

# St. Angela's Preschool Parent Handbook



2020-2021



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***St. Angela's Preschool, Diocese of Monterey, retains the right to amend these guidelines and policies at any time.  
Revisions will be communicated as quickly as possible.***

# SCHOOL INFORMATION

<b>Legal Status:</b>	Nonprofit 501 (C) (3) Tax ID # 94-1658139
<b>Social Services License #</b>	270709281
<b>Address:</b>	136 8 <sup>th</sup> Street, Pacific Grove, CA 93950
<b>Telephone:</b>	Office/Answering Machine: (831) 372-3555 Fax Number: (831) 440-7540 <b>After Hours Classroom Number: (831) 372-0903</b>
<b>Office Hours:</b>	8:30am to 1:00pm & 2:00pm to 4:00pm
<b>Office Email:</b>	office@stangelaspreschool.org
<b>Principal &amp; Director:</b>	Heather Diaz
<b>Office Manager:</b>	Brandy Griffin-Bagno
<b>Pastor:</b>	Peter Crivello, St. Angela Merici Catholic Church Church Phone: (831) 655-4160
<b>Superintendent:</b>	Kimberly Chang, Diocese of Monterey Diocese Phone: (831) 373-1608
<b>Schoolze:</b>	Avneesh Kumar Email: team@schoolze.com

Classrooms	Teachers	Age Group
<b>Sea Turtle</b>	Debbie Talbot & Sara Bautista	2.5 to 3 years
<b>Sea Otter</b>	Susan D'Angelo & Renee Shabram	3 to 4 years
<b>Seahorse</b>	Rene Montori & Angela Goncalves	4 years
<b>Dolphin</b>	Julia Tani, Julianna McDonough & Natalia Garcia (Teaching Assistant)	4 to 5.5 years



## **RACIALLY NON-DISCRIMINATORY POLICY AS TO STUDENTS AND PERSONNEL**

### **Department of Catholic Schools - Diocese of Monterey**

St. Angela's Preschool in the Diocese of Monterey, mindful of its primary mission to be witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

St. Angela's Preschool does not discriminate on the basis of race, color, national and/or ethnic origin age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

While St. Angela's Preschool does not discriminate against students with special needs, a full range of service may not be available.

Likewise, St. Angela's Preschool does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

St. Angela's Preschool reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon pastoral activity of the Church.

Date:	April 28, 2014
Name of School:	St. Angela's Preschool
City:	Pacific Grove, California

## **ST. ANGELA'S PRESCHOOL**

St. Angela's Preschool is a non-profit school solely dedicated to the Early Childhood Development and Education of children ages 2.5 to 6 years old. Our established Catholic pre-school program, (since 1985), is staffed by loving, caring, and experienced teachers who work together in teams to create lessons, activities and events that promote the development of the whole child. All staff members meet licensing requirements for preschool teachers in the state of California.

## **MISSION STATEMENT**

St. Angela's Preschool is an educational ministry of St. Angela's Merici Church that provides high quality early childhood education.

**We welcome:** all families seeking a faith-filled learning community for their children.

**We nurture:** the whole child by integrating spiritual and moral development with high academic standards.

**We serve:** the local community by fostering and preserving safety and peace for their children.

## **PHILOSOPHY**

Our philosophy at St. Angela's Preschool is to serve the local and global community by opening the eyes and hearts of children to the wonder and discovery of faith-filled learning. We offer developmentally appropriate activities and instructions that are both purposeful and playful. Our loving and nurturing co-education Catholic environment allows student to thrive at an individual pace. Our teachers work in teams to design and implement early childhood education-based lessons and activities that not only meet the needs of the class as a whole, but the unique needs of each student. The curriculum contains teacher-directed and self-initiated opportunities for students to practice making decisions, emphasize the good things they accomplish, and acknowledge their unique gifts and abilities. Our staff encourages children to be considerate while integrating spiritual and moral development. We feel it is important to validate our student's ideas, emotions and feelings. It is our preschool's goal to instill in our youth a love of learning that will last a lifetime.

## **PROGRAM**

A typical school day allows the students many opportunities to experience God's love and gifts. All aspects of the curriculum build a strong foundation for success in Kindergarten and beyond. The classrooms are outfitted with age-appropriate materials to allow for a balance of self-initiated and teacher-directed activities. Our preschool has two playgrounds that are designed with play structures, equipment and activities specifically for ages 2.5 to 6 years old.

## **PROGRAM OBJECTIVES**

**Developmental Goals:** Foster the uniqueness of each child. At St. Angela's Preschool, every child is provided with opportunities to develop his/her spiritual, cognitive/intellectual, physical, emotional, social, verbal/language, and mathematical skills in a developmentally appropriate program.

**Cognitive Development:** Children learn best through play, by doing and through things that are meaningful to them. Every day play based opportunities are provided for the children to create their own learning and knowledge. A sensory approach is used to encourage the children to focus on tasks and increase their attention span.

- Focus attention on self-selected and teacher-selected tasks
- Works independently on self and teacher directed materials
- To become more self-motivated and to increase attention span

**Emotional Development:** Children experience a mix of quiet and social activities in the care of nurturing and loving teachers. A healthy respect for one's self, peers and teachers are encouraged and modeled. Children who are respected, valued and loved will learn to respect, value and love others.

- Follows 2-3 step directions
- Initiates constructive choices
- Discusses differences between fantasy and reality
- Demonstrates impulse control and positive self-regulation

**Social Development:** Children have ample opportunities for interaction among peers and teachers to foster self-discipline and appropriate social behavior. Self-regulation is encouraged by sufficient free-choice time.

- Engages in cooperative play
- Practices problem solving in group play
- Leads and follows others
- Communicates with adults
- Participates/shares in group conversations
- Articulates own needs and is sensitive to the needs of others

**Physical Development / Motor Skills:** Children develop their small and large muscles using teacher directed, practical-life experiences and daily creative movement with song, rhyming, finger play and dance in age appropriate activities.

- Climbing; Running; Jumping
- Balancing; Hopping
- Throwing; Catching

**Verbal/Language Development:** Children are encouraged to use words to express emotions, convey thoughts and form ideas through planned and informal activities. A “print-rich” environment is provided to model the daily use of spoken language, reading and writing.

- Uses language to express wants and needs
- Uses language often in work and play with peers
- Retells a story in sequence
- Adds details to drawings
- Uses letters or letter-like signs to represent writing; copies letters
- Writes own name and three letter words

**Mathematical Development:** Children learn math and reading readiness skills by using age appropriate manipulatives. Cause and effect, trial and error, and patterning activities are provided to promote logic and reasoning skills.

- Sorts by color, shape
- Identifies colors, shapes
- Grasps spatial concepts (e.g. top/bottom, big/small, over/under)
- Copies and creates patterns; completes puzzles
- Matches similar items
- Counts; recognizes numbers; one to one correspondence.

**Spiritual Development:** The following lists the religious education goals and some means to achieve these goals.

**To give children a sense of God and to help them discover God’s love for them:**

- by using their senses to know and love
- by feeling the love others have for them
- by seeing beauty in God’s creation by seeing that God made all things because God loves us
- by recognizing that all good things are gifts of God

**To help children discover that they are loveable:**

- by recognizing that we are all different in size, shape and color which adds to our individual uniqueness.
- by accepting the creative works of God

**To help the children become aware of people who love them:**

- by recognizing members of their families
- by recognizing people who care for them

**To introduce the person of Jesus:**

- by relating stories of the New Testament

**To help children form a habit of prayer:**

- by introducing simple, childlike prayers
- by encouraging spontaneous prayers anytime

**To give children a sense of praying with God's family:**

- by praying with the group

**To introduce the values of justice and peace:**

- by shaping attitudes that focus on sharing with others
- by evoking a sense of caring for other people

**To ensure that students respect all life:**

- by showing concern for sick people
- by recognizing that all creation (people, animals, plants) need care
- by demonstrating empathy

**STAFFING**

St. Angela's places an emphasis on professional growth for staff that encourages and maintains high quality educators for our program. During the school year, we close for two professional development days. We also close at 4:30 pm the first Wednesday of each month to allow staff to attend a monthly staff meeting. St. Angela's Preschool works closely with other Diocesan schools and community resources to stay current with trends and policies in early childhood development and elementary education, including the Common Core Curriculum.

All staff members are fully qualified and teachers meet the licensing requirements for preschool teachers in the state of California. Each teacher has completed specific Early Childhood Education courses and is CPR and First Aid certified. Several of our teachers have over 20 years of experience.

**ENROLLMENT****Pre-Enrollment Process- 4 steps:**

1. **Registration Application**: Complete and return a registration application for your child(ren). (*See Attached*) The information on this form will both help us keep in contact with you and will allow us to determine the availability in your child's age group.
2. **Director's Meet & Greet**: A virtual meet & greet conference call with the parent(s), child and director will be scheduled via ZOOM. Specific date and time availability provided by the office. Parents should plan to spend up to 30 minutes on the ZOOM call. This is an appropriate time to inquire about the school's philosophy and curriculum development.
3. **Confirmation Email**: An email will be sent, following the director's meet & greet, to confirm or further discuss registration.
4. **Registration Fees**: To secure a space in a class, a registration application and \$450 **non-refundable** annual registration/general fee must be submitted. Registration fees can be settled via check, cash or through online (EFT) electronic funds transfer.

**Waiting List:** In order to request future contact as openings become available, a registration application must be submitted (a space in a class is not guaranteed). There is no fee required to be placed on the waiting list.

**Items needed to complete the ENROLLMENT PROCESS include: **Your child will only be able to attend school after the OFFICE has ALL necessary paperwork****

- |  |  |                                     |
|--|--|-------------------------------------|
| • Registration Application   | • Emergency Medical (LIC #627)         | • Photo/Video/Media Release         |
| • Non-Refundable Registration and General Fee: (\$450 for first child and \$225 for each additional child) | • Enrollment & Tuition Agreement       | • Tricycle Waiver (helmet required) |
| • Physical Check-Up  | • Admissions Agreement                 | • NCEA Race & Religion Checklist    |
| • Physician's Report (LIC #701)  | • Emergency Contacts EFT Authorization | • Questionnaire                     |
|  | • Parent's Rights                      | • Birth Certificate (copy)          |
|  |  | • Assessments (if applicable)       |

- Copy of Immunizations
- Health History (LIC #702)
- Identification & Emergency (LIC #700)
- Personal Rights
- Permission to Participate
- Custody Agreements/ Court Orders (if applicable)

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

**30 Day Transitional Period:** A 30-day transitional period, beginning on the first day of your child's attendance, should allow adequate time for them to get acquainted with their new classroom, teachers and daily routine. During this period, your child's teachers will provide verbal or written updates as to how your son or daughter is adjusting to their classroom and the preschool as a whole. A meeting with your child's teacher and/or preschool director may be suggested if, at the end of the 30 days, the parent or school determines it is not meeting the child's needs.

### **SCHEDULE OPTIONS/ TUITION RATES**

#### **Half Day Educational Program (9:00 am to 1:00 pm)**

<b>Daily Schedule</b>	<b>10 Monthly Payments (August – May)</b>	<b>Annual Tuition</b>
3 Days (T / W / Th)	\$576	\$5,760
4 Days	\$679	\$6,790
5 Days	\$773	\$7,730

#### **Full Day Educational Program (7:30 am to 5:30 pm)**

<b>Daily Schedule</b>	<b>10 Monthly Payments (August – May)</b>	<b>Annual Tuition</b>
3 Days (T / W / Th)	\$816	\$8,160
4 Days	\$903	\$9,030
5 Days	\$1,036	\$10,360

### **SCHEDULE DETAILS & CHANGES**

A **3-day schedule** is **T,W,Th**, and a **4 day** is **M-Th** or **T-F**.

Schedule change requests must be submitted to the Director in writing 30 days in advance. Approval subject to teacher: child ratios.

### **EXTRA HOURS & LATE PICK UP FEES**

- **Half-day** students must be picked up **between 12:45 and 1:00pm**. Late fee = **\$15 for the first 1-5 minutes** and **\$5 per minute thereafter**.
- **Full-day** students must be **picked up by 5:30pm**. Late fee = **\$15 for the first 1-5 minutes** and **\$5 per minute thereafter**.
- **Permanent Early Drop-off: (Half day students who need drop-off prior to 8:45am)**
  - 3 Half Days = \$72 per month
  - 4 Half Days = \$96 per month
  - 5 Half Days = \$120 per month
- **Drop-in Hours:** Drop-in hours must be requested and approved by the Director at least **24 hours in advance**.
  - Full day = \$65 per day
  - Half day = \$45 per day
  - Early drop (Half day students who need drop-off prior to 8:45am) = \$15 per day

### **ANNUAL & MONTHLY FEES**

- **Registration:** An annual **non-refundable** registration and general fee of **\$450.00** is required to secure a space in a class.
  - This fee is applied to administrative expenses, school events, educational guests, snack food purchase, and art/classroom supplies.
  - This fee is not prorated for students enrolling during the school year.



- **Sibling discount:** 50% discount on registration (\$225) for each additional child enrolled simultaneously.
- **Diaper Fee:** Monthly (\$30)
- **Milk Service:** Milk served with your child's lunch is available to purchase at (\$50) for the entire year.

### **FOOD SERVICE**

Morning and afternoon snacks are included. *All students bring a lunch from home with "ready to heat" containers and utensils provided as needed.* Milk, served with your child's lunch, is available to purchase at \$50 for the entire year (forms available in classrooms and office).

### **DIAPERS/PULL UPS**

Children enrolled in the Sea Turtle class, who are in **diapers/pull ups**, will be charged a monthly "diaper fee" of **\$30**, due to the additional 1:1 supervision required. This fee is in addition to monthly tuition.

- **Diapers:** A pack of diapers/pull ups (**Velcro side closure ONLY**) & wipes are provided and replenished as needed by parents. The Velcro sides make it easy for teachers to perform a quick potty check and change diapers.
- **Wipes:** Wipes: 1 package flushable & 1 package regular

### **TUITION POLICY & PAYMENT SCHEDULE**

Tuition payments are settled by electronic funds transfer, (EFT) through our provider, Vanco Services. **Checks and credit card payments for tuition are not accepted.**

All St. Angela's Preschool families must complete an electronic funds transfer (**EFT Authorization Form**), at the time of enrollment, for tuition payments, early drop-off fees (if applicable), the yearly milk fee (if applicable) and diaper fees (if applicable). Families that are re-registering, and have paid through EFT previously, will automatically rollover in the EFT Program.

**On the EFT form, you will select the day or days of the month your payments will be drafted on, i.e. the 1<sup>st</sup>, the 15<sup>th</sup>, or bi-monthly on the 1<sup>st</sup> and 15<sup>th</sup>.** The fees will be automatically deducted from a checking or savings account of your choice. Tuition may be paid in a single payment (by August 15), or in ten monthly installments, (August-May). **There are no credits for vacations, absences or holidays. Schedules cannot be modified to compensate for missed days.**

For the sake of administrative and parent convenience, any extra hours, schedule changes, late pick up, and other charges occurred during the month will be drafted electronically. Overdraft or account issues resulting in fees, will be the responsibility of the family. Returned checks or EFT funds will receive **a charge of \$35.00.**

### **PRORATED TUITION**

Tuition will be prorated by a month to month calculation using a daily rate, as in the case of a mid-month enrollment, withdrawal date or schedule changes.

### **TUITION ASSISTANCE - Please contact the office if you would like a tuition assistance application.**

St. Angela's Preschool endeavors to make preschool in a Catholic school environment available to all children, even if families cannot meet the full cost of tuition. To facilitate this goal, St. Angela's Preschool may designate a limited amount of money each year to help qualifying families meet tuition costs. Funds are allocated based on demonstrated need and are disbursed directly to tuition accounts.

Eligible children are those who have already been enrolled with us for one school year. Families who receive assistance will pay on the regular payment plan. If, in future months, their financial situation improves and they no longer need assistance, the family must notify the office. This will create opportunities for other families to receive assistance. Families requesting tuition assistance must complete the Tuition Assistance Request Form and submit it to the preschool office each school year.

- Tuition assistance is awarded month to month or for ONE school year. For continued assistance, a new application must be filed by the start of each school year.
- A review of the previous year's payment and involvement record will be taken into account prior to granting a new request.

## **FIRST DAY OF SCHOOL**

**Bring to the CLASSROOM:** **\*\*Please label everything with your child's name in permanent marker.\*\***

- Emergency food packet- in labeled Ziplock bag (see Earthquake Information, page #17)
- 2 Face masks/ face coverings
- Jacket
- Complete change of clothing to be kept in your child's outside storage bin- in labeled Ziplock bag (see page #16)
- Lunch box
- (Full Day) Small blanket for nap – should not exceed appx. 30"x50", due to space constraints
- (Sea Turtle class) Diapers or pull ups and wipes, if applicable. (see Diapers/Pull-ups page #8)
- Helmet

**ATTENDANCE:** All students must be signed in and out with a complete legal signature, as required by State Licensing.

When your child is or will be absent, notify the office as soon as possible. Advance notification assists teaching staff with maintaining the consistent routines and staffing ratios that enable students to receive the highest possible quality of care.

**Morning Arrival:** To help maintain social distancing requirements, parents must sign-up for a window of time for morning drop-off through the office. If you miss your drop-off timeslot, you must drop off your child between 9:00-9:15am.

**All children must arrive by 9:15 am or will be considered absent.** It is disruptive to the class routine if children arrive after this time. In case of delay due to an appointment or emergency situation, please call the office as soon as possible. **After 10:00 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 Students:** Dismissal time for half-day children is between 12:45 pm and 1:00 pm. Half-day students are to be signed out from their classroom and off campus no later than 1:15 pm. The naptime routine begins at this time for full day students, and children not picked up on time may be signed out in the office. Phone the school immediately if you are unavoidably delayed, and at least 24 hours in advance to request an extended stay for your child. After 1:15 pm, a late fee of \$5 per minute will apply.

**Full-day Students:** The School closes at 5:30 pm. It is required that all students be signed out and off campus no later than 5:30 pm. Phone the school immediately if you have an emergency that delays you. After 5:30 pm, a late fee of \$5 per minute will apply. After three late pick-ups, you may be required to switch to half days.

**Appointments:** Appointments are best made for afternoons whenever possible, AFTER the morning's structured curriculum time.

## **DROP OFF OF PRESCHOOL STUDENTS**

To help maintain social distancing requirements, parents or student's caregivers must sign-up for a window of time for morning drop-off. An email will come from the office to arrange a drop-off time slot that fits your family's needs. **If you miss your drop-off timeslot, you must drop off your child between 9:00-9:15am.**

<b>FULL DAY STUDENTS (Drop-off Timeslot Options)</b>	<b>HALF DAY STUDENTS (Drop-off Timeslot Options)</b>
Monday-Friday	Monday-Friday
7:30-7:45am	
7:45-8:00am	
8:00-8:15am	
8:15-8:30am	
8:30-8:45am	
8:45-9:00am	8:30-8:45am
9:00-9:15am	8:45-9:00am
	9:00-9:15am

**Once on campus, parents or caregivers will abide by the following check-in process for their child(ren):**

- **Parents, caregivers, students and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Parents or caregivers will walk their child to their classroom for morning check-in.
- Parents or caregivers will assist their child in placing their belonging, (i.e. jackets & lunchboxes), in the child's designated outdoor storage bin.
- Arrows painted on the floor will mark spacing throughout the school to maintain the social distancing requirement of 6 feet.
  - Parents and caregivers will utilize these arrow floor markers to stand on as they wait to check-in their child.
  - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at classroom check-in.
- Using a pen supplied by the preschool, parents or caregivers will then sign-in their child.
- Parents or caregivers of full day students should hand over napping supplies to the teacher at morning check-in.
- As parents or caregivers are not allowed in the classrooms at this time, a teaching staff member will escort students into the classroom.
- Parents or caregivers must then say good-bye to their child and exit the campus in a timely manner.

**PICK-UP OF PRESCHOOL STUDENTS**

**Once on campus, parents and caregivers will abide by the following check-out process for their child(ren):**

**Half Day Pick-up: (12:45pm to 1:00pm)**

- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Parents or caregivers will collect their child's belonging, (i.e. jackets & lunchboxes), from the child's designated outdoor storage bin.
- Arrows painted on the floor will mark spacing throughout the school to maintain the social distancing requirement of 6 feet.
  - Parents and caregivers will utilize these arrow floor markers to stand on as they wait to pick-up their child.
  - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.

**Afternoon (PM) Pick-up: (3:00pm to 5:30pm)**

**If, Children are Outside-**

- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Upon entering the gate; please wait and a teacher will come over with your child, the sign-out clipboard and your child's belongings.
  - Parents and caregivers will utilize the arrow floor markers closest to the gate to stand on as they wait to pick-up their child.

- Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.

#### **If, Children are Inside-**

- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Parents or caregivers will collect their child's belonging, (i.e. jackets & lunchboxes), from the child's designated outdoor storage bin.
- Parents or caregivers will knock on their child's classroom door to announce their arrival.
- Arrows painted on the floor will mark spacing throughout the school to maintain the social distancing requirement of 6 feet.
  - Parents and caregivers will utilize these arrow floor markers to stand on as they wait to pick-up their child.
  - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.

#### **STAFF MEETINGS**

On the **FIRST WEDNESDAY OF EACH MONTH, THE SCHOOL CLOSSES AT 4:30 pm** for staff meetings, subject to change. This ensures that staff are able to attend a monthly staff meeting while enrolled in evening coursework. It is required that all students be signed out and off campus no later than 4:30 pm. Pick-up after 4:30pm, a late fee of \$15 for the first 1-5 minutes and \$5 per minute thereafter will apply.

**AUTHORIZATION TO PICK UP CHILD** No child will be released to any person other than those stated on the child's emergency form. Should it be necessary for someone other than the usual adult to pick up your child, please complete an alternate pick up form located in the office or provide written permission. Phone calls are not adequate authorization. To make this transition go smoothly, please introduce alternate adults ahead of time to the appropriate staff. For the safety of your child, individuals unrecognized by staff will be asked to show identification.

The school must be notified immediately of changes in family structure or the issuance of court orders regarding the custody of a child. Copies of court orders must be placed in student file in the school office and will be kept confidential.

#### **DONATIONS**

**Classroom Donations:** Check with your child's teachers for an updated list of supplies needed. Due to COVID regulations, donations of newly purchased and unopened items are approved. Unfortunately, we are unable to accept used or opened items from the home at this time.

**Office Supply Donations:** Check with Miss Brandy for an updated list of supplies needed in the preschool office. Due to COVID regulations, donations of newly purchased and unopened items are approved. Unfortunately, we are unable to accept used or opened items from the home at this time

**Monetary Gift Donations:** As St. Angela's Preschool is a 501(c)(3) non-profit organization, Tax ID # 94-1658139, your one time or monthly gift donation is tax-deductible within the guidelines of U.S. law.

- Monetary gift donations can be made in the form of credit card, check or money order, (payable to St. Angela's Preschool).
- Did you know, many companies match their employees' charitable donations? Check with your Human Resources Department to see if you can double your donation.

**Gift of Time & Talent:** Due to COVID regulations, we are unable to include parents or visitors in special celebrations or as classroom volunteers.

## **FUNDRAISING**

Fundraisers provide a great opportunity for our preschool families, friends, parishioners, and local residents to connect and share fun, lighthearted events together. As St. Angela's Preschool is a 501(c)(3) non-profit organization, **we rely heavily** on fundraiser profits to offset the preschool's operating costs, curriculum materials, professional growth, special events, landscape/garden and other facility improvements.

Some of our upcoming fundraisers include:

- Kids Art Show
- Silent Auction
- Restaurant Nights Pick-up/Dine Out (Monthly)

## **PARENT PARTICIPATION**

Participating in the school's committees and fundraisers is the best way to get to know others in the school community.

**Room Parents:** Provide an invaluable service to the school. In addition to helping to communicate class parties and events, a Room Parent is the main source of communication between the office, the teacher, and parents in your class. Room Parent volunteers will be invited to attend an orientation meeting, via ZOOM, at the beginning of the school year where you will receive an overview of the Room Parent role. An email or posting on Schoolze, asking for Room Parent volunteers, will be sent prior to Back to School Night. A summary of the duties is noted below:

- Help to communicate information about class parties, usually around a specific holiday, topic or theme.
- Coordinate teacher gifts at holidays and birthdays.
- Recruit and coordinate volunteers for classroom support, fundraisers and school events.
- Send out reminders for classroom events, activities, etc.
- Welcome new families to the classroom.

## **COMMUNICATION**

Quality communication is essential for the success of any preschool program. We offer several methods of communicating in an effort to reach all families, office emails and Schoolze being the primary platforms.

**General Communications:** General communications, updates, reminders, and notices may be posted to Schoolze and/or distributed by email. They may also be posted in front of the office and in the view boxes at each gate entrance. *(Please ensure that all contact information remains up to date).*

**Daily Contact:** Daily contact is the most reliable method of communication between parents and teachers. Teachers are always willing to share information and anecdotes about your child's day at school.

**Schoolze Messaging:** Schoolze messaging between parents and teachers is a great resource. Preschool staff will try to respond to communications as quickly as possible or within 24 hours M-F excluding holidays and breaks.

**Informal Conferences:** Informal conferences may be held at the request of the parent/teacher/director and may occur via ZOOM meeting or over the telephone. Directors involvement will be determined on a case by case basis. **Should you feel you need more time than the teachers are able to offer during pick up or drop off, please feel free to set up an agreeable time for an informal conference.**

**Annual Formal Parent / Teacher Conferences:** To be determined... Due to COVID, we are working on the logistics.

**Teacher or Director Newsletters:** Newsletters are posted to Schoolze. They can include a variety of topics such as a brief summary of the prior month's events, class updates, birthdays, upcoming events, and curriculum.

**Student Outdoor Storage Bins:** An outdoor storage bin, labeled with your child's name, can be found outside their classroom. ***Please check this bin daily for important school communications, possible injury/ incident reports as well as your child's beautiful artwork.***

In this time of smart phones and advanced technology, we can have an expectation of instant access. Teaching staff is encouraged to avoid school related demands on their personal time. 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 communications are better addressed at a scheduled time.

### **GATE SAFETY**

Gates with electronic entry are installed at school. One gate is located at the 8<sup>th</sup> Street entrance and the other gate is located at the Victorian House parking lot entrance near 9<sup>th</sup> Street down the blue stairs. Notification of the new gate code will be given to parents if and when changes occur. **The gate code is not to be shared with anyone who is not a parent at St. Angela's or authorized to pick up/drop off children at the preschool.**

- Gates are open Monday-Friday from 7:30 am – 5:30 pm. **Students and families should not be on campus aside from these hours. Per licensing, no children are allowed on the playground without teacher supervising & NEVER without adult supervision.**
- **For the safety of our preschoolers, adults are the only ones allowed to touch the keypad or open the handle when accessing the gates. Children should never exit the gate alone or unattended.**
- **Please always ensure that the gate is closed behind you and that you latch the top deadbolt upon entering and exiting.**

### **DISCIPLINE POLICY, TRANSITIONAL PERIOD, CHILD GUIDANCE**

The education of a student is a partnership between his/her parents and the teachers of the school. Just as a parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if administration determines that St. Angela's Preschool is unable to meet the child's or family's needs. **If it is deemed necessary that your child be picked up from school for any reason, this must occur within 1 hour of the first phone call.**

**30 Day Transitional Period:** A 30-day transitional period, beginning on the first day of your child's attendance, should allow adequate time for them to get acquainted with their new classroom, teachers and daily routine. During this period, you child's teachers will provide verbal or written updates as to how your son or daughter is adjusting to their classroom and the preschool as a whole. A meeting with your child's teacher and/or preschool director may be suggested if, at the end of the 30 days, the parent or school determines it is not meeting the child's needs.

**Child Guidance:** Respecting one's self, others, and the preschool environment are important lessons for young children. Much effort is put into maintaining a consistent approach to positive guidance and discipline among staff members. The environment and the class schedule are planned to limit the necessity of teacher intervention. Realistically, however, these situations do arise and the staff members take the following steps:

1. Should a child endanger themselves or another child or abuse school equipment, the classroom teacher, at eye-level, will address that child's actions in a respectful manner and appropriate voice tone. The teacher will suggest alternative ways of handling the situation that would be safe and/or respectful i.e. a redirect.
2. Should the child not respond to the redirection, the classroom teacher would again explain that the demonstrated behavior is not acceptable, suggest alternatives, and the child may be asked to take a break from the activities. It will be clearly stated to the child why their choices have resulted in a break or redirect.

3. Young children, who are still developing their verbal skills, can become frustrated and resort to biting to get their needs met. This is an age-appropriate form of communication in group care, but it is never an acceptable way of communicating. Staff members will respond as merited by the situation, and per the above stated policy. Parents of both children will receive an injury/incident report and verbal communication from the director.

In using this manner of consistent guidance, behavior expectations and logical consequences should all be clear to children and parents/guardians. The school will work with children and families to overcome reoccurrences of negative behavior.

In an effort to promote responsibility, parents of children who intentionally destroy a piece of school equipment will agree to help repair or replace the item.

Recurring discipline problems may require suspension from preschool and/or a parent-teacher-director conference. During the conference, a behavior modification plan will be established. A time to evaluate will be scheduled, and this plan is to be carried out until the desired change of behavior occurs or it is determined that the school is unable to meet the needs of the child.

**Parents may be required to pick up their child should a negative behavior appear dangerous to the child or others or require an excessive one to one supervision ratio** (biting, hitting, kicking, destroying property, and any other behaviors affecting safety and supervision). If a pick up from school is required, a suspension may be enforced, followed by a teacher-parent-director conference.

All of the behaviors noted above are an age-appropriate part of group care, as students are developing their communication, social-emotional, and self-regulation skills. These developmental behavioral teaching opportunities are addressed through the home/school partnership and above stated policy.

Any questions or concerns regarding child behavior or interactions between children should be directed first to your child's teacher(s). Immediate safety concerns/conditions deemed dangerous should be directed to the child's teacher(s), the nearest staff member, or the center director as applicable.

Parents are encouraged to practice positive discipline with their own child, congruent with preschool guidance and discipline policy, but at no time should a parent ever reprimand another child. Scolding, intimidating or hostile behavior towards a member of our student community and/or staff member is a violation of the admissions agreement, a breach of the home/school partnership, and is cause for immediate withdrawal.

#### **GOUNDS FOR DISMISSAL**

- If the parent or guardian refuses to sign forms required for the entrance or the continued enrollment of their child.
- Refusal by the parent, guardian, or emergency designee to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities; due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior, in which case, the student must be picked up within one hour of the first phone call.
- When a child is causing harm to himself or others due to dangerous or unsafe behavior.
- If after the initial 30-day transitional period, the parent or school determines it is not meeting the child's needs.
- In the event that St. Angela's Preschool is, at any point, unable to meet the needs of the child and/or parents.
- Three late arrivals may result in termination of services. If parents fail to notify St. Angela's Preschool of their delay and an emergency pick-up person cannot be contacted by 1:20 pm (Half Day) or 5:40 pm (Full Day)- (as authorized in your child's emergency records), the Pacific Grove Police Department will be notified for the further protection and safe care of your child. The Pacific Grove Police Department telephone number is (831) 647-7900.
- Behavior of the parent/guardian, which may be unreasonable, interpreted as harassment, verbal abuse, or physical abuse toward St. Angela's Preschool Staff or others present at our center.
- Refusal to comply with the policies and procedures as outlined in the St. Angela's Preschool Parent Handbook.

**Furthermore, parental / guardian / family member actions, which negatively impact the school, shall be cause for student withdrawal. Such actions include, but are not limited to:**

- Actions that draw negative publicity to the school and/or school community.
- Hostile behavior to the school and/or school community.
- Abuse of school personnel. Ref. Diocesan Administrative Handbook, Section 5721.1

### **NOTICE OF WITHDRAWAL**

A signed copy of the Student Withdrawal form is due to the office 30 days prior to your child's withdrawal or one month's tuition will be charged. As there are several steps to withdrawing a student, the office requires this time period to facilitate the individual needs of each family prior to their child's last day of attendance. A copy of the Student Withdrawal form is available on Schoolze for printing, you can request a copy be emailed to you or the office will place a copy in your child's outdoor storage bin. (see example on page #24)

### **HEALTH / SAFETY & COVID**

Your child's health and safety are of primary importance. The following policies will help insure your child's health and safety as well as that of the other children and their teachers.

All children enrolling at St. Angela's Preschool must submit an updated immunization record and a physician's report, LIC#701. According to the California State Law, your child must be visually screened for contagious diseases by a staff member daily.

### **SELF-SCREENING PROTOCOL- STUDENT & CAREGIVER**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we ask parents and caregivers to complete a self-screening, prior to coming onto campus, which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough, runny nose, congestion
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea and vomiting
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

### **POLICY FOR EXCLUSION FROM PRESCHOOL**

If a student becomes ill at school, at home or if another person in their household is exhibiting symptoms as outlined below, the student will be asked not to come to school, asked to leave school and go home and/or to the nearest health center.

Please make plans in advance for the prompt pick up of your child and keep all emergency contact information up to date, should this circumstance arise. We encourage no less than three alternative contacts in case we are unable to reach you. In addition to contacts authorized to pick up, it is helpful if we have someone such as a co-worker, teacher, neighbor, or boss, who is likely to know your whereabouts. **If it is deemed necessary that your child be picked up from school for any reason, this must occur within 30 minutes of the first phone call.**



**POLICY FOR EXCLUSION FROM PRESCHOOL (CONTINUED)**

<b>SYMPTOM</b>	<b>DESCRIPTION</b>	<b>STUDENT MAY RETURN</b>
<b>Fever</b>	Auxiliary or oral temperature of 100.4° or rectal temperature of 100.4° especially if accompanied by vomiting, sore throat, diarrhea, headache, stiff neck, or undiagnosed rash	<p><b><u>In the absence of COVID-19 test</u></b> The student may return to activities with others when, (in the absence of COVID-19 testing)</p> <ul style="list-style-type: none"> <li>• 3 days without a fever, (above 100.4F), AND without the use of fever reducing medication.</li> <li>• Symptoms have improved</li> <li>• 10 days have elapsed since the symptoms first appeared</li> </ul> <p><b><u>With positive COVID-19 test</u></b> The student may return to activities with others when, (in the case of a positive COVID-19 test)</p> <ul style="list-style-type: none"> <li>• 3 days without a fever, (above 100.4F), AND without the use of fever reducing medication.</li> <li>• Symptoms have improved</li> <li>• Receive two negative COVID-19 tests in a row at 24-hours apart</li> </ul>
<b>Respiratory Symptoms</b>	Difficulty breathing, breathing rapidly, or severe coughing	
<b>Diarrhea</b>	One episode of abnormally loose stools within 24-hours. Observe for other symptoms such as fever, vomiting, and pain.	
<b>Vomiting</b>	One or more episodes of vomiting within 24-hour period usually accompanied by: diarrhea, headache, stiff neck etc.	
<b>Sore Throat</b>	Sore throat, especially when fever or swollen glands are present	
<b>Appearance or Behavior</b>	Looks or acts differently: unusually lethargic, pale, lacking appetite, confused, irritable, difficult to awaken, or inability to participate	
<b>Nose Drainage</b>	Mucus discharge from nose, especially if green or yellow	<p>24-hours after the last episode of vomiting, as long as no fever is present.</p> <p>24-hours after beginning treatment and fever free. (Note from pediatrician is required.)</p> <p>24-hours after beginning treatment and fever free. (Note from pediatrician is required.)</p> <p>Treatment with antibiotics is generally recommended to help prevent the spread of impetigo to others. It's important to keep your child home from school or day care until he or she is no longer contagious — usually 24 hours after you begin antibiotic treatment. (Note from pediatrician is required.)</p> <p>No symptoms present, blisters must be scabbed over. (Note from pediatrician is required.)</p> <p>Diagnosis of non-contagious skin rash, (note from pediatrician is required), AND when sores have healed.</p> <p>After treatment is completed and they are free of nits, (eggs attached to the hair shaft).</p>
<b>Vomiting</b> (No COVID Suspected)	One or more episodes of vomiting within 24-hour period usually brought on by: food allergy, sensitivity etc.	
<b>Strep Throat</b> (No COVID Suspected)	Sore throat, especially when fever or swollen glands are present	
<b>Conjunctivitis, Pinkeye</b> (No COVID Suspected)	Discharge from the eye(s) that returns promptly after being wiped away/thick mucus discharge from nose, especially if green or yellow	
<b>Impetigo</b>	Red sores that quickly rupture, ooze for a few days and then form a yellowish-brown crust. The sores usually occur around the nose and mouth but can be spread to other areas of the body by fingers, clothing and towels. Itching and soreness are generally mild.	
<b>Hand, Foot &amp; Mouth Disease</b> (No COVID Suspected)	Sudden onset of sore throat, pain, fever, headache, runny nose, and cough; followed by blister-like lesions in the mouth, and on the hands and feet.	
<b>Skin Rash or Sores or Persistent Itching</b> (No COVID Suspected)	Undiagnosed or contagious skin rash, open sores not covered by clothing or bandages	
<b>Head Lice</b>	Presence of tan colored insects, or their eggs, that feed on blood from the scalp.	

**If your child experiences any of these symptoms please inform your child's teacher at 831-372-3555 or [office@stangelapreschool.org](mailto:office@stangelapreschool.org)**

**If a student is suspected or tests positive for COVID-19, he or she will follow the below protocol.**

In the absence of COVID-19 test

The student may return to activities with others when, (in the absence of COVID-19 testing)

- 3 days without a fever, (above 100.4F), AND without the use of fever reducing medication.
- Symptoms have improved
- 10 days have elapsed since the symptoms first appeared

With positive COVID-19 test

The student may return to activities with others when, (in the case of a positive COVID-19 test)

- 3 days without a fever, (above 100.4F), AND without the use of fever reducing medication.
- Symptoms have improved
- Receive two negative COVID-19 tests in a row at 24-hours apart

**Students returning to school from an approved medical leave should contact the preschool office before returning to school. In some cases, students may be asked to submit a healthcare provider's note before returning to school.**

The guidelines referenced in this policy are based on guidance from the Centers for Disease Control and Prevention (CDC), Monterey County Health Department, Diocese of Monterey, and California Department of Social Services (CDSS). Regular updates will be made to this plan based on information provided by the CDC, Diocese of Monterey, and applicable federal, state and local agencies.

**POSSIBLE CASE ON CAMPUS- COVID-19**

If an employee or student becomes ill on campus, he/she will immediately report to the school isolation room and a case report will be completed.

- Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.
- The attending employee must complete the Suspected COVID-19 Case Form and call the local health authority and seek advice regarding transportation and location.
- Those attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The attending employee will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The campus/school supervisor must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee or student should not be provided.
- Advise employees that they may have been in contact with a suspected exposure and to carry out self-screening every morning, and based on the results, contact the preschool director or school principal.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

**Your cooperation in these health matters is greatly appreciated!**

**MEDICATIONS**

**Parent/legal guardian's AND physician's signatures are required on the diocesan medication form before medication of any kind can be administered by school personnel during school hours.** Children should NEVER self-administer medication. Medications must be taken to the office upon arrival at school and must be in the original container. The physician's statement must detail the symptoms treated, dosage amount, method and time schedule by which the medication is to be taken. No over-the-counter medication (e.g. Tylenol) will be dispensed without physician and parent/legal guardian statements. Preschool staff is not authorized to administer injectable medications. However, all staff members are trained to administer an epi-pen for those students who have severe allergies. Permission to Administer Medication forms are available from the school office.

## **INJURIES:**

**Minor Injuries:** Staff will provide care to minor injuries by cleaning, icing, and bandaging the area as necessary, if the child allows. An injury report will be completed and filed in your *family file folder*. Any injury to the head or face, biting, or unusual injuries will result in a call to a parent. The intention isn't to alarm, but to inform so as to avoid an unpleasant surprise upon pick up. A parent may wish to check on or retrieve the child. In the case of biting, the parents of both children will be contacted.

**Serious injuries:** Serious Injuries will require the immediate notification of parents. The director will attempt to contact the parents. However, if a parent cannot be reached, the child's physician will be contacted. In emergency situations, 911 will be phoned and parents notified (*see enrollment packet document, "Permission to Participate in School Activities and Receive Medical Care"*).

## **NUTRITION:** *We teach your children to make good food choices.*

**Snacks:** St. Angela's Preschool serves mid-morning and afternoon snacks. Both include milk or a milk product and low sugar snack. Children are offered a snack, but not required to eat. Substitutions must be provided by parents, in the case of food allergies or parent preference.

**Lunches:** Children bring their own lunch in a box or bag labeled with their name. We ask that parents pack lunches so that ALL FOODS are of sound nutritional value (for example, a sandwich or leftovers/ fruit / vegetable.) Children should be able to choose the order in which they eat their lunch items. By packing ALL nutritional items, you can be sure that whatever your child may choose to eat will be nutritious. Microwave ovens are available for warming foods. However, classrooms do not provide microwave safe dishes for heating children's lunches. **Please use a thermos to keep hot food warm, pack ready-to heat, or provide a microwave safe container for your child's lunches.** Utensils needed must be packed with your child's lunch. Teachers may ask that any candy, cake, cookies, sugary drinks, and other items with little or no nutritional value, be left in the lunch box and returned home uneaten. Please be mindful of any food allergies in your child's classroom. **We do encourage a "nut free" environment.** However, if there is a child with an epi-pen for nut products, his/her classroom becomes a nut free class.

Below is a list that was compiled by observing what items are eaten and by asking the children their favorite lunch foods. Leftovers are a good choice. You know they will eat them!

Main Course Ideas			
Fish Sticks	Chicken Drumstick	Pita Pockets	Mini Yogurts
Pasta	Mini Bagels	Pizza	Crackers with a separate spread (Tuna/Egg/Chicken Salad, Peanut Butter Substitute)
Chicken Nuggets	Boiled Eggs	Cheese & Crackers	
Soup	Spaghetti	Tortilla Roll-ups	
Rice Cakes	Hot Dogs cut up	Noodles	
Quesadillas	Pork & Beans	Mini Sandwiches	

**Instead of Chips,** try: Dry cereals, homemade trail mixes, graham crackers, dried apple or banana chips, celery with cream cheese, carrot sticks & dip or whole grain crackers.

**Instead of cookies and cakes,** try: sliced apples sprinkled with cinnamon and sugar, oranges cut into quarters, grapes, kiwi peeled and sliced, fruit cocktail, pineapple chunks, flavored rice cakes, cinnamon graham crackers, vanilla or butterscotch pudding cups, zucchini or banana bread.

**Foods to avoid:** Items containing chocolate, fruit snacks/roll-ups, cookies, candy, cake, chips, or nut products. Please do not send peanuts or sunflower seeds in shells.

Every effort is made to return the uneaten portion of your child's food. We want you to be aware of the type and amount of food being consumed. Too much food and too many items may be overwhelming to children. Remember small portions!

Full day children have the option of snacking after 4:30 pm, which can consist of leftovers from lunch. Parents might want to include extras which can be saved for later in the day.

## **MILK PROGRAM**

Parents are able to purchase milk for their children to be served at lunch. Children are signed up for the entire year at a cost of \$50. Forms are available in the classrooms or the office.

## **BIRTHDAYS**

We enjoy sharing the celebration of your child's birthday. ***Your child's teacher will make this a special day with singing and a special birthday crown at in-room morning assembly. You may have your child bring a favorite storybook to be shared as well.*** Due to COVID, we cannot allow goody-bags and/or treats from home. All treats must be store-bought and unopened.

### **Birthday Treat Ideas- *Instead of a cake or cupcakes try . . .***

#### **MUST BE STORE-BOUGHT & UNOPENED**

- Bagels with cream cheese
- Yogurt
- Fresh fruit / vegetables
- Low sugar cookies / granola bars
- Muffins (no chocolate)
- Fruit juice or yogurt bars
- Cheese and crackers

## **ITEMS FROM HOME TO SCHOOL**

### **Approved Items:**

- Parents will provide 2 masks/ face coverings for their child(ren); one they will be wearing upon entry to school and one to use as back-up.
- Complete change of clothing, (underwear, shirt, pants, socks extra pair of shoes), stored in a labeled zip lock bag brought on the first day of school and replenished as needed.
- Jacket- brought home daily and washed weekly
- Lunchbox
- Books and photos on share days

### **Items NOT Approved:**

- Backpacks
- Water bottle- **Children will have access to drinking water from the teachers on demand throughout the day**
- Toys

### **Share Day:**

- Books and photos on a classroom's designated "Share Day" are allowed. The item from home should be easily kept in your child's outdoor storage bin and be brought home at the end of your child's day.
- Pets need to stay at home. We have adults/children that may have fears or asthma / allergies that will be aggravated by the presence of your animal.
- Full-day children may bring a "soft cuddly" for the nap period. Please choose an item that may be left at school for the week. These items may not travel to and from school daily.
- Read-aloud books to share are welcome at all times.

## **DAILY CLOTHING**

Children should be dressed for school, in a comfortable manner, so they can fully and safely experience the environment and activities available. Clothing should be appropriate for our changeable climate.

- Always have 2 mask/ face coverings
- A jacket, sweater or sweatshirt, as you can never predict when the fog may roll into Pacific Grove
- Hooded sweatshirts should have the string removed or detached for your child's safety.
- Shoes need to be safe for running, sand play, and climbing. We suggest sturdy tennis shoes.

### **The following clothing/accessory items are discouraged due to safety precautions:**

- ⊗ Cowboy boots
- ⊗ Open-toed sandals/Flip flops
- ⊗ Crocs
- ⊗ Hats of any kind
- ⊗ Sunglasses
- ⊗ Gloves or Scarves

**Change of Clothes:** A complete change of clothing, is a necessity. Extra clothing should include mask/ face covering, a shirt, jacket/sweater or sweatshirt, pants, underwear, socks, and shoes. These items should be placed in a large plastic bag and given to your child's teacher. They will store this bag inside the classroom. **Please label all clothing and personal belongings**, i.e. jacket, blankets, lunch box, etc.

**Lost and Found:** When trying to locate a "Lost and Found" item, please check with your child's teacher and they will check the classroom. Also, you can check with the school office. At the end of the school year, all unclaimed clothes will be donated to charity.

### **BICYCLE RIDING RULES & SAFETY**

All students have access to the school's tricycles, scooters and other wheeled toys while on campus. Per the Diocesan Cycle Safety & Helmet Use Policy, as well as the California state law, passed in January 1995, all students are required to wear a bicycle helmet when riding their bicycles. Each student should have a helmet, with his or her name written on the inside, on the first day of attendance, (see on the first day of school Information, page #8). As part of the enrollment packet, parents must also review the Diocesan Cycle Safety & Helmet Use Policy and sign the Diocesan Cycle Waiver & Release, (see examples on page #22-23).

### **EARTHQUAKE PREPAREDNESS & EMERGENCY PROCEDURES-** **Please read CAREFULLY**

Each child is required to have an emergency food & medication supply packet to be stored at the school. We hope we will never have to use these provisions, but, if we do, we will all be thankful that we were prepared in advance. Though storage space permits only the following provisions per child, St. Angela's Preschool will store an adequate water supply.

#### **Emergency Food & Medication Supply Packet:**

- In a ½ gallon Ziploc bag, labeled with your son or daughter's name, please place the following items:
- 2 Items of fruit
  - Dried fruit (i.e. raisins, apricots, banana chips, etc.)
  - Packaged fruit: Squeeze Fruit (i.e. applesauce)
- 2 Snack/protein bars.
  - Nutrition bars or granola bars
- Any medication, with instructions, that your child would require in a 48-hour period
- Extra pair of eyeglasses, if applicable
- Personal note of comfort to your child that his/her teacher can read to them

#### **In the event of an earthquake during school hours:**

1. Teacher will give the command, and everyone will move against a load bearing wall. They will remain in safety positions as long as necessary. After the initial shock, students and staff will leave the buildings and go to prearranged evacuation sites on school grounds. No one will be permitted to return to the buildings until the person in charge has declared that re-entry safe. Children will be held at the school until released to a parent or an authorized person listed on the Identification & Emergency documents. With this in mind, always keep your child's Identification & Emergency documents up-to-date.
2. Do not try to telephone the school. Emergency radio broadcast stations will release information if the earthquake is severe.
3. All parents coming to the school should remain **calm** and obey traffic guidelines. Please park on Central Avenue as the parking lot is for emergency vehicles **ONLY**.
4. All parents, or designated parties who come for children, are to check with the command post (Director's office). Children must be signed out through their classroom teacher. During an emergency, teachers will be expected to take roll several times to be certain of the safety of each child and will keep a record of children picked up by authorized adults.
5. In a severe earthquake; we would appreciate having any parent volunteers, who are able to do so, report to the command post at the school to help with physical and psychological first aid and/or general clean up.
6. Families are strongly urged to prepare at home for an earthquake by taking first aid and CPR classes, holding at home earthquake drills, initiating home hazard surveys and by planning how family members will meet should they become separated after a disaster.
7. If the school is unsafe, the parish hall, located on the backside of St. Angela's Merici Church, will be our relocation center.

**Emergency Release:** As you are aware, it is possible that during a school year we might experience an earthquake or other emergency situation. The school has been mandated by the State of California and the Diocese of Monterey to establish specific procedures under which to deal with such an occasion. We have done this and feel that our preparations, procedures, and trained staff, afford maximum safety for our students. We hope that such an emergency will never occur. However, we all feel confident in the knowledge that our plan for the school is effective, well-organized, and well-practiced. So, your child will be well cared for under any circumstances.

**Your careful completion of the emergency contact & pick up authorization form, in the enrollment packet, will enable us to see that, if your child leaves the school, they will be dismissed carefully, safely, and only to those of your designation.**



## **COPY OF ENROLLMENT & TUITION AGREEMENT**

*The original signed Enrollment & Tuition Agreement is kept in your child's file and this serves as your copy of the Enrollment & Tuition Agreement.*



# **St. Angela's Preschool Enrollment & Tuition Agreement 2020-2021**

## **TUITION POLICY & PAYMENT SCHEDULE:**

Tuition payments are settled by electronic funds transfer, (EFT) through our provider, Vanco Services. **Checks and credit card payments for tuition are not accepted.**

All St. Angela's Preschool families must complete an electronic funds transfer (EFT) **Authorization Form**, at the time of enrollment, for tuition payments, early drop-off fees (if applicable), the yearly milk fee (if applicable) and diaper fees (if applicable). Families that are re-registering, and have paid through EFT previously, will automatically rollover in the EFT Program.

**On the EFT form, you will select the day or days of the month your payments will be drafted on, i.e. the 1<sup>st</sup>, the 15<sup>th</sup>, or bi-monthly on the 1<sup>st</sup> and 15<sup>th</sup>.** The fees will be automatically deducted from a checking or savings account of your choice. Tuition may be paid in a single payment (by August 15), or in ten monthly installments, (August-May). **There are no credits for vacations, absences or holidays. Schedules cannot be modified to compensate for missed days.**

For the sake of administrative and parent convenience, any extra hours, schedule changes, late pick up, and other charges occurred during the month will be drafted electronically. Overdraft or account issues resulting in fees, will be the responsibility of the family. Returned checks or EFT funds will receive a **charge of \$35.00.**

## **EXTRA HOURS & LATE PICK UP FEES**

- **Half-day students must be picked up between 12:45 and 1:00pm.** Late fee = \$15 for the first 1-5 minutes and \$5 per minute thereafter.
- **Full-day students must be picked up by 5:30pm.** Late fee = \$15 for the first 1-5 minutes and \$5 per minute thereafter.
- **Permanent Early Drop-off: (Half day students who need drop-off prior to 8:45am)**
  - 3 Half Days = \$72 per month
  - 4 Half Days = \$96 per month
  - 5 Half Days = \$120 per month
- **Drop-in Hours:** Drop-in hours must be requested and approved by the Director at least **24 hours in advance.**
  - Full day = \$65 per day
  - Half day = \$45 per day
  - Early drop (Half day students who need drop-off prior to 8:45am) = \$15 per day

## **ANNUAL & MONTHLY FEES**

- **Registration:** An annual **non-refundable** registration and general fee of **\$450.00** is required to secure a space in a class.
  - This fee is applied to administrative expenses, school events, educational guests, snack food purchase, and art/classroom supplies.
  - This fee is **not** prorated for students enrolling during the school year.
  - **Sibling discount:** 50% discount on registration (\$225) for each additional child enrolled simultaneously.
- **Diaper Fee:** Monthly (\$30)
- **Milk Service:** Milk served with your child's lunch is available to purchase at (\$50) for the entire year.

## **DISCIPLINE POLICY:**

The education of a student is a partnership between his/her parents and the teachers of the school. Just as a parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if administration determines that St. Angela's Preschool is unable to meet the child's or family's needs.

## **30 DAY TRANSITIONAL PERIOD:**

A 30-day transitional period, beginning on the first day of your child's attendance, should allow adequate time for them to get acquainted with their new classroom, teachers and daily routine. During this period, your child's teachers will provide verbal and/or written updates as to how your son or daughter is adjusting to their classroom and the preschool as a whole. A meeting with your child's teacher and/or preschool director may be suggested if, at the end of the 30 days, the parent or school determines it is not meeting the child's needs.

**NOTICE OF WITHDRAWAL:**

A signed copy of the Student Withdrawal form is due to the office 30 days prior to your child's withdrawal or one month's tuition will be charged. As there are several steps to withdrawing a student, the office requires this time period to facilitate the individual needs of each family prior to their child's last day of attendance. A copy of the Student Withdrawal form is available on Schoolze for printing, you can request a copy be emailed to you or the office will place a copy in your child's classroom file folder.

\*\*\*\*\**Please complete each section*\*\*\*\*\*

I wish to enroll my child, (first, last name) \_\_\_\_\_, at St. Angela's Preschool for the 2020-2021 school year program of:

**PROGRAM SCHEDULE OPTIONS** *(please check one)*

Half Day Program: 9:00am – 1:00pm		Full Day Program: 7:30am – 5:30pm	
Program Schedules	10 Monthly Payments	Program Schedules	10 Monthly Payments
<input type="checkbox"/> 3 Half Days: (T-Th)	\$576.00	<input type="checkbox"/> 3 Full Days: (T-Th)	\$816.00
<input type="checkbox"/> 4 Half Days: (T-F) or (M-Th)	\$679.00	<input type="checkbox"/> 4 Full Days: (T-F) or (M-Th)	\$903.00
<input type="checkbox"/> 5 Half Days: (M-F)	\$773.00	<input type="checkbox"/> 5 Full Days: (M-F)	\$1,036.00

**EXTRA HOURS & LATE PICK UP FEES** *(please check all that apply)*

- ☐ Permanent Early Drop-off Fee (Half day students who need drop-off prior to 8:45am)  
     -3 Half Days = \$72 per month  
     -4 Half Days = \$96 per month  
     -5 Half Days = \$120 per month
- ☐ Diaper Fee- Monthly (\$30)
- ☐ Milk Fee- Annual (\$50)

**TUITION & FEES BREAKDOWN** *(please include all that apply)*

PROGRAM TUITION FEE: (Monthly) \$ \_\_\_\_\_

PERMANENT EARLY DROP-OFF: (Monthly) \$ \_\_\_\_\_

DIAPER FEE: (Monthly) \$ \_\_\_\_\_

ANNUAL FEES (Milk): \$ \_\_\_\_\_

TOTAL FEES: \$ \_\_\_\_\_

**I agree to comply with the monthly tuition & annual fees breakdown, all outlined enrollment and tuition policies, and understand that failure to do so may be cause for dismissal of my child. This contract is valid from August 5, 2020 – June 3, 2021.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date



## COPY OF ADMISSIONS AGREEMENT

The original signed Admissions Agreement is kept in your child's file and this serves as your copy of the Admissions Agreement.



## **St. Angela's Preschool Admissions Agreement 2020-2021**

### **Operations & Re-Opening Plans:**

- a) We have received & reviewed the St. Angela's Preschool Operations & Re-Opening Plan for Parent/Caregiver & Student as well as the plan for preschool employees.
- b) We understand that compliance with all the guidelines and policies stated in both of the Operations & Re-Opening Plans are required and will ensure the continued enrollment of my child at St. Angela's Preschool.

### **Licensing & Safety Requirements:**

- a) We agree to provide an emergency earthquake kit for our child's use in case of emergency.
- b) We understand that under licensing rights – that an analyst from the California Department of Social Services (CDSS) can enter the facilities, interview staff and children and review child and staff records at any time.
- c) We agree to sign-up for a window of time for morning drop-off. An email will come from the office to arrange a drop-off time slot that fits the family's needs.  
**- If I miss my scheduled drop-off timeslot, I will drop-off my child between 9:00-9:15am.**
- d) **We understand that once on campus, parents or caregivers will abide by the following check-in process for their child(ren):**
  - **Parents, caregivers, students and student siblings must ALL be wearing a face covering upon arrival to campus.**
  - Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
  - Parents or caregivers will walk their child to their classroom for morning check-in.
  - Parents or caregivers will assist their child in placing their belonging, (i.e. jackets & lunchboxes), in the child's designated outdoor storage bin.
  - Taped lines on the floor will mark spacing throughout the school in order to maintain the social distancing requirement of 6 feet.
    - Parents and caregivers will utilize these floor markers to stand on as they wait to check-in their child.
    - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
  - Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at classroom check-in.
  - Using a pen supplied by the preschool, parents or caregivers will then sign-in their child, as is required by Title 22 State Licensing Requirements.
  - Parents or caregivers of full day students should hand over napping supplies to the teacher at morning check-in.
  - As parents or caregivers are not allowed in the classrooms at this time, a teaching staff member will escort students into the classroom.
  - Parents or caregivers must then say good-bye to their child and exit the campus in a timely manner.
- e) **We understand that on campus, parents and caregivers will abide by the following check-out process for their child(ren):**
  - Half Day Pick-up: (12:45pm to 1:00pm)**
    - **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
    - Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
    - Parents or caregivers will collect their child's belonging, (i.e. jackets & lunchboxes), from the child's designated outdoor storage bin.
    - Taped lines on the floor will mark spacing throughout the school in order to maintain the social distancing requirement of 6 feet.
      - Parents and caregivers will utilize these floor markers to stand on as they wait to pick-up their child.
      - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
    - Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
    - Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
    - At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
    - Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.
  - Afternoon (PM) Pick-up: (3:00pm to 5:30pm)**

#### **Afternoon (PM) Pick-up: (3:00pm to 5:30pm)**

##### **If, Children are Outside-**

- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Upon entering the gate; please wait and a teacher will come over with your child, the sign-out clipboard and your child's belongings. Parents and caregivers will utilize the gate floor markers to stand on as they wait to pick-up their child. Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.

- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.
- If, Children are Inside-**
- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Parents or caregivers will collect their child's belonging, (i.e. jackets & lunchboxes), from the child's designated outdoor storage bin.
- Parents or caregivers will knock on their child's classroom door to announce their arrival.
- Taped lines on the floor will mark spacing throughout the school in order to maintain the social distancing requirement of 6 feet.
  - Parents and caregivers will utilize these floor markers to stand on as they wait to pick-up their child.
  - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.

#### **Agreement of Services:**

- a) We agree to pay the appropriate tuition, and applicable monthly/annual fees, associated with the schedule and individual needs of my child, as outlined within our signed Enrollment & Tuition Agreement and in accordance with our family's tuition breakdown.

#### **Grounds for Termination:**

- a) Refusal to comply with the policies and procedures as outlined in the Operations & Re-Opening Plans.
- b) If the parent or guardian refuses to sign forms required for the entrance or the continued enrollment of their child.
- c) Refusal by the parent, guardian, or caregiver to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities; due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior, in which case, the student must be picked up within 30 minutes of the first phone call.
- d) When a child is causing harm to himself or others due to dangerous or unsafe behavior.
- e) If after the initial 30-day transitional period, the parent/caregiver or school determines it is not meeting the child's needs.
- f) In the event that St. Angela's Preschool is, at any point, unable to meet the needs of the child and/or the parent/caregiver.
- g) Three late arrivals may result in termination of services. If parents fail to notify St. Angela's Preschool of their delay and an emergency pick-up person cannot be contacted by 1:20 pm (Half Day) or 5:40 pm (Full Day)- (as authorized in your child's emergency records), the Pacific Grove Police Department will be notified for the further protection and safe care of your child. The Pacific Grove Police Department telephone number is (831) 647-7900.
- h) Behavior of the parent/guardian/caregiver, which may be unreasonable, interpreted as harassment, verbal abuse, or physical abuse toward St. Angela's Preschool Employees or others present at our center.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

*Revised 9/11/2020*

## **COPY OF NOTIFICATION OF PARENT'S RIGHTS**

*The original signed Notification of Parent's Rights is kept in your child's file and this serves as your copy of the Notification of Parent's Rights.*

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING DIVISION

### **CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS**

#### **PARENTS' RIGHTS**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: CA Department of Social Services- Community Care Licensing

Licensing Office Address: 2580 N. First Street, #300, San Jose CA 95131

Licensing Office Telephone #: 408-324-2148

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

*For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 905 (5/08)

(Detach Here - Give Upper Portion to Parents)

#### **ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)**

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

St. Angela's Preschool

Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 905 (5/08)

## **COPY OF NOTIFICATION OF PERSONAL RIGHTS**

*The original signed Notification of Personal Rights is kept in your child's file and this serves as your copy of the Notification of Personal Rights.*

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

### **PERSONAL RIGHTS**

#### **Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

California Department of Social Service

NAME

Community Care Licensing

ADDRESS

2580 N. First Street, #300

CITY

San Jose, CA

ZIP CODE

95131

AREA CODE/TELEPHONE NUMBER

(408) 324-2148

DETACH HERE

**TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

St. Angela's Preschool

(PRINT THE ADDRESS OF THE FACILITY)

136 8th Street, Pacific Grove, CA 93950

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)



## **COPY OF PHOTO/VIDEO/MEDIA RELEASE**

*The original signed Photo/Video/Media Release is kept in your child's file and this serves as your copy of the Photo/Video/Media Release.*



**Diocese of Monterey  
Department of Catholic Schools**

### **Photo/Video/Media Release Form & Release to Feature Student's Work**

The Diocese of Monterey Parish & School Operating Corporation, also known as and referred to as "Diocese of Monterey," and the Diocese of Monterey Catholic Schools are making a concentrated effort to promote the positive activities, honors, and work of our students. This effort includes working with the local media (newspapers, radio and television stations) and also developing our own publications. These publications include information, likenesses, and images, which may appear on websites of the Diocese of Monterey and its schools, as well as in other publications.

During the time your child is a student at \_\_\_\_\_ School, a school of the Diocese of Monterey and herein referred to as "School," there may be opportunities for various students to be interviewed and/or photographed and identified by full name and grade/classroom or School. We understand that some parents may request that we do not identify their child. **Please complete the form below to inform School of your wishes regarding publicity (complete a separate form for each child).** Please note, however, that your child's image or likeness may appear in occasional candid or group activity photos/videos without any type of name identification and the use of these types of photos/videos of your child is permissible.

Student Name (print): \_\_\_\_\_  
Last First Middle

Student Grade: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_  
Last First Middle

1. Please check (✓) box below:

Yes ☐ I give permission for my child to be interviewed, identified, photographed or filmed for use in Diocese of Monterey and School publications, including, but not limited to, publication via website or other technological publications, videos, newspapers, radio, television, or development and fundraising materials.  
No ☐

2. Please check (✓) box below:

Yes ☐ I give permission for the Diocese of Monterey and School to feature my child's school work, including but not limited to art, essays and other writing, and science or other projects. I give permission for the Diocese of Monterey and School to identify my child's work.  
No ☐

By signing this release, I acknowledge that I hereby release and forever discharge the Diocese of Monterey and its officers, agents, and employees from and against any and all claims, damages or suits which may arise from the use of the Diocese of Monterey and/or School publications, press/media releases, or website, including, but not limited to, the activities and publicity mentioned above. I understand this form will be kept on file at School. If a situation arises that may change my child's status regarding publicity, it is my responsibility to notify School in writing as soon as possible. New release forms will be required each school year.

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

Date \_\_\_\_\_

effective 2014-2015; updated 5/2015

## **COPY OF BICYCLE HELMET SAFETY & RIDING BICYCLES NOTICE**

*A copy will be provided with the student enrollment packet.*



### **DIocese of MONTEREY**

Department of Catholic Schools

831-373-1608  
FAX 831-373-0173

[schools@dioceseofmonterey.org](mailto:schools@dioceseofmonterey.org)  
[www.dioceseofmonterey.org](http://www.dioceseofmonterey.org)

### **BICYCLE HELMET SAFETY & RIDING BICYCLES**

#### **California Law**

California Vehicle Code §231 defines a bicycle as a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears and having one or more wheels. The law covers riding a bicycle, a nonmotorized scooter, a skateboard; and wearing in-line or roller skates. According to California Vehicle Code §21212 while riding on a public road, bicycle riders under 18 years of age must wear a properly fitted and fastened helmet that meets the standards of either the American National Standards Institute, the Snell Memorial Foundation's Standard for Protective Headgear for Use in Bicycling, or the American Society for Testing Materials.

#### **Diocese of Monterey Policy for Bicycle Helmet Safety & Riding Bicycles**

##### **A. Bicycle Helmet Safety**

1. The Diocese of Monterey does not allow for a waiver of the California bicycle helmet safety law.

##### **B. Riding Bicycles to and from School**

1. **Kindergarten through High School** When traveling to and from school, students need to obey all traffic regulations. It is very important to utilize all crosswalks with care and stay on the sidewalks whenever possible. Every student riding a bicycle to school is required by California law to wear a bicycle helmet for his/her safety. Upon entering school grounds, students are to get off their bikes and walk them to the (designated bicycle storage or parking location).

##### **A. Riding Bicycles on School/Diocesan Property**

1. **Kindergarten through High School** Bicycles are never to be ridden on school grounds. The school assumes no responsibility for bicycles. However, provisions are made to safeguard bicycles by requiring them to be properly parked and locked in the (designated bicycle storage or parking location).
2. **Preschool, Transitional Kindergarten, and Extended Care** – Tricycles may be ridden on school/diocesan property only as part of the Preschool, Transitional Kindergarten, and/or Extended Care Program.
  - a) Students are required to wear properly fitted and fastened cycle helmets that meet the standards set by California law.
  - b) Only one student shall ride a tricycle at a time; no student is allowed to be a cycle passenger of another student.

4-1-2015

## **COPY OF DIOCESEAN CYCLE WAIVER & RELEASE**

*The original signed Diocesan Cycle Waiver & Release is kept in your child's file and this serves as your copy of the Diocesan Cycle Waiver & Release.*



### **Diocese of Monterey Department of Catholic Schools**

**Any student riding a trike or wheeled toy MUST wear an approved helmet!**

#### **CYCLE AGREEMENT, WAIVER & RELEASE (PRESCHOOL)**

I/We agree with the policy and rules set by the Diocese of Monterey and the School to insure my/our child's safety when he/she rides a bicycle or tricycle or wheeled toy, including when he/she is an approved passenger. I/We also acknowledge that my/our child is expected to comply with all other cycle safety rules and regulations of the School and the Diocese of Monterey. I/We continue to discuss riding safety with my/our child so that he/she becomes a safe and responsible rider or passenger.

I/We have read the Cycle Safety and Helmet Use Policy and related forms in St. Angela's Preschool Parent Handbook, and I/we are aware that in January 1995 California passed a law requiring that all students must wear a bicycle helmet when riding their bicycles. I/We agree that my/our child will not tease, harass or in any way interfere with the wearing of helmets by students off the School and Diocese of Monterey.

I/We waive any and all claims for damages for death, personal injury, loss or property damage which I/we may have or which may accrue to me/us or my/our child against the Diocese of Monterey and/or the School, as a result of my/our child riding a tricycle or wheeled toy as allowed by the School or Diocese; and/or as a result of my/our child not wearing a cycle helmet; and/or with respect to the conditions of the sites involved; and/or with respect to the supervision provided; and/or with respect to the activities provide; whether or not caused by the negligence (active or passive) of the Diocese of Monterey or the School.

This Cycle Agreement, Waiver & Release is intended to the extent permitted bylaw, to release and discharge in advance The Roman Catholic Bishop of Monterey, California, a corporation sole, also know as the Diocese of Monterey, **St. Angela's Preschool**, and its officers, agents, and employees, from any and all liability relating to the events involved, site conditions, supervision and/or activities connected with my/our child's cycle, wheeled toy riding.

It is further understood and agreed that this Cycle Agreement, Waiver & Release is to be binding on my/our heirs and assigns.

I/We also hereby attest that my/our child is physical fit and capable of riding a tricycle, bicycle, or wheeled toy, including as an approved bicycle passenger.

This Cycle Agreement, Waiver & Release is signed freely with full knowledge of the risk and dangers incident thereto.

Student Name (Print)	Date
Parent/Guardian Signature	Date
Parent/Guardian Signature:	Date

***Note: Cycle Safety Rules are included in your St. Angela's Children's Preschool Parent Handbook.***

**COPY OF STUDENT WITHDRAWAL FORM**

*Please request a copy of the Student Withdrawal Form from the office. This form is due to the office 30 days prior to your child's withdrawal from the preschool*

# St. Angela's Preschool

## Student Withdrawal Form



<b>STUDENT NAME (FIRST &amp; LAST)</b>			
<b>STUDENT CLASS</b>			
The above student will be withdrawn from St. Angela's Preschool as of :		<b>DATE:</b>	
<input type="checkbox"/> I am aware that this withdrawal form must be submitted to the office no less than 30 days prior to the last day of my child's attendance			
<input type="checkbox"/> I have had a meeting with the director regarding the withdrawal.			
<input type="checkbox"/> I require a meeting with the director regarding this withdrawal.			

<b>REASONS FOR LEAVING</b> (Please tick the appropriate box and provide details if necessary)	
<input type="checkbox"/> CHANGE SCHOOLS	
<input type="checkbox"/> FAMILY RELOCATION	
<input type="checkbox"/> FINANCIAL	
OTHER: (Please specify)	
<input type="checkbox"/> I would like a copy of my child's student evaluation file.	

<b>NEW SCHOOL OR FURTHER EDUCATION DESTINATION</b> (For NCEA reporting purposes)	
<b>NAME OF NEW SCHOOL</b>	

<b>AUTHORITY TO RELEASE STUDENT DATA</b> (Please tick the appropriate box below)	
<input type="checkbox"/> GIVE PERMISSION	
<input type="checkbox"/> DO NOT GIVE PERMISSION	
For information about my child to be transferred from St. Angela's Preschool to my child's new school.	

<b>SIGNATURE OF MOTHER/GUARDIAN</b>			
<b>PRINT NAME (FIRST &amp; LAST)</b>		<b>DATE:</b>	
<b>SIGNATURE OF FATHER/GUARDIAN</b>			
<b>PRINT NAME (FIRST &amp; LAST)</b>		<b>DATE:</b>	
<b>SIGNATURE OF ST. ANGELA'S DIRECTOR</b>		<b>DATE:</b>	





# PARENT HANDBOOK ACKNOWLEDGEMENT RECEIPT

Upon receipt of the Parent Handbook, please complete and return in person,  
scan & email, fax or mail this page to:

St. Angela's Preschool  
136 8<sup>th</sup> Street  
Pacific Grove, CA 93950  
Phone: 831-372-3555  
Fax: 831-440-7450  
Email: [office@stangelapreschool.org](mailto:office@stangelapreschool.org)

Student (PRINT First/Last Name):			Date:	
Student Classroom: (Check one)	<input type="checkbox"/> Sea Turtle	<input type="checkbox"/> Sea Otter	<input type="checkbox"/> Seahorse	<input type="checkbox"/> Dolphin

I, (PRINT Parent's First/Last Name): \_\_\_\_\_ have  
received a copy of the St. Angela's Preschool Parent Handbook. The handbook contains policies  
and rules, which apply to me, and my child(ren). I agree to read the handbook and abide by the  
school policies and procedures.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)