program, we do provide walking excursions, weather permitting, with a ratio to be determined by age and group of children. Walking locations are determined by the Preschool Director and teachers and may include trips to Sacred Heart Church, the library, businesses in the community, and nature walks. Parents will be required to complete a permission slip for off-campus excursions.

### Preschool Volunteer Program Guidelines

#### **Steps 1- 2: General School Volunteer Requirements**

All school volunteers must complete the following:

1. Livescan Fingerprinting
  - a. You cannot substitute any fingerprinting you may have had done with prior or current employment.
  - b. You must use our Diocesan form and have the fingerprinting done specifically for our school site.
  - c. This only needs to be done once and you will be cleared for the rest of the time your child attends SHPS.
2. Virtus Online Training
  - a. To complete this training, please log onto your Beehively account and scroll down to External Links and click on Virtus. Create an account and complete the course. Submit the completion certificate to the school office.

### **Steps 3–5: Additional Requirements for Preschool Volunteers**

If you plan to volunteer in the Preschool, the following additional steps are required:

3. Obtain a TB test from your physician and submit proof of negative results.
4. Provide proof of the **flu vaccination** or a signed waiver if you choose not to receive the flu vaccination.
5. Submit a copy of immunization records for **Pertussis (Whooping Cough) DTaP** and **Measles MMR**.

We appreciate the offering of your talent and time to Sacred Heart Parish School. As a volunteer, you make many valuable contributions to our overall academic program.

**AS A VOLUNTEER**, you are required to adhere to the following **CODE OF ETHICS**. Please refer to the SHPS Family Handbook for more information.

#### Parent's Rights/Authorized Representative

Parents have unlimited access to their children, including written records concerning their children during normal hours of operation and whenever the children are in attendance.

SECTION 1596.857 HEALTH AND SAFETY CODE (a) "Upon presentation of identification, the responsible parent or guardian of a child receiving services in a child day care facility has the right to enter and inspect the facility without advance notice during normal operational hours of the facility. Parents and guardians when inspecting shall be respectful of the children's routines and programmed activities.

(b) Notwithstanding any other provision of this section, the person present who is in charge of a child day care facility may deny access to an adult whose behavior presents a risk to children present in the facility and may deny access to non-custodial parents or guardians if so requested by the responsible parent or guardian."

### **TOYS FROM HOME**

Children often need transitional objects to help switch from home to preschool. Transitional objects such as a small stuffed animal or special blanket are welcome at school. Please label all transitional objects with the child's name to help the teacher keep track of whose belongings are whose.

Children are not required to share their transitional objects. Transitional objects are used only during the time in which the child is adapting to the center. Other objects that children may want to bring from home, however, are prohibited as they may get lost, broken, or may lead to situations where children are unable to share the toy. If your child won't leave the house without their treasured item, allow them to take it. Tell the child that you will keep it safe, so it will be there on the drive home. You can also encourage your child to tell the teacher about the special toy.

Children are welcome to bring books to share with the class. If you do bring a book, make sure it has the child's name on it somewhere and let the teacher know that you have brought a book that can be read to the whole class.

## HEALTH AND SAFETY POLICIES

The health and safety of all students is a prime concern of both teachers and parents. Your cooperation with the preschool's policies will help protect the well-being of all students.

### When To Keep Your Child Home

Please keep your child home for a full 24 hours after he or she has experienced any of the following:

- Fever
- Intestinal disorder – vomiting or diarrhea within the past 24 hours
- Persistent cough or other abnormal breathing problems
- A Rash - body rash with itching and/or fever
- An Eye Infection - Eye is red and crusty and/or oozing yellow or green discharged
- The start of a course of antibiotic treatment.

### All Clear to Return to School:

- Fever free for 24 hours without medication
- Cough is mild and infrequent and/or evaluated by a doctor if needed.
- Free from diarrhea and/or vomiting for at least 24 hours and evaluated by a doctor if needed.
- Free from rash, itching or fever and evaluated by a doctor if needed.
- 24 hours after starting antibiotic eye drops or ointment.
- If caused by allergies and symptoms are mild, it is okay to be in school.

### Daily Health Check

Staff members will screen all children upon arrival to preschool for contagious diseases. Your child will be checked for the following:

- Watery, red, or crusty eyes
- Skin conditions, including rash and a flushed or pale appearance
- Unusual sleepiness, crankiness, fatigue, or not wanting to participate in classroom activities.
- Deep cough
- Nasal secretions: thick clear discharge or colored yellow, green or brown nasal secretions

If a child becomes ill or develops any of the symptoms listed above during class, they will be isolated, and you will be contacted immediately and be required to pick up your child. Please have a back-up plan in mind if you are a working parent, as sick children need to be picked up promptly.

### Infectious Diseases

If your child becomes ill with any infectious disease, please inform the preschool teachers and school office. We, in turn, will inform parents about the class exposure to that illness and will keep your child's identity anonymous. Our preschool classes will post a notice for parents, that their child has been exposed to a communicable disease. The notice will include symptoms of the illness. Names of the children with the disease are held in confidence and not included in the notice.

### Handwashing

To help stem the spread of illness, all children and visitors must wash their hands upon entering a classroom. Children must wash their hands:

- Before preparing or eating food
- After eating
- When coming in from outdoor play
- Before and after engaging in sensory play such as water table and playdough
- After toileting
- After using tissue or otherwise touching the nasal area
- In any other situation that might lead to dirty hands

### Medications

Preschool staff can only administer medications that have been prescribed by a doctor. All medication must have a doctor's note and the prescription in the original, unaltered container. In addition, families will need to fill out a form authorizing the staff to give the child medication, the time in which to give the medication and the dosage. We will only administer medicine or nebulizer that are prescribed 3 or more times a day. Medicine or nebulizer that are prescribed for 2X a day must be administered before and after the child is at school. Families will be called each time a child seems to need any prescriptions that state "as needed".

No over the counter or fever reducing medication will be given to children while they are at school. This includes lotions and hand sanitizers. There is an exception for sunscreen. You must provide and label your child's sunscreen and have a signed consent form to apply. We ask that families apply sunscreen to their child in the morning before arriving at the preschool. The preschool staff will reapply sunscreen in the afternoon as needed.

All medications will be stored in a locked container and/or out of reach of children. Please apply any topical item before sending your child to school each day. **DO NOT** allow any medications, sunscreen, hand sanitizer, lip balms, hand lotion to come in the child's backpack to preschool.

### Injuries

If a child receives a minor injury at school, First Aid will be administered, and we will inform you of the event via an accident report left in the sign/in out log, email and/or verbal during pick up time. In the case of a serious injury, 911 will be called, and parents will be notified immediately. If they cannot be reached, the child's physician or dentist, as listed on the "Consent for Medical Treatment" form, will be called for counsel regarding the next step in treatment.

### Toileting

Children enrolled at Sacred Heart Parish School must be potty trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull ups isn't considered being potty trained.

Why do children have to be potty trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers.
- The classrooms are not equipped for diaper changings.
- When an adult is busy changing a child's diaper or soiled clothing, it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even potty-trained children will occasionally have toileting accidents. In these incidents a complete change of clothes should always be in your child's cubby. This change should include underwear, socks, shirt, pants, and shoes.

If a toileting accident occurs, it will be handled in a discrete manner and your child will be taken to the bathroom to change. For soiling with urine or fecal matter, your child will need to be able to change and clean themselves with minimal assistance from the teacher. From soiling of a bowel movement that is excessive, your child must be taken home to be changed and cleaned up. They can return to school after they have been cleaned up.

To minimize accidents, we will certainly ask your child many times throughout the day and always before naptime if they need to use the bathroom. A teacher will assist as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

### Napping

All full day students will have time to sleep/rest during the day. Each child will be designated a mat that is labeled with their name on it. Parents are required to provide a regular fitted crib sheet (blankets are not acceptable for the bottom sheet) and a blanket for the top (if needed) to fit the mat provided by the school. Pillows are optional and must be small. Children must be able to pack and unpack these items on their own. It is the parent's responsibility to bring nap items in at the beginning of the child's week and take them home to be laundered at the week's end. Nap time is from 12:30 to 2:30 PM. Please make sure all items sent from home are labeled with the child's name.

After an opportunity to use the restroom and wash up, the children will transition into naptime. The room will be kept quiet, darkened, and peaceful while children are sleeping/resting. Children will be expected to rest quietly for the napping period. **If a student consistently becomes disruptive to the napping needs of other students, their family will be notified. Other arrangements may be needed if the child continues to be disruptive.**

### Siblings In The Classroom

When siblings come into the classroom, they must be supervised. Please hold younger children by the hand and explain to older children that this classroom is for the preschoolers' use only. Children not enrolled in the preschool may not join classroom or playground activities. More importantly, as teachers we want to be free to be fully present to our students, and the presence of other children affects our ability to do so.

## **NUTRITION**

Meal times are one of the most important parts of our day. It is a time when we reflect on our day, share our thoughts and ideas. All allergies and other food related issues need to be documented by a physician before any changes or substitutions can be made. All students will be provided with a nutritious snack. Full-Day students should bring lunch. All students should eat breakfast before coming to school.

### Snacks

Morning and afternoon snacks will be provided each day. Families may earn service hours by providing a nutritious snack for the week. A monthly snack menu is posted in the classroom. If



your child has allergies to certain foods, please make sure that you note these on the Health History Form and speak to the teachers directly about this allergy. Parents/guardians of children with particularly severe food allergies may opt to send in all snacks.

### Lunches

Children enrolled in the Full-Day program must bring a bag lunch with a drink each day **or** have a hot lunch pre-purchased through the school's lunch program. Lunches should include only **healthy, nutritious foods** that your child enjoys and can eat independently.

Please do not pack **sugary sweets**—such as candy, cookies, cake, gummy treats, or sweetened drinks with little to no nutritional value. These items may be sent home uneaten at the teacher's discretion. Children should be allowed to choose the order in which they eat their lunch items.

**Important:** We do **not** have access to a microwave or other appliances to reheat food. Please send lunches that are ready to eat at room temperature, or use a **thermos** to keep items warm. Similarly, if your child's lunch includes **perishable items** such as yogurt, cheese, or meat, please include an **ice pack** to keep food safe until lunchtime. Perishable food that is not kept cold may need to be discarded.

**Utensils** must be provided from home, if needed. Please do not send knives of any kind in lunchboxes. Lunchboxes should be clearly labeled with your child's name **on the front and inside** using a permanent marker. We encourage families to pack lunches in **easy-to-open containers** so children can begin eating without waiting for assistance.

A friendly note from home tucked into the lunchbox is always a special touch that brings smiles to lunchtime!

### Birthdays and Holidays

Birthdays are exciting for preschool children. We celebrate in the classroom through songs and special wishes for the birthday child. Birthday treats must be coordinated with the teacher(s) involved. Due to allergies and dietary needs, we request that you communicate with your child's teacher. Birthday treats will be sent home at the end of the day. You may send an individual birthday treat for your child's class such as one cookie or donut in a ziploc bag or a cupcake in a clamshell cupcake holder. Do not send goodie bags. If your child has a summer birthday, we will celebrate their half-birthday during the school year.

If your child will be celebrating with an after-school party which will not include all their classmates, please help your child understand they should not be talking about "who is coming to my party" during the school day. Every parent understands that a party for the entire class is seldom ideal in preschool, but no parent wants to see a child's feelings hurt under any circumstances. Please refrain from passing out invitations in front of other children or parents. It is better to email or mail them to homes. Do not ask the preschool teachers to hand out party invitations.

## **CLOTHING**

### Uniforms

All clothing must be clearly labeled with your child's name.  
Please refer to the SHPS Family Handbook for uniform guidelines.

### Rain Gear

Preschoolers may not bring umbrellas to school. Since young children love splashing in puddles and walking in the rain, you are asked to send rain boots and slicker type coats with hoods for rainy days. Once inside the classroom, please help your child remove their raincoat and change into their school shoes. School uniforms must be worn during school hours.

### Extra Clothing

A complete change of clothes should always be in your child's cubby. This change should include underwear, socks, a shirt, pants, and shoes.

### Lost and Found

The lost and found is located by the preschool doors. Please let the teachers know as soon as you notice an item is missing.

## **COMMUNICATIONS**

Please be mindful that the main responsibility of teachers is to supervise the children during school hours. It is never a time for parent/teacher meetings. These sorts of communication are better addressed at a scheduled time.

### Communicating Questions and Concerns

Communication between parents/guardians and their child(ren)'s school is an integral part of student success. Parents/guardians with questions or concerns can phone (831) 637-4157 or email:

Mrs. Connie Bumatay, Preschool Director/Teacher at [cbumatay@sacredheartschool.org](mailto:cbumatay@sacredheartschool.org)

Mrs. Lydia Anchondo, Preschool Teacher at [lanchondo@sacredheartschool.org](mailto:lanchondo@sacredheartschool.org)

Dr. Rachel McKenna, School Principal [rmckenna@sacredheartschool.org](mailto:rmckenna@sacredheartschool.org).

### Home - Preschool Connections

- Daily check-ins
- Weekly newsletters sent via Beehively.
- Classroom Parent Board
- Meet the Teacher Day – which serves to introduce parents/guardians and children to the classroom setting!
- A Parent/Guardian Orientation
- A Back to School Night held early in the school year, which serves to introduce parents/guardians to the classroom environment, provide updates on the program, and provide opportunity to ask questions about the program.
- Three student Developmental Evaluations Reports

Good communications between families and the school facilitate your child's success at preschool. It is vital that the preschool be informed of any major changes in your child's life, such as a grandparent's illness or death in the family, a new pet or the loss or death of a pet, a change in parental working hours, etc. The preschool staff seeks to support your preschooler. We are best able to do this when we know what your child is encountering.

### Parent conferences

A parent may request to schedule a conference with the Director or Preschool Teacher during the school year. Every attempt will be made to quickly accommodate your request.

Formal parent-teacher conferences will be scheduled in October and January. During parent conferences, extended care will not be provided for preschool students.

## **SOCIAL DEVELOPMENT AND DISCIPLINE POLICIES**

Young children are mastering many concepts during their preschool years, and prime among these is how to be a cooperative, happy member of society. As students learn how to meet their own needs, they will also be learning how to appreciate and respect the needs of others.

The teachers will keep you informed of your child's progress in this area of development.

When a child's behavior affects the well-being or safety of others, and disturbs the quality of the learning activities of the class, teachers will support the child on how to modify his or her behavior. We utilize the positive discipline model to address behavioral challenges.

### Disciplinary Practices

In addition to our disciplinary practices of positive redirection, reasoning, and assisting children with conflict resolution, we believe in the importance of closely monitoring and understanding the behaviors exhibited by each child. Behavior observation reports serve as a valuable tool in this process, allowing us to track patterns, identify triggers, and tailor our approach to meet the unique needs of every child.

When a concerning behavior arises, our teachers will document the incident in a behavior observation report. These reports include details such as the time and location of the behavior, a description of the behavior itself, any factors that may have contributed to it, and the actions taken by the teacher or aide to address it.

The goal of these reports is not punitive but rather proactive and supportive. By compiling comprehensive data on behavior trends, we can collaborate with families to develop a Student Success Plan by addressing challenges and fostering positive growth and development in each child.

It's important to note that our disciplinary approach remains rooted in fostering a nurturing and respectful environment. We firmly believe that physical or emotional punishment is never appropriate and will not be tolerated under any circumstances.

In cases where a child's behavior poses a risk to themselves or others, or requires an excessive amount of one-on-one supervision, parents may be asked to pick up their child promptly. We understand that unexpected situations may arise, and we request that parents or their designated emergency contacts make arrangements to pick up their child within one hour of notification.

We aim to create a supportive and collaborative environment where every child can thrive and develop the inner controls needed to navigate the world around them confidently.

### Term Uses for Discipline

The term discipline means different things to different people. Here at Sacred Heart Parish Preschool, we follow the same procedures for dealing with issues that require limits to be set. The following list describes how guidance and discipline are enforced at school.

**Limit Setting and Consistency**– For children to feel confident in exploring their surroundings, they must clearly know what is expected of them. Once they know what to expect, they can

plan their own behavior accordingly. Rules are kept few, simple, clear, and concise. Limits, expectations, and adult responses remain consistent throughout the center. Boundaries and expectations grow as the abilities of the child increase.

**Tone of Voice**– Children can gather information about a situation by the words that an adult is using as well as their tone of voice. Using a firm, kind, serious tone, but with body language that is relaxed, tells a child that you will keep him/her safe, everything is under control, and that you are willing to help the child work through the conflict.

**Modeling Behavior**– Not only does what we say and how we say it send a message to children, but how we act and respond also sends clear messages to children. As adults it is our responsibility to model the appropriate behavior. For example, if you do not want children to throw things across the room, then the next time you see a toy lying out, instead of picking it up and tossing it in the basket, you should pick up the toy, walk over to where it belongs and put it away.

**Passive Intervention**– Sometimes the best solution to helping children with conflicts is to do nothing. Stand close in case the situation becomes physical but allow the children time to work through the problem themselves.

**Physical Intervention**– Children will be stopped when hurting each other. Children will be told “STOP” firmly, removed from the immediate situation, and given a brief reason for why the behavior is unacceptable before being allowed to reenter the play.

**Identifying the Conflict**– When conflicts arise, often children are so involved they are unable to control themselves and need an adult to help them resolve the problem. Teachers can help a child regain control by giving the child the words to identify the issue. “You both wanted that bike.”

**Validating Feeling**– Acknowledging emotions is vitally important in order for learning to occur in conflict situations. It is essential that all children involved feel that they are being listened to. Teachers might say something like, “You are angry that you cannot have a turn yet,” or “It made you sad that Mom had to leave.” Children are not forced to apologize for their behavior. In cases of conflict between students, the students are guided toward understanding of what has happened. If a student has made another student unhappy, it is the former student’s responsibility to make the other child feel better. The goal is to help children understand the feeling and motivation of others and help children learn impulse control.

**Redirection**– Redirection is one of the most commonly used forms of discipline used with infants and toddlers. Children are given appropriate alternatives to replace the negative behavior. For example, “You may kick the ball. It hurts when you kick the children,” or “It is not safe to climb on the table. Let’s go to the climber instead.”

**Natural Consequences**– Just like with passive intervention, sometimes natural consequences are the best forms of discipline. Teachers may point out and reinforce natural consequences such as “If you wiggle in your chair, your milk will spill,” or “You threw the block after I told you not to. Now you need to find something else to play with.”

**Offering Choices**– Allowing children to make choices for themselves is one way to eliminate struggles. Make sure the choices are appropriate to the situation and that the amount of choices is limited. “Johnny, you seem to be doing a lot of hitting. Would you like to play with the clay and hammers or throw a ball?” Do not offer a choice when there is not one.

**Time Out**– Time out is NOT a method used at Sacred Heart Parish Preschool. While it may stop the immediate behavior, it does not help children acquire the skills they need to deal with the situation should it arise again. Each classroom has a designated thinking/quiet place should a child need time to gather themselves. No physical or harsh, humiliating, or frightening form of punishment is ever used or appropriate.

All the strategies listed above can be used at home as well. One of the most effective ways to promote positive discipline is to have consistency both at home and at school. Children need to learn about boundaries, what is safe, what is acceptable or not, and why.

Progress may be slow. It takes time for children to understand self-control instead of adult imposed punishment. We will always remain consistent! Helping children learn to control themselves takes time but is essential for them to grow into an independent and caring person.

#### Home and School Partnership on Discipline

As part of Sacred Heart Parish Preschool’s efforts to maintain positive classroom environments and benefit all children in the program. Parent conferences will be requested if the teaching staff deems it necessary to set up a behavior modification plan for the child. This commitment includes:

- **Participating in the Developmental Screening Process:** Sacred Heart Parish Preschool uses the Ages and Stages Questionnaire (ASQ-3) to assess all enrolled children. This questionnaire is administered at home. Parents are expected to complete and return the questionnaire promptly and to attend conferences with their children’s teachers to discuss the screening results. Screening results may indicate the need for further screening by specialists. Teachers will provide parents with the resources necessary to continue the screening process so that children can receive specialized assistance that enables SHPS teachers to best meet these children’s needs in the classroom.
- **Conferencing with Staff Members about Challenging Behaviors:** Parents are considered experts on their own children. Therefore, it is essential that parents collaborate with staff in identifying the reasons a child exhibits challenging behaviors and in identifying strategies to help a child learn appropriate behaviors.
- **Collaborate with Staff Members on Creating a Behavior Support Plan:** A Behavior Support Plan identifies and describes challenging behaviors and lays out strategies for preventing and responding to the inappropriate behavior and teaching the child new skills.
- **Following Through with Behavior Support Plans at Home:** Consistency is key to teaching children limits and reinforcing positive behaviors. Sacred Heart Parish Preschool expects caregivers to make good-faith efforts to implement the strategies created by the parent-teacher team at home while teachers implement it at school.

#### Suspension and Expulsion Policy for Challenging Behaviors

At Sacred Heart Parish Preschool, our goal is to promote children’s social-emotional and behavioral health and to appropriately address and bring resources to challenging behavior. However, as young children learn to develop social-emotional skills, they may respond to

situations with externalized behaviors (e.g., defiance, noncompliance, and aggression). We attempt to create a developmentally appropriate program that meets the needs of each child and precludes the need for children to respond with externalized behaviors that are disruptive to the learning environment.

Because of the long-term benefits of participation in high-quality early childhood programs our goal is not to suspend or expel a child from school. Instead, we attempt to collaborate with parents/guardians to bring the needed resources and strategies to a situation. Our hope is that these efforts will result in suspensions and expulsions only being used where there are extraordinary circumstances or a determination of serious safety threat.

While we make efforts to reduce or eliminate such circumstances and/or threats with the provision of reasonable modifications. If the previous listed steps and the behavior modification plan do not contribute to a positive change in the child, the Director and/or Principal may elect to suspend or terminate services. Reasons for suspension or termination in regard to behavior include but are not limited to: child's inability to adapt to the group setting, constituting a hazard to self and others, requiring individual attention which substantially reduces staff time, and attention needed for other children in the program and abuse of other children and teachers. It is expected that parents/guardians will participate in the process of addressing any challenging behaviors exhibited by their children in the classroom.

If you have concerns or questions regarding curriculum, discipline, or other classroom issues such as health and safety, please talk to your child's Teacher. You may always follow up with the Director and Principal. Questions around school policies, payment of fees, etc. need to be directed to the Administrative Office.



**SERVICE • JUSTICE • COMPASSION**

**PRESCHOOL HANDBOOK COOPERATION FORM**

Upon receipt of the 2025-2026 Sacred Heart Parish Preschool Supplemental Family Handbook, Parents/guardians are required to sign below after reading the Family Handbook and submit this signed form to the Sacred Heart Parish School office no later than the first day of school. If this form is not returned the student's report card will not be released.

I (we) have read the Sacred Heart Parish Preschool Supplemental Family Handbook and agree to abide by all policies for the 2025-2026 Sacred Heart Parish School academic year.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_