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INTRODUCTION
St. Anthony’s Preschool is a non-profit Catholic Preschool that holds an accredited license from the State of California. The Preschool is a ministry of St. Anthony of Padua Catholic Church. Jennifer Dalen, the Preschool Director, is a member of the National Association for the Education of Young Children. The Preschool was founded in 1993. All staff at St. Anthony’s Preschool meets the qualifications, as outlined by the State Department of Social Services. Preschool staff takes part in continuing education, in the study of Early Childhood Education practices, in order to keep abreast of new research and knowledge.

Preschool Staff
Director/Teacher: Jennifer Dalen
Teachers: Clare Wood
            Erica Velazquez
            Julia Gonzalez
            Linh Huynh

MISSION STATEMENT
As a Catholic preschool and a ministry of St. Anthony of Padua Parish we live out Jesus’ message of love and acceptance. We strive to include every child wherever they may be in their development. It is our mission along with the family, to guide the child in their intellectual, physical, language, social, emotional, and spiritual development; encouraging each child to succeed to the best of their ability.

PROGRAM GOALS AND PHILOSOPHY
Recognizing that parents are the primary educators and role models for their children, the Preschool will work closely with parents; encouraging their participation and offering parent education opportunities. St. Anthony’s Preschool offers children a safe, warm, nurturing environment. The teachers have a good understanding of child development and how to relate to the whole child. Our goal is to provide carefully designed learning experiences that promote all aspects of the child’s growth: intellectual, physical, language, social, emotional and spiritual. Catholic religious teaching is part of the program. Our program offers age appropriate activities, and allows many opportunities for the children to succeed while building up a positive self-image.

ADMISSION POLICY
St. Anthony’s Preschool is open to all children, Catholic and non-Catholic; without regard to race, creed, or ethnic origin whose needs the Preschool may meet. Children participating in the program must be 3 and 4 years of age by September 1. All children must be toilet trained. Admission will be based on the following listed categories: (1) children currently enrolled in the program will have first priority; (2) children with older siblings enrolled at St. Anthony School; (3) Catholics of St. Anthony Parish; (4) Catholics from other parishes; (5) non-Catholics; (6) and by return date of completed application. Parents must complete all registration forms and pay the non-refundable registration fee. Children will be evaluated on an individual basis. If after careful evaluation the Preschool is not meeting the needs of the child, the director may require the parents to withdraw a child if, placement in the Preschool is not in the child’s and/or the Preschool’s best interest.
PRESCHOOL HOURS

The Preschool operates Monday through Friday 7:00 a.m.- 5:30 p.m. No children will be allowed into the Preschool before 7:00 a.m. We also ask that parents cooperate in picking up their children promptly. **There will be a $5.00 fee assessed 5 minutes after the close of session and $2.00 for every minute the child remains; charges will be applied through FACTS tuition account.**

SCHEDULE

St. Anthony’s Preschool will have visiting day for students, beginning August 15th for the T/Th Preschool class and August 16th for the PreK classes. Regular classes begin on Monday, August 19th and concludes on May 22, 2019. The Preschool follows the same holiday, vacation schedule, and calendar as St. Anthony School. **As per our school principal, Susan Dickert, for the safety of all Preschool children and staff, we will not be in session when the school is not in session.**

Scheduled Class Times: HALF Day attendance is from 8:00 a.m. - 11 a.m. FULL Day scheduled child may attend between the hours of 7:00 a.m. - 5:30 p.m. with an academic school schedule from 8 a.m. - 3 p.m.

Extended care is available for the children enrolled in the full day session at no extra cost. Extended care is from 7:00-7:55 a.m. and 3:00-5:30 p.m. Please notify any of the teachers if your child will be picked up earlier or later than 5:30 p.m. so the teachers can plan accordingly.

An exact time for our lunch schedule is hard to keep but it will be served at approximately 11:30 a.m. You may drop off your child’s lunch in the school office between 11:00 and 11:10 a.m.

TUITION AND REGISTRATION FEE

Tuition should be considered an educational fee, not a cost-per-hour child care fee. Payments may be made in the annual amount. For convenience, most people prefer to make their payments on a monthly schedule.

We offer the following payment plans in FACTS:

- 12 month payment plan (June-May)
- 10 month payment plan (August-May)
- Quarterly payment plan (June, September, December, & March)

A monthly discount of $10 will be applied to the youngest enrolled child of families with two or more children enrolled in the St. Anthony’s Preschool Program.

**Preschool Tuition Rate:**

- Preschool Class: 2 - Half Days Tuesday & Thursday is $150/month* or $1,500/year per child
- PreKindergarten Class: 5 - Half Days $300/month* or $3,000/year per child
- Pre-Kindergarten 5 - Full Days** $550/month* or $5,500/year

*Monthly rates shown are based on a 10-month payment plan. 12-month payment plans will have a lower monthly payment amount. **Extended morning & afterschool care is provided at no additional cost and is available to FULL Day Pre-K students only.
TUITION PAYMENT: FACTS MANAGEMENT PROGRAM

TUITION PAYMENT: Payments are due on the 1st of each month. Tuition is late if paid after the fifteenth of the month. All families are required to sign up for tuition management through FACTS. There is an annual fee of $50 for their services that are to be paid directly to them and will be automatically deducted from your account approximately two weeks prior to your first scheduled payment. FACTS may arrange for payments to be made on the 1st or the 15th of each month by credit/debit card or automatic deduction from your checking or savings account. A returned fee of $30 will be charged by FACTS for any reason given by your financial institution regarding the return of payment. REGISTRATION FEE: A per student Registration Fee of $100 is due at the time of enrollment to maintain the child's placement for the upcoming year. The registration fee is non-refundable and will be automatically collected upon submission of the Online Enrollment packet.

LATE FEES: Tuition is late after the fifteenth of the month (regardless of which day your child comes to school). Payments received after the fifteenth will incur a $25 Late Fee each month until paid. Late Fee will be applied in FACTS. Children whose tuition has not been received by the end of the month are subject to dismissal. REFUNDS: Because tuition is actually a yearly fee and staff members are contracted on the fee, we cannot refund tuition for illness, vacation, or holidays, including Thanksgiving, Christmas and Easter, or withdrawals. Children average 7 days of school each month when enrolled for two days a week, 10 days when enrolled for three days a week, and 17 days when enrolled for five days a week; more in some months less in others.

FUNDRAISERS

St. Anthony's Preschool participates in various fundraisers throughout the school year to help raise funds for the Preschool program. The Trike-a-thon is a mandatory fundraiser to all families in the program that is held in September. Participation in these fundraisers is required and support is always greatly appreciated! Some of the other fundraisers include, but are not limited to: Christmas Wreath Sales, See’s Candy Sales, etc. Fundraisers benefit the Preschool Program. The money raised through fundraisers helps pay for classroom improvements, class field trips and activities that occur in our Preschool program throughout the school year.

Parents choosing to participate in fundraising are required to sell a minimum of $40 in profit for the school year. If fundraising profit requirement is not met by April 1st, parents will be assessed the difference in May through their FACTS account. By selecting "Participate in Fundraising" from the dropdown menu below acknowledges your agreement to these terms.

Participation Buyout Option: Families who wish to not participate in the Preschool fundraisers may buy out at the cost of $50 at the beginning of the school year. If choosing the Participation Buyout option, the $50 Preschool Participation Buyout Fee will be applied, in addition to your first scheduled tuition payment, in FACTS. Selecting the Participation Buyout box at the time of enrollment acknowledges agreement to these terms.

Parent Participation: Parents/Guardians are encouraged to participate by working in one of St. Anthony School's events such as The Auction Dinner. Participation in this event supports the school and offers an opportunity to meet new families!
PARKING / ENTRANCE
For the safety of other St. Anthony School children do not park in the teacher's parking lot (between the gym and playground) when bringing your child to school or when picking them up.

Please use the front gate entrance (by the Kindergarten classroom) when entering the building. For the safety of our students, the doors will remain locked from the outside during our sessions. These doors are always unlocked from the inside and have a release bar for emergency exit. If you need to pick up your child early from school please enter through the school office and have the office contact the classroom.

ARRIVAL & PICK UP PROCEDURE

- Parents are responsible for the child's safe arrival and departure.
- Please do not sneak out of the classroom. Tell your child you are leaving and say goodbye to him/her.
- The Preschool is required by the licensing agency to have a parent, or authorized person, “sign in and sign out” the child each day. The person must sign with their legal signature and time of day. This is a very important responsibility and a safety issue. If a child is not signed in or out we will call you and you will be required to return to school. If we cannot reach you and you do not return, there will be a $50.00 fee; this is what the licensing agency would assess if the Preschool receives a violation for not having children signed in or out.
- The children cannot be left to walk into the building or to the classrooms unsupervised.

EMERGENCY INFORMATION
Parents must complete an emergency information form, with instructions for actions to be taken in case the parent cannot be reached in an emergency. This information must be kept current. Parents must notify the director, or the child’s teacher, of any changes in address, telephone number, place of employment, or emergency contacts.

Authorization for a person, other than the child’s custodial parent or legal guardian, to “sign in or out” must be in writing. You may email the director if you need to give immediate and/or temporary authorization to a person during school hours. Please bring ID until the staff becomes familiar with each authorized individual.

IMMUNIZATION REQUIREMENTS
Prior to admission children shall be immunized against diseases, as required by the California Administrative Code. The required immunizations at St. Anthony’s Preschool shall be those set forth, according to age, for 3-5 year olds. As immunizations are updated, parents need to inform the Preschool so records may be kept current.
MEDICAL OR DENTAL EMERGENCIES

The health and safety of every child are always a primary concern of the Preschool. In the event of a medical or dental emergency or accident, we will contact the parent or emergency contacts. If it is impossible to reach either, and should emergency treatment be required, we will call for emergency medical assistance.

MEDICATIONS

The Preschool will administer prescription medications in life threatening situations, and when medication is necessary due to an ongoing condition. The medications shall be kept in a safe place, inaccessible to children. Each container shall have an unaltered label with the child’s name and date. All prescription medications shall be administered only with written approval, and instructions, from the child’s parent in accordance with label directions, as prescribed by the child’s physician. A written record will be kept whenever a child is given medication and the parents will be informed.

Medication and Incidental Medical Services Administration Policy

Purpose:
The plan is written to ensure safe and accurate administration of medication and incidental medical services to all children in care. St. Anthony’s Preschool will enroll children that may need services for any of the following:

● Administering Inhaled Medications
● EpiPen Jr and EpiPen
● Other incidental medical services

The following requirements must be met before enrolling children who require administering medication and/or Incidental Medical Services:

● Written authorization from the child’s physician (Asthma Action Plan from CA Dept. of Health Services; no other standard forms)
● Written authorization from the child’s authorized representative:
● LIC 9221 Parent Consent for Administration of Medications
● Medication, supplies and equipment must be in original, labeled container with the child’s name on it, and MAY NOT BE EXPIRED.
● Child’s authorized representative is responsible for providing all medication and supplies to the facility. Child must have a valid prescription.
● Child's authorized representative will provide training to staff member(s)
● St. Anthony’s Preschool will maintain documentation of medication (LIC 9221) and Incidental Medical Services (No specific form) on log after every medication or service is administered.
● Proper safety precautions will be in place. Staff must wear gloves when dealing with blood or bodily fluids, properly wash their hands and properly dispose of instruments in an approved manner (possibly put up Standard & Universal Precautions Poster in staff area)
● St. Anthony’s Preschool will have designated trained staff that will be appointed by the child’s parent and properly trained on the various incidental medical services the facility provides.
The Preschool Director will provide training on incidental medical services (and possibly what that includes) to all new staff upon hire and annually thereafter. Children will not transport medications to and from facility; this includes medication placed in a diaper bag or backpack. Safe transport of medications includes transportation during disasters. Facility employees may not deviate from the written authorization from the child’s physician. Facility will have a designated trained staff that is appointed by the child’s parent on the premises when the child is present. Medications that have expired or are no longer being used at the facility should be returned to the child’s authorized representative. If the medication has not been picked up within one week of the day of the request, then medication will be properly disposed of by trained staff.

Medication Administration Procedure:
Incidental medical service supplies and medications will be stored in a locked box in the Director’s office, ensuring that it is secure, inaccessible, clean and under conditions as directed by physician or pharmacist. Medications that require refrigeration will be stored in a designated area of the refrigerator separated from food, and will be inaccessible to children. Once all requirements are met, the designated trained staff will administer medication or incidental medical services by utilizing the following requirements:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route (f.e. by mouth, inhaled)

Documentation:
Any medication or incidental medical services routinely administered will be documented on a log by staff member who administered (LIC 9221). Authorized representative must be informed of each occurrence when their child received medication or when incidental medical services are performed, via the medication log.

If a child is administered an Emergency Supplemental Therapy (f.e. EpiPen Jr.), the child’s authorized representative and 911 will be called immediately. Also, an Unusual Incident Report (LIC 624/626 B) will be sent to the Department of Social Services, Community Care Licensing.

SICK CHILDREN AND EPIDEMIC CONTROL POLICY
No child shall be accepted without contact between Preschool staff and the person bringing the child to Preschool. The person bringing the child to Preschool needs to remain until the child is accepted. After the child has been determined to be without obvious signs of illness and has been accepted, the Preschool requires that the person sign the child in. For the protection of all children, a child who has any of the following cannot be accepted at Preschool:

- Fever
- Diarrhea or vomiting
- Rash
- Conjunctivitis
- Head lice
- Thick or heavy nasal discharge or discharging eyes or ears
If a child has a contagious disease he/she needs to be kept at home, while parents need to report to the school (strep throat, pinworms, viral infections, measles, mumps, chicken pox, scarlet fever, etc.). The child’s doctor will determine when the child is able to return to school. If a child becomes sick at school, he/she will be isolated and the parent will be called to pick him/her up.

**MEDICAL ASSESSMENT**

According to state law, the Preschool must have a medical assessment prior to, or within 30 calendar days following, the acceptance of a child. The assessment needs to be performed by, or under the supervision of, a licensed physician and shall not be more than one year old when obtained. The medical assessment shall provide:

- A record of any infectious or contagious disease, which would preclude care of the child.
- Screening of TB factors.
- Identification of the child’s special problems and needs.
- Identification of any prescribed medication taken by the child.
- Ambulatory status.

**ALLERGIES AND OTHER HEALTH ISSUES**

We offer food experiences and snacks within our learning experiences. During this time new foods will be introduced to the children. If your child is allergic to any food or drink please include this on your child’s registration form. If there are any other health issues, notify the Director and classroom teacher as well.

**TOILET- TRAINED CHILDREN**

The Preschool accepts only potty-trained children. A potty-trained child needs no assistance in the restroom. Your child needs to know how to get on and off a toilet with or without a stool. He or she needs to know how to wipe themselves using a sufficient amount of toilet paper. A potty-trained child tells a teacher when he or she needs to use the restroom. To avoid some potty accidents, exclude the following types of clothing: belts, jumpsuits, buttoned shorts, etc.

In the event that your child has a potty accident, we will assist your child in changing his/her clothing. Please note that you may be called, especially if your child has no extra clothes in his/her backpack. If your child has no extra clothes in his/her backpack, we will have them wear our extra clothes in Preschool until such time that you can come change or pick up your child.

**ABSENCES**

If your child is going to be absent from school, please call the classroom (209-823-3959), leave a message on our voicemail, email the Director (jennifer.dalen@sasmanteca.org) or call the school secretary (209-823-4513) with the reason of absence. If your child has a contagious illness, please give us that information as well.
SNACK and LUNCH

Children need to eat breakfast or lunch before attending school. A mid morning or mid afternoon snack and drink* will be available each day for the PreK classes. The parents will be provided a copy of the State’s Food and Nutrition recommendations for the child’s age group.

* State requires the preschool to serve either 1% or Nonfat Milk and/or 100% juice in addition to water.

- The T/Th Preschool children (3 year old class) will bring their own snack. All food items must be in a sealed bag, labeled with your child’s name.

- The Full Day PreK children do not need to bring mid morning snacks. However, they need to bring their own lunch and afternoon snack to school. All food items must be in a sealed bag, labeled with your child’s name. Children need to bring a nutritious balanced snack and/or lunch from home each day. If your child’s snack and/or lunch needs to be refrigerated, please place an ice pack in the lunch box. The Preschool’s refrigerator space is limited. Children need to bring a nutritious balanced snack and/or lunch from home each day. Children are encouraged to eat their healthy foods first. If you forget your child’s lunch the Preschool will provide your child a lunch on an emergency basis only. We are only equipped to provide daily snacks for your children and not lunches on a daily basis. The cost will be $10.00 the first time and $20.00 thereafter.

- The Half Day (PM) PreK children do not need to bring any snacks. They will be made and/or served in class from the snack items furnished by the parents.

We encourage participation in furnishing food items for the snacks we serve in the Pre-K classes. Snacks will be prepared in the classroom and may sometimes serve as a cooking experience to the children. These snacks also provide each child the opportunity to taste different foods.

Please be advised that children will not be allowed to eat candy, chew gum, and/or drink soda at school. Also for safety reasons, please do not send food/drinks in glass containers. ~IF YOUR CHILD HAS ANY KNOWN FOOD ALLERGIES, PLEASE INFORM THE PRESCHOOL DIRECTOR UPON ADMISSION~
CLOTHING AND STUDENT BELONGINGS

Preschool activities can be messy. We use aprons, however, accidents happen.

- **Preschool children (in the 3 / 4 year old class) should wear play clothes to school.**
  Keep in mind, when children use the restroom at school, clothing should be easy for them to manage. Belts, bodysuits, snaps, etc. are too difficult for young children. A **closed shoe** is best for protection on the playground. A Velcro athletic shoe is great, since children can do their shoes by themselves.

  *Jellies are cute, sandals are cool. Swim shoes are neat for a backyard pool*
  
  *BUT…when coming to school where we jump and run, tennis shoes please, for safety and fun!*
  
  - Betty Koch

- **Pre-K children (in the 4 / 5 year old class) ARE REQUIRED TO WEAR A SCHOOL UNIFORM.** See Uniform Policy for more information.

  An extra set of clothes may be sent in a plastic bag, labeled with the child’s name, to be kept at school in case of an accident. Extra clothes may also be brought to school each day in a backpack. Please make sure that all outerwear (sweaters, jackets, etc.) and backpacks are **labeled with the child’s name**. Please also send a **sports type water bottle (filled with water only, please)** to school with your child each day marked with his/her name. Safety requires the Preschool staff be allowed to search students' belongings (such as backpacks) when needed.

  **For a child attending the FULL day program:** Your child will need to bring a crib sheet for his/her mat. You may send items that will help your child feel relaxed such as a **small blanket**, **small pillow**, and/or **ONE** stuffed animal in a tote bag labeled with your child’s name. These items will be kept at school through the week and sent home weekly for washing.

  **LAUNDRY CHARGE**

  Parents whose children are in the full day program are required to provide a fitted crib sheet and a blanket. State regulations require a sheet be on each child’s mat during naptime. We will provide each child with a mat. The crib sheets need to be washed on a weekly basis. If the Preschool provides your child a sheet for nap, there will be an additional $10.00 charge per week.

  *Only applies to children in the FULL day program*
St. Anthony’s Preschool Uniform Policy for Pre-K 2019-2020

As part of St. Anthony Catholic School, St. Anthony’s Preschool students show pride in themselves and their school by the way they dress.

Student dress, grooming, and personal cleanliness impact the image of St. Anthony’s Catholic School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students’ attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the St. Anthony's Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

**IMPORTANT**: Logo is required on ALL shirts, sweaters, and polo dresses. Optional on blazers and jumpers as well. Tommy Hilfiger (TH) is our new co-vendor for uniforms opening up a greater selection, better quality, and lower priced uniform. We will be phasing out Dennis Uniform in our 2020-2021 school year.

Pre-K may only wear red polo shirts. Undershirts must be white or the same color of shirt. Shirts are not to be too tight, baggy, or long. It is required to have either the St. Anthony School or St. Anthony’s Preschool logo in Pre-K. Logos may be done through a local embroidery company (see school office for more information).

**Girls Regulation Uniform**

- Navy blue skirts/skorts without embellishments of any type. These items can be purchased from Target, JCPenney, or French Toast.com. Old Navy uniforms are highly discouraged. **ONLY PRE-K students are allowed to wear the navy blue skirts/skorts at St. Anthony School.** Lloyd plaid knife pleated skirt, center box pleat skirt, skort, or jumper from Dennis Uniform or TH is optional but is preferred on church days. Shorts are to be worn under skirts (i.e. biking shorts, spandex, etc.)
- Shorts: Pre-K may wear solid navy blue shorts. There will be no cargo shorts, drawstring waist, no contrasting stitching.
- Pants: Pre-K may wear solid navy blue pants. No cargo or contrasting stitching. NO tapered or SKINNY PANTS.
Optional for Pre-K:

- Evergreen White/Red Plaid jumper (also in Dennis): (length must reach knee; touch floor when kneeling)
- Red Polo Dress: (length must reach knee; touch floor when kneeling) **All Polo Dresses must have Layering Shorts in black or navy worn underneath. Available through Tommy Hilfiger**

**Boys Regulation Uniform**

- Shorts: Pre-K may wear solid navy blue shorts. No cargo shorts, drawstring waist, or contrasting stitching.
- Pants: Pre-K may wear solid navy blue pants. No zip away, no cargo, no drawstring waist, no contrasting stitching. Pants are not to be worn too tightly or too loosely. No tapered or skinny pants.
- Shirts: **Pre-K may only wear a red polo shirt.** Undershirts must be plain white or the same color of the shirt. Shirts are not to be too tight, baggy, or long. It is required to have either the St. Anthony School or St. Anthony’s Preschool logo in Pre-K. Logos may be done through a local embroidery company (see school office for more information).

**Regulation Sweatshirts**

- Pre-K may wear a logoed St. Anthony School red sweatshirt, red hooded zippered sweatshirt, red sweater, or red sweater vest. No non-uniform sweatshirts. St. Anthony’s Preschool sweatshirt may be worn at all times in class, but not when in church.
- Red Sweaters: V-neck sweater (also in Dennis). Round neck button-down cardigan, full zip sweater
- Red Polar Fleece Jacket: Full Zip styles: feminine cut & regular and in Co-Ed Half Zip
- Red Sweatshirt: Co-Ed Hooded
- Knit caps and St. Anthony sun hats are fine, except in the classroom and at church.
- The Preschool’s shirt and sweatshirt are considered spirit wear. The last Friday of every month will be SPIRIT DAY. On these days, students are permitted to wear spirit wear which also includes any St. Anthony logoed shirts including CYO shirts and sweatshirts.

**Belts:** Preschool children clothes should be free of complicated fastening for easy manageability. Belt is discouraged.

**Socks**

- Socks must be solid white, red, black, or navy blue.
- Socks must be visible above shoe. Students are NOT allowed to wear no-show ankle socks. White, red, black, or navy blue tights are allowed (tights must be footed, no leggings).
- No logos, pictures, stripes, or designs.
Shoes

- STUDENTS MUST WEAR ATHLETIC/TENNIS SHOES TO SCHOOL.
- Shoes may be brown, black, gray, white, navy, or red. They MUST BE PREDOMINANTLY ONE COLOR. For safety reasons, Pre-K children are requested to wear athletic/tennis shoes with VELCRO only; no shoelaces.
- NOT ACCEPTABLE: Neon colors, lighted shoes, “heelies”, charms, rhinestones, cartoon characters, boots, heels, waffle bottoms, platform soles, slip-ons, buckles, sandals, slippers, flip flops, or Mary Jane type shoes.
- Velcro shoes are highly recommended. Otherwise, all shoes must be tied and/or fastened as designed at all times. Shoes must be worn so they fit appropriately. PLEASE USE GOOD JUDGEMENT.

Hair

- Hair must be clean, natural in color, and not extreme. Hairstyles must be neat and clear of the face.
- Boys’ hair will be no longer than collar length and not touching the eyebrows.
- No hair pieces or extensions are allowed.
- Hair ribbons must match the uniform colors. Hair accessories must be uniform colors.

Nails

- Nails must be neatly manicured and trimmed.
- NO ARTIFICIAL NAILS.
- Clear nail polish is permitted.

Make-up

- No make-up is permitted.

School Mass Regulation

- NO shorts will be worn at Mass. Mass days are usually every Thursday at 9:00 a.m.
- No spirit wear in the church

Non-Uniform Dress

On occasion, students are allowed to wear non uniform dress to school. NON-UNIFORM DOES NOT MEAN FREE DRESS. The Preschool Director will determine if a student is dressed inappropriately. PARENTS WILL BE CALLED TO BRING APPROPRIATE CLOTHING IF THEIR CHILD DOES NOT COME TO SCHOOL PROPERLY DRESSED.
WEEKEND WITH JESUS AND JOURNAL (PreK classes only)

Please refer to the journal for detailed instructions in completing this homework.

CUBBIES

Each child has a cubby at school, where all of their loose items and “STAR" (Stuff To Always Review/Return) folder will be kept. Parents should check it at the end of the day for notes, papers, and things to take home. Each cubby has a plastic container with the child's name on it. Children will easily identify their own cubby, by placement of a picture attached to the cubby. Please send a small picture of your child to school.

BIRTHDAYS

The Preschool will celebrate each child’s birthday. This special recognition builds self-esteem. If parents would like to send a special snack for the occasion, they may sign up on the snack calendar. Summer birthdays will be celebrated before the end of the school year. Invitations for birthday parties will not be passed out at school, unless the whole class is invited and there is prior approval from the teachers.

PARENTS

Parents have the right to enter and inspect St. Anthony’s Preschool at any time. The Preschool may deny access to non-custodial parents, or guardians, if so requested by the responsible parent, or legal guardian, and we receive proper documentation (court order). Parent volunteers are always welcome. However, it is a State requirement that anyone volunteering in the classroom shall sign a statement affirming that he/she is in good health as well as be immunized against influenza, pertussis, & measles and obtain results of a test for tuberculosis performed not more than one year prior to presence in the classroom. All volunteers of the School & Parish that work with children must be also be fingerprinted through the Department of Justice and must complete an online course (VIRTUS) that will teach them to recognize the signs of child abuse and how to report it. This simple course is mandatory for all volunteers. If a volunteer does not complete it, or does not go through the fingerprinting process, then he or she cannot be allowed to volunteer with children at St. Anthony's. This rule is a Diocesan one and St. Anthony’s has to follow it. If you would like to volunteer in the Preschool, please get the form you need to take to the police department for the fingerprinting and the online course information from the Preschool staff.

Also due to liability issues children not enrolled in the Preschool (such as younger siblings) are not allowed to accompany parents who are volunteering in the classroom.

Throughout the year, we will keep parents informed of any programs, seminars, or lectures concerning parenting and childcare issues. A newsletter will go out monthly. The newsletter is e-mailed so please make sure we have your current email on file. Parent conferences will be held, when necessary, throughout the year. Parents may request a conference, or the teacher may feel the need to talk with you. Conferences will be scheduled in October and February as needed or requested for children in the PreK classes. At that time, a written screening of the
child will be discussed. If you have questions or concerns about the program, please feel free to call or e-mail the director jennifer.dalen@sasmanteca.org.

COMMUNICATION WITH PARENTS/GUARDIANS

Each child will be provided a “STAR” folder. We will place any information for you in your child’s folder; please send any correspondence to us in the same manner. In addition, parent(s) and guardian(s) are informed of the Preschool activities in a variety of ways. Notices are sent to parents/guardians by email, texting App, postings on the doors and bulletin boards. These notices may be about holidays, fundraisers, contagious diseases, special events, and/or other important information such as the Monthly newsletter. The Director and teachers may also communicate directly with the parents and/or guardians about their child.

DISCIPLINE

Discipline is teaching children to show respect for themselves and others. It is gradually teaching children to have self-control. Good discipline is to like children and letting them see, they are liked. It is caring enough to provide limits - good, clear rules for their protection. St. Anthony’s Preschool does not allow children to hurt themselves or others. St. Anthony’s does not allow any employee to use corporal, or unusual, punishment. We will use affection, order, security, and an engaging program. We will use positive reinforcement, rechanneling aggressions, use redirection, logical consequences, and encourage creative activities to promote constructive behavior. “Time outs” are sometimes necessary when a child has a difficult time expressing his/her feelings without hurting other children. A “time out” is limited to 2-3 minutes, after which time the teacher will talk to the child about their inappropriate behavior, and suggest options to similar circumstances in the future. In certain situations, a parent might be asked to pick their child up and take them home. If a behavior problem persists, the teacher and director will request a conference with parents to discuss positive methods to be used at home and school, to promote appropriate behavior. Continued discipline problems might result in the parent being asked to withdraw their child. A child may be removed from the program if the child poses a threat to self, staff, or other children in the program.

This includes: The child behaves in a manner that is difficult to manage in a large group. The child, or parent(s), use abusive language or threaten other children or staff. The child or family continues to act against Preschool policies, as explained in the parent handbook. The director’s professional judgment is that the child can no longer function effectively in the program, and/or the program is being adversely affected by the child’s presence.

A parent may appeal a decision made by the director by filing a written grievance with the school principal.
CURRICULUM

To begin to read, and perform other academic tasks, children must first gather meaning from the world, and develop an awareness of concepts. Young children learn by first-hand sensory and sensory motor experiences - they must touch, taste, smell, hear, and see. Perceptual development follows. At St. Anthony’s Preschool, we teach by the experiences we make possible for the children; the equipment we supply them, and by the interest and explanations through which we bring these experiences within the measure of their understanding. The children have free choice of various learning centers including: dramatic play, blocks, toys and games, library, art, computers, discovery, music and movement, and water play activities. There is a circle time, when all the children sit for a group time of finger plays, songs, calendar, movement to music, religion, etc. There is outside play for the large muscle development of running, jumping, climbing, sliding, etc.

At St. Anthony’s Preschool, there are enough interest centers and activities happening so realizing his/her choices motivate the child. Always something new, or some way that is new. However, there are always enough things that remain the same to provide the security and comfort of familiarity. A teacher is nearby to lend support when needed - to help the child when he momentarily loses control of materials, equipment, or emotions. A teacher is nearby to answer a question, offer a challenging statement, or make suggestions in keeping with each particular child’s current level of achievement, interest, ability, and needs.

The Preschool curriculum will promote the following developmental areas:

1. Gross Motor: includes: outdoor (and sometimes indoor) activities and games; large muscle movement, balance and coordination skills.

2. Fine Motor: includes: small muscle manipulative activities; table toys, (puzzles, Lego’s, stringing beads); multi-sensory activities (art, play dough, painting, etc.), and writing tools.

3. Perceptual: includes eye-hand coordination, awareness of spatial relationships (up, down, next to, under, etc.); listening recognition activities, balance beam, sensory activities.

4. Language: includes: reading stories, making and writing “books”, telling stories, verbal, written, and visual symbols; art activities (verbalize what the child is doing, naming colors, etc. asking the child to tell about their picture).

5. Cognitive: (a) pre-classification activities (matching, recognition, sorting, same versus different) (b) classification activities (shape, size, color, etc.) (c) number concepts (recognition of number, conservation (Piaget) activities, measuring, block play) (d) shape concepts (circle, square, triangle, rectangle) (e) color (names) (f) size concepts (big, little, etc.) (g) science activities (“What happens if .” activities, cooking and snack preparation activities).

6. Social: includes carpet time; group activities (free choice, snack, and indoor games, table games, group art ).

7. Emotional: includes self concept; body awareness; families; group awareness; growing up; feelings; awareness of God’s love for them.
**Religious Education:** “God Made Me” for the Preschool class and “God Made The World” for the Pre-K classes by Loyola Press. In addition, the Full Day Pre-K class will be attending the 9:00 a.m. Mass every Thursday with the students at St. Anthony’s Catholic School. As part of our Catholic teaching, we follow the liturgical calendar and participate in special feast days and celebrations taught in the traditional Catholic faith.

**Handwriting:** We follow *Get Set for School-Handwriting Without Tears* lessons to address general readiness, alphabet knowledge, letter/number recognition and formation, counting, drawing, shapes, and colors. In addition, we use workbooks to support these lessons.

**Language/Arts:** The PreK Class use “Big Day for Pre-K” published by Houghton and Mifflin.

**PHOTOGRAPHS**

Photographs of students may appear on the school Website, in other publications and/or on our Facebook Page “St. Anthony’s Preschool Manteca”. Parents who do not wish their children’s photographs to be placed in public media must mark it on the Handbook Agreement section of the online enrollment packet.

**DUTY TO REPORT CHILD ABUSE**

The school and its employees have a statutory duty to report known or reasonably suspected instances of child abuse to a child protective agency if the school or its employees in its or their professional capacity or within the scope of its or their employment, know or reasonably suspect that a child has been the victim of child abuse. In addition, the school and any employee who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any other way, must report the known or reasonably suspected instance of child abuse to a child protective agency.

**DIRECTOR’S RIGHT TO AMEND**

The Director of St. Anthony’s Preschool retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.