



St. Anne Preschool Mission Statement

St. Anne Community is committed to carrying out the ministry of Jesus Christ in the education of the youth we serve.

We seek to evangelize and strengthen faith formation in partnership with the family and parish.

We value the cultural diversity of our school and welcome the unique gift each student contributes to our school community.

We seek to develop the whole person, fostering spiritual, intellectual, physical, and psychological growth in a Catholic environment of peace, security, and love.

Philosophy

ST. ANNE PRESCHOOL . . .

- recognizes that parents are the primary educators of their children.
- recognizes its obligation to provide quality education to promote the realization of each student's potential.
- endeavors to be a Catholic community united in Christ. We strive to be a light to the world, strengthened by the truths we teach, and by the Catholic community we build through experience, witness, and service.
- seeks to assist the student in developing positive Catholic values to bring about an awareness of the dignity of others and a sense of responsibility to society.
- Recognizes that physical awareness and well-being are essential to the development of the whole child

Admissions Priority

St. Anne Preschool is a Catholic school and our purpose is to offer quality education and childcare in a Catholic environment. We place emphasis on priority for families where at least one of the parents is a registered and participating member of St. Anne Church.

We will offer priority for acceptance into St. Anne Pre-kindergarten in the following order.

1. Returning students
2. Children of registered and participating members of St. Anne Church who have contributed to St. Anne Church for a minimum of 6 months.
3. Siblings of St. Anne School.
4. Children of parent(s) who are employed by the Archdiocese of San Francisco.
5. Catholics who are registered at another parish.
6. General public.

PRE-KINDERGARTEN PROGRAM

St. Anne Pre-kindergarten is a Catholic, pre-kindergarten school. We focus on the individual development of each child and aim to help foster spiritual, cognitive, social, emotional and physical development. Through a structured curriculum designed to stimulate the natural curiosity for learning, our goal is to provide an exciting environment where students begin building the foundations for a successful education. Our curriculum is designed to emerge from the children and to maximize the ability for natural exploration. Our projects will

incorporate math and science concepts, early reading and writing skills, art and creativity, gross motor and dramatic play, and the opportunity for social development through peer interactions. Your child must be 4 years of age by September 1st to enter the pre-kindergarten program.

Daily Schedules & Annual Tuition Fees

We are open 7:00 am – 6:00pm, Monday through Friday

Daily Schedules:

<i>Part-time</i>	<i>8:00 am - 12:30 pm</i>	<i>\$10,450.00</i>
<i>Extended Day</i>	<i>8:00 am - 3:00 pm</i>	<i>\$12,650.00</i>
<i>Full-time</i>	<i>7:00 am - 6:00 pm</i>	<i>\$15,250.00</i>

PRESCHOOL PROGRAM

Our three-year-old preschool program is designed to give children an opportunity to practice routines, group socialization and basic experiences in art, science, number concepts, music and gross motor activities. The main goal is to provide a nurturing environment for children to socialize, problem solve and explore their creativity while beginning to move towards individual independence and positive sense of self. Our focus will be on developing communication skills and peer relationships. The projects will be theme-based and will emerge from the interest and ideas of the children. Your child must be potty trained before entering the three-year-old program. We will enroll students throughout the school year as they turn 2.9 years of age.

**Must be 2.9 years of age and toilet trained.*

Daily Schedules & Annual Tuition Fees

	<u>THREE DAYS</u>	<u>FOUR DAYS</u>	<u>FIVE DAYS</u>
8:00 – 12:30	\$6,300	\$8,350	\$10,450
8:00 – 3:00	\$7,600	\$10,010	\$12,650
7:00 – 6:00	\$9,100	\$12,200	\$15,250

Tuition is paid over 10 months – August – May. Tuition is due on the 1st or 15th of the month depending on what schedule you choose. For special arrangements, please contact the Director. All tuition is paid through Smart Tuition. We do not give tuition refunds and the full tuition payment is due whether your child is on vacation, ill, or absent from school.

Extra Day Care Hours for Pre-kindergarten/Preschool:

Extra day care hours are 7:00am – 8:00am and 12:30pm – 6:00pm depending on your child’s schedule. Extra Day Care hours will be charged in 1 hour increments

as \$10.00 per hour with a minimum of 1 hour. Extra day care hours must be approved by the director prior to the day of needed care. Fees will be added to your Smart Tuition account.

Your Child's Day

7:00 – 9:00	Welcoming Activities
9:00 - 9:30	Circle Time
9:30 – 9:45	Snack Time
9:45 - 10:00	Story Time
10:00 – 12:00	Outdoor/Indoor Activities
12:00-12:30	Lunch Time
12:30	Am Pick Up
12:30-2:00	Nap/Rest Time
2:00-3:30	Outdoor/Indoor Activities
3:30 – 3:45	Snack Time
3:45 – 4:00	Circle Time
4:00 – 5:15	Indoor Activities
5:15 – 5:30	Snack/Story Time
5:30 – 6:00	Quiet Activities
6:00	Evening Pick-up/School Closes

Admissions Policy and Procedures

St. Anne Pre-kindergarten Program will enroll children ranging in age from 4 – 6 years old. Your child must be 4 years of age by September 1st. Before beginning, your child must be toilet trained, ready to separate from parents and be able to interact positively with other children and adults.

Parents who enroll their child in St. Anne Pre-kindergarten accept full responsibility to pay tuition in full by **May 15th**.

At the end of the school year, the Principal will consider the possibility of dropping from Kindergarten enrollment families who:

- a. Have made no payment.
- b. Have made no effort to discuss the problem with the Pre-kindergarten Director.

Delinquent accounts will be referred to a collection agency and will be made available to the local credit bureau upon request.

Families with delinquent tuition will not be allowed to re-register for the following school year until arrangements have been made with the Director.

Nap Bags

If your child stays at school for nap time (after 12:30), you are responsible for providing the Tot Cot and carry case from Urban Infant.

Lunches

- Please include one main item like pasta, rice, sandwich, etc, and a drink and 2-3 items like cheese & crackers, fruit, etc.
- If your child stays all day, please include the above as well as another small snack item and drink.
- If you send grapes, hot dogs and other round food please cut them in half.
- No Go-gurts, candy, soda and/or gum allowed.
- Please provide utensils if your child's lunch requires it.

Late Pick-up Policy:

Pick up times for our programs are 12:30, 3:00, 5:30 and 6:00 pm depending on your child's schedule. School closes at 6:00pm. In the event that you are late, please call the school to let us know you are on the way. (415) 731-2355 Late fees will be charged as follows: A late fee of \$10 will be charged for any portion of the first 10 minutes you are late. After that it will be \$2 per every minute you are late added to the original \$10. After the third late pick up, the fees will double. After the third late pick up, we may need to discuss an alternative schedule or pick up time for your child. We go by the clock above the sign-in sheet because it is a satellite clock with accurate time.

Withdrawal from the Program

You must give 30 days written notice to withdraw your child from the program. We do not give any tuition refunds. If your child has spent any portion of the month at school, then the entire 1/10 monthly tuition payment is due.

Discipline:

St. Anne Preschool uses a positive classroom management approach. In an effort to support the emotional and social development of the children we will model appropriate problem solving techniques for the children and help children work through conflicts. Corporal Punishment and "Time Outs" will never be used. Children will be redirected to a new activity. The opportunity for daily communication regarding your child's day will be given. Conferences with the Director and parent(s) will be held if persistent, disruptive behavior occurs. If no

improvement in behavior occurs after three parent conferences, your child may be dis-enrolled from St. Anne Pre-kindergarten.

Classroom Birthday Celebrations

We will celebrate each child's birthday on a designated date within the birthday month. We are a "Nut-Free" school. Please do not bring food containing nuts including peanut butter and Nutella. No piñatas, balloons, sheet cake, donuts, soda and/or candy. Please check with the Director for any possible food allergies before bringing food items to school. If you plan to have a birthday celebration outside of school and do not wish to invite the entire class, in order not to cause hurt feelings, please do not pass out invitations at school.

Field Trips:

We take field trips throughout the year and they will require parent volunteers. All parents will be provided with field trip information and permission slips a week prior to the field trip. All parents must complete the field trip permission slip and turn it in prior to the field trip. If it is a driving field trip, a copy of a valid driver's license and updated liability insurance coverage must be on file in the school office. Volunteers are not permitted to smoke while driving students or any other time on the field trip. Volunteers are not permitted to give students any food or treats during the field trip. Students may eat school-provided snack and/or child provided lunches only. Volunteers are not permitted to make any unscheduled stops during a field trip. Every child must have their own seatbelt and children must be in a car seat. Volunteer drivers are not permitted to use a cell phone while driving on a field trip. Even when using hand free devices distractions can occur so please **No Cell Phone** use while driving. These measures are to ensure the safety of all of the children during a field trip.

School Drop-Off/Pick-Up

All parents are expected to follow the parking rules when at school. Do not double park when dropping off or picking up children. At no time are parents to leave their cars double parked and unattended!! Please exercise CAUTION AT ALL TIMES when driving near school! ***All children must be walked into school, signed in and greeted by a staff member before the parent can leave!*** Children may not walk into school unaccompanied by an adult. Children must be picked up by an adult who is at least 18 years of age. Children must be signed out daily by an authorized adult using a full legal signature. Only authorized adults may pick up a child. No child will be released to any person unknown to us without written authorization from a parent/guardian. We will require seeing a photo id of the person picking up a child.

School Holidays 2018-2019

August	22	<i>First Day of School</i>	
September	2	Labor Day	School Closed
September	23	Minimum Day	<i>12:30 Dismissal</i>
October	14	Columbus Day	School Closed
October	18	Professional Development Day	School Closed
November	11	Veteran's Day	School Closed
November	27	Minimum Day	<i>12:30 Dismissal</i>
November	28-29	Thanksgiving Break	School Closed
December	20	Minimum Day	<i>12:30 Dismissal</i>
Dec/Jan	23-3	Christmas Break	School Closed
January	6	School Resumes	
January	20	MLK Jr. Day	School Closed
February	14	Pastor's Holiday	School Closed
February	17	President's Day	School Closed
February	24	Minimum Day	12:30 Dismissal
March	20	Faculty Retreat	School Closed
April	9	Minimum Day	<i>12:30 Dismissal</i>
April	10 - 17	Easter Break	School Closed
April	20	School resumes	
May	25	Memorial Day	School Closed
June	2	Last Day of School	
June	3	End of Year Party	
June	4-5	School closed	

Required Forms

Parents must fill out and submit all required forms prior to enrollment: PRE-ADMISSION HEALTH HISTORY, HEALTH AND MEDICAL FORMS, CONSENT

FOR MEDICAL TREATMENT, ADMISSION AGREEMENT, IDENTIFICATION AND EMERGENCY INFORMATION, PARENT'S RIGHTS, PERSONAL RIGHTS, PHOTO RELEASE, WALKING FIELD TRIP PERMISSION, INAPPROPRIATE BEHAVIOR, CHILDREN W/ DISABILITIES.

Emergency Cards

(This is the IDENTIFICATION/EMERGENCY information form.)

Each student must have a completed Emergency Card on file in the office. As no child is permitted to leave school alone when he or she is ill, it is necessary to have the name and phone number of two persons in case a parent cannot be reached. Please update the information as needed.

Change of Address or Telephone Numbers

Please send notice immediately to the Director if you have a change of address or telephone number. It is extremely important for your child's welfare that these records are kept up-to-date

School Uniforms

St. Anne School uniforms may be ordered through The Dennis Uniform Mfg. Co. (415) 206-0111. The following is the list of uniform requirements for the Pre-Kindergarten girls & boys:

UNIFORMS ARE NOT REQUIRED FOR THE SUMMER CAMP PROGRAM.

1. Red uniform polo shirt with St. Anne Pre-kindergarten logo.
2. Navy blue sweatpants with St. Anne Pre-kindergarten logo or navy blue leggings.
3. Navy blue sweatshirt with St. Anne Pre-kindergarten logo.
4. All shoes must be closed-toe without shoe laces.(flip flops, sandals, and shoes with laces are NOT allowed).

Students are expected to be in uniform each day. Other colored sweaters or jackets **may not be worn in place of** the regulation logo sweatshirt, nor may colored t-shirts or long-sleeved shirts (except white or red), sweaters, etc., be worn underneath school regulation polo shirts. Please bring a warm jacket or sweater on cold weather days that can be worn over the logo sweatshirt. The uniform should be neat and clean at all times.

Rainy Days

We will be going outside on rainy, drizzly, heavily foggy, wet days. Please provide a raincoat w/ hood, rain boots and an umbrella labeled with your child's name on those days. We will also have "umbrella parades" and other fun rainy day activities on those days.

Identification

All sweaters, jackets, lunches and backpacks should be clearly marked with the student's name. Please do not cut out the tags. This does not help us identify your child's belongings.

Child Absences

Please inform the Director when you will be away on vacation. If your child is not coming to school on a particular day due to illness, please call the school in the morning. Please report all communicable diseases to the Director. There are no tuition discounts for vacations or missed school days. There are no "make-up" days for missed school days.

Parent Enrichment

We value parents as partners with teachers in educating your children. You are their first teachers and we want the home-to-school connection to be strong. Having parents as teachers in the classroom is just one way to enrich the learning experience for the children and teachers! We would love to have parents share their "expertise", talents and hobbies with the class. You are an "expert" if you have knowledge and/or interest in any topic! If you are handy w/ tools then you are a tool expert. If you enjoy yoga, then you are a yoga expert. If your family has a special recipe, family tradition or special way you celebrate a certain holiday we would love for you to share it with the class. Throughout the year there will be opportunities for you to volunteer in the classroom. Please make arrangements with your child's teacher if you would like to participate in classroom activities. Classroom participation is not mandatory, but welcomed. Unfortunately, we cannot accommodate siblings on days that parents volunteer in the classroom.

Babysitting

Parents might ask teachers to baby sit on occasion. St. Anne Preschool does not sanction or take any accountability for any services that St. Anne Preschool teachers may provide outside of their employment with St. Anne Preschool.

Non-Discrimination Policy

St. Anne Preschool, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Anne Preschool does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Health Policy

State Law requires that each child have an updated California School Immunization Report on file before he/she begins school. We need to be aware

of any physically limiting or potentially life-threatening conditions that may cause harm to your child if not properly handled. In addition, even if your child is not exhibiting any of the following symptoms, but seems to be overly tired or just not feeling well, please allow him/her to stay home for the day.

Observable symptoms

- *diarrhea
- *severe coughing
- *difficult or rapid breathing
- *yellowish skin or eyes
- *pinkeye
- *unusual spots or rashes
- *sore throat or trouble swallowing
- *infected skin
- *unusually colored urine or stool
- *headache or stiff neck
- *vomiting
- *unusually cranky or crying behavior
- *loss of appetite
- *severe itching of body or scalp
- *temperature over 99 degrees

Exclusion Guidelines:

If your child contracts a communicable disease please notify the school immediately so that we can inform other parents of symptoms and incubation periods. Children with the following symptoms should not be sent to school:
Diarrhea: three or more episodes of diarrhea during the previous 24 hours until diarrhea resolves.

Vomiting: two or more episodes of vomiting during the previous 24 hours, until vomiting resolves, or is determined to be due to a non-communicable condition.

Skin infection (e.g. impetigo): until 24 hours after treatment has been initiated.

Strep Throat or other streptococcal infection: until 24 hours after initial antibiotic treatment and cessation of fever.

Purulent conjunctivitis(pink-eye): until 24 hours after treatment has been initiated.

Hepatitis A: for one week after onset.

Pertussis (whooping cough): until 5 days of antibiotic.

Scabies, head lice or other infestation: until 24 hours after treatment has been initiated.

Hemophilus Influenza type b (Hib): when the antibiotic taken to prevent Hib infection is indicated for childcare contacts, children and staff shall be excluded from attending the facility until such measures have been initiated.

Chicken Pox: until 6 days after onset of rash or until all sores have dried and crusted over.

Measles or rubella: until five days after rash onset.

Respiratory illness: Children will not be excluded for mild respiratory illness unless they have one or more of the following conditions; the illness has a

specified cause that requires exclusion as determined by any of the preceding standards, the illness limits the staff's ability to provide an acceptable level of care for the other children, the illness compromises the health and safety of the other children.

Medications

According to the Education Code, medication may be administered by school personnel only if the following guidelines are followed:

1. Parents and doctor must fill out a school medication form.
2. Only medicine in a container issued and labeled by a pharmacist in a one-dose container (ask your pharmacist) may be sent to school.
3. Students may not have medication in their possession. It should be given directly to a teacher/director.

Children are not to handle or transport medication in any way. All medicine must be handed by an adult to the Director or a teacher with a measuring spoon in a bag clearly labeled with the child's name, dosage, dosage time and dosage amount. The Director or teacher will administer medication.

PRESCRIPTION MEDICATION & ADMINISTRATION

In the necessity for the administration of incidental medical services, such as an Epi-Pen, Inhalers or Nebulizers, the following requirements will be met:

- Parents are required to provide a completed and signed Parent Consent for Administration of Medications & Medication Chart (LIC9221).
 - Written instructions to be supplied from the child's physician (to include dosage, frequency and specific directions of how to administer medication).
 - Staff will record each dose administered with date, time and staff signature.
 - Epi-pens, inhalers and non-refrigerated nebulizer medications will be stored in the Director's office in a locked storage case.
 - Nebulizer medications and other medications requiring refrigeration will be stored in the locked medication box in the refrigerator in the kitchen area.
- o Medication administration.
 - o Safety procedures (use of gloves and washing of hands before and after medication is administered).

- o Disposal of used, disposable administration devices.
- o Cleaning and sanitization of used administration devices.

- o Storage requirements for refrigerated and non-refrigerated medications.

- o Disposal of empty medication containers.

- o Documentation of medication administration.

All staff will be CPR & FIRST AID trained to recognize the signs of the following medical events and to administer above-mentioned medications in the event of a medical emergency. This will include (but not limited to):

- o Asthma attacks.

- o Allergic reactions.

If a child requires administration of the above-mentioned Incidental Medication Services, the following procedures will be followed:

- The child's parent or authorized representative will be notified by telephone immediately following the treatment.

- The parent will be provided with a copy of the LIC9221 which shows the date, time, and staff member information completed at the time of administration.

- An "Illness Report" will be completed for the child with the description of the medical event that triggered the need for the administration of the medication. A copy of this form will be provided to the parent at the time of pick up on the day of the incident.

- Used Epi-pens will be returned to their original case and packaging, placed in a sealed plastic bag and returned to the locked first aid cabinet. When the parent arrives for pick up, staff will return the used Epi-pen to the child's parent. Parent will be asked to replace it the next time the child attends school.

Earthquake/Emergency Dismissal

Each year parents must fill out an earthquake information form for their child(ren). Parents must designate in writing the person(s) to whom their child(ren) can be released if a serious earthquake or another disaster should occur. In the event of a serious earthquake, the building would be evacuated and the children would wait for parents in the elementary schoolyard. Formal dismissal procedures will be followed before any child will be released to any adult. In case of a City-wide emergency, please note that all Catholic Schools in San Francisco will follow the lead of San Francisco Unified School District as to whether to remain open or close schools.

Emergency Care

In case of a medical or dental emergency, parents and persons listed on the emergency card will be contacted. If persons listed cannot be reached, the child will be taken to the nearest emergency hospital. Any expenses accrued during the emergency (ie. Ambulance ride, emergency room visit, hospital care etc.) will be billed to the parent of the child needing care. It is crucial that your emergency card is up-to-date!

Picture Release Form

Every parent is required to fill out and return the Permission and Release Form for use of their child's pictures taken during various activities/field trips/outings on and off-campus. Pictures may appear in school publications, advertisements, and/or on our website. Students' names will never be included in any of the school's publicity items without specific permission from the parent.

Student Conduct

It is the responsibility of all students at St. Anne Pre-kindergarten. . .

- to obey the rules of the school.
- to pursue the prescribed course of study.
- to respect and respond to the authority of the teachers and other school personnel.
- to arrive at school on time.
- to be courteous to fellow students, faculty members and staff.
- to respect the rights and property of others.

Code of Christian Conduct

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on an off campus, that is consistent with the Christian principles of

the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school.

Failure to follow these principles will normally result in a verbal or written warning to the parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

You may be asked to leave the program if we feel that the program is not a good fit for your child, you as parents and/or the family as a whole.

Mandatory Child Abuse Reporting

While everyone should report suspected child abuse and neglect, Article 2.5 of the State of California Penal Code provides that it is a crime for certain individuals who have contact with and supervise children (e.g. school, parish and agency teachers and administrators, coaches, etc.) not to report suspected abuse to the proper authorities. The following are excerpts and summaries of sections from the State of California Child Abuse Reporting Laws:

“.....any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For the purpose of this article, “reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position,

drawing when appropriate on his/her training and experience, to suspect abuse.”
(Pen. Code #11166)

Harassment Policy

In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct, verbal, written, physical, or visual, in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. This supplement to the Comprehensive Guidelines is designed to serve as a more detailed policy and teaching tool for the students in the Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment of any student by any other student is prohibited and will not be tolerated. A charge of harassment shall not in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, dismissal. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

Statement From the State of California Department of Social Services

The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records with out prior consent. The licensee shall make provisions for private interviews with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department or Licensing Agency has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

Handbook Amendments

The Director retains the right to amend the Handbook for just cause, and parents will be given prompt notification if/when changes are made.