



# **Preschool Parent Handbook 2023-2024**

St. Catherine School  
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[www.stcatherineschool.net](http://www.stcatherineschool.net)

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## Staff

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## Welcome

Welcome to St. Catherine School Preschool. We are thrilled you've made the important decision to enroll your child in St. Catherine Preschool. The goal of this handbook is to help answer questions you may have or that arise during the school year. In addition to the specific information outlined in the handbook, we encourage parent/staff communication anytime.

## School Mission & Philosophy

St. Catherine of Siena Parish School is a welcoming, Christ-centered community, rooted in the Catholic faith and inspired by Gospel values. As an extension of the parish and with Jesus as our model, we are dedicated to lifelong growth in faith, love, and learning.

We recognize that the care and education of the child begins with the family and that parents are the primary educators of their children. In partnership with parents, we work to promote our students' achievement and spiritual growth. Together we are committed to developing responsible, ethical leaders who think critically, act justly, communicate effectively, and serve willingly.

## School Vision

We are committed to providing a faith-filled, inclusive, and welcoming learning environment for all our students. Through our rigorous academic programs, our students will gain the cognitive, technological, and social skills necessary to become ethical, innovative leaders who successfully navigate the complex challenges of today's world.

## **Preschool Curriculum Philosophy**

At St. Catherine Preschool, we believe that every aspect of your child's personality, be it cognitive, social, emotional, physical or spiritual, will be touched and challenged in some way during his or her journey with us. Your child will have ample time to experiment and explore with developmentally appropriate hands-on materials in a play-based environment. We will nurture each child's individuality and instill a desire for lifelong learning as we prepare your child for kindergarten and beyond. Above all else, the teachers and staff at St. Catherine Preschool care about each individual child and their families, and we teach from the heart.

Students will participate in a variety of learning opportunities throughout their day at St. Catherine. They will experience whole group instruction, small group, or individual instruction, along with discovery learning centers and choice time. We will use aspects of the following programs to plan classroom instruction: Handwriting Without Tears, Stories of God's Love, and Happily Ever After Pre-reading program (PreK students in Tigers and Lions).

## **Family Engagement and Partnership Communication Plan**

In our preschool community, we recognize the importance of active engagement and open communication between educators, parents, and children. We believe that fostering a strong partnership enhances the overall learning and development experience for each child. By actively participating in our shared journey, we create a supportive environment where children thrive, curiosity is celebrated, and a foundation for lifelong learning is laid.

Throughout the school year, we invite families to volunteer in the classroom, share your skills and talents, teach students about your family's culture, and engage with students in their learning. Families can anticipate consistent communication. Teachers will provide families with weekly newsletters sharing about your all of the wonderful learning and activities that are occurring in the classroom, as well as provide information about upcoming events, specific classroom needs, and relevant announcements. The preschool director will share monthly updates providing program information as well as resources to support families and their children at home. While we provide two formal opportunities during the school year for parent teacher conferences, our door is always open if you would like to meet with your child's teacher.

## **Admissions & Enrollment**

Children must be 3 years of age and potty trained by August 31 for admittance into the Cubs preschool class.  
Children must be 4 years of age and potty trained by August 31 for admittance into the Tigers preschool class.

A child must meet these age requirements for admission to St. Catherine School Preschool Program. Children **MUST** be potty trained. We require all registration and enrollment forms to be completed in their entirety, including proof of Immunization status or exemption, prior to a student being enrolled. Tuition and fees are non-refundable if a student withdraws voluntarily. Per the terms outlined in the registration and enrollment agreement, if a student is withdrawn during the school year, all unpaid tuition, fees and charges become immediately due and payable.  
**\*\*If a child has potty accidents several times during a given week without showing improvement, we may require that the child take a two week break from school to work on potty skills before returning to school.**

Admissions Criteria: We recognize that space may not be always available for every family that would like their child to attend St. Catherine School.

Priorities for admission are as follows:

1. Current families with siblings already in the school

2. Parish families who are active participating members
3. Out-of-parish Catholic families
4. Out-of-parish non-Catholic families

Enrollment requirements include:

- Registration and Enrolment agreement
- Applicable Registration Fees
- Criteria for in-parish status form
- Immunization records
- Birth Certificate
- Baptismal Certificate (if applicable)

### **Withdrawal**

Notice of transfer from St. Catherine School should be made to the Principal, Teacher(s) and Admissions Director, in writing/email with as much notice as possible; at least two weeks in advance of moving is preferred. All tuition and fees must be current and any school materials returned before student records will be sent. Tuition obligations are outlined in the signed tuition contract at registration time each year.

St. Catherine School reserves the right to terminate enrollment of any student for an extenuating issue (ongoing behavioral issue, parents not actively partnering with the school in the child's best interest, etc.), after extensive consultation with the student's parents, teacher(s), and Principal. This decision will be viewed as a last available option, and is made at the sole discretion of the St. Catherine School administration, with approval of the pastor.

### **Notice of Nondiscrimination Policy Regarding Students**

St. Catherine of Siena School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

### **Days, Times, Sign In/Out and Staffing**

St. Catherine Preschool operates Monday - Friday 7:00am – 6:00pm.

**Half day classes** operate 8:30am-12:30pm.

**Full day classes** operate 8:30am-3:10pm.

We offer before school care in our **Early Owls** program for 7:00am-8:30am.

We offer after school care in our **PM Pandas** program from 3:10 pm – 6:00pm.

Early Owls and PM Pandas is available to any preschool student who has registered for Early Owls or PM Pandas. We currently operate one Tigers (4-5) class, one Cubs (3-4) class, and one Lions (3-4-5) half-day class five days a week.

All classrooms maintain a maximum staff:child ratio of 1:10.

Parents/Guardians must sign their child in and out daily, and additionally if the child leaves and returns (such as for an appointment).

All preschool classes follow the St. Catherine School Preschool calendar found on the school website, <https://www.stcatherineschool.net/>

Parents may choose between a variety of options, based on availability.

These options include:

**Cubs Class** 3 days a week, full day option.

**Cubs Class** 4 days a week, full day option.

**Cubs Class** 5 days a week, full day option.

**Tigers Class** 3 days a week, full day option.

**Tigers Class** 4 days a week, full day option.

**Tigers Class** 5 days a week, full day option.

**Lions Class** 3 days a week, half day option.

**Lions Class** 4 days a week, half day option.

**Lions Class** 5 days a week, half day option.

Early Owls and/or PM Panda care can be added to any of these options.

Days must be chosen at time of registration. Half-day and full-day option may not be combined. Days are not interchangeable week to week. Days are not prorated due to absence or school calendar. Unused days will be forfeited.

### Sample Daily Schedules

St. Catherine Preschool operates Monday - Friday 7:00am – 6:00pm including before school care, half and full day preschool program and after school care. We follow the regular academic year (see [www.stcatherineschool.net](http://www.stcatherineschool.net) for full calendar). We will follow the regular St. Catherine calendar in terms of holidays. Parents will be notified in advance about any exceptions. St. Catherine preschool program is closed for the summer months.

### Early Owls Schedule

Early Owls is located in the Cubs Classroom from 7:00am -8:25am for Cubs, Tigers, and Lions students. Students who have pre-registered for Early Owls may arrive at any time between 7:00-8:25. Parents should follow all sign-in procedures and escort their child into the Cubs Classroom. Students are invited to bring their breakfast from home to enjoy during Early Owls. Students will have free choice time (toys, books, art materials, puzzles) in the Cubs Classroom during the Early Owl program.

### Sample 3's Schedule

8:30-12:30 Morning Program Sample Schedule Monday through Friday (activities vary daily)	
8:30- 8:35	Arrival
8:35-9:15	Discovery Choice Time
9:15 – 9:30	Morning Learning Circle
9:30 – 10:00	Snack
10:00- 10:30	Recess
10:30-11:00	Specials
11:00- 11:30	Learning Circle/ Story Time
11:30-12:00	Lunch
12:00 – 12:30	Free Play
12:30	Morning Group Dismissal

<b>12:30 -3:10 Full Day Afternoon Schedule Monday through Friday</b>	
12:35-1:35	Nap Time / Quiet Time
1:40-2:10	Recess
2:10- 2:30	Snack
2:30-3:10	Art/ Centers/ Story Time/ Author Study

### Sample 4's Schedule

<b>8:30-12:30 Morning Program Sample Schedule Monday through Friday (activities vary daily)</b>	
8:30 – 8:45	Journal/ writing time
8:45- 9:15	Circle Time
9:15- 9:45	Choice time/learning centers
9:45- 10:00	Snack
10:00 – 10:20	Outside time
10:30-11:00	Math and literacy time/small groups/Specials
11:00- 11:30	Social Studies, Religion, Science
11:30 – 12:00	Lunch
12:00- 12:30	Outside time
12:30	Morning Group Dismissal
<b>12:30 -3:10 Full Day Afternoon Schedule Monday through Friday</b>	
12:35-1:15	Nap Time / Quiet Time
1:15-1:40	Recess
1:40- 2:00	Snack
2:00-2:40	Art/ Science / STEM / Author Study/Yoga
2:40- 3:10	Story Time/ Free Choice

\*Lions uses a combination of a 3's and 4's half-day schedule

### PM Pandas Schedule

PM Pandas is located in the Cubs Classroom from 3:10pm – 6:00pm. However, the group will use the playground and music room at times during PM Pandas. Students who have pre-registered for PM Pandas may stay at school beyond 3:10pm. Parents may pick up their child from PM Pandas care any time before 6:00pm. Parents must follow all sign-out procedures when picking up their child from PM Pandas.

<b>PM Panda Schedule 3:10-6:00 Monday through Friday</b>	
3:15-3:45	Snack
3:45-4:30	Story Time & Craft
4:30- 5:15	Free Choice and Play
5:15- 6:00	Recess or Music

### Arrival and Departure

All children must be dropped off and picked up by a parent/guardian or other authorized adult at their classroom door between 8:20-8:40. Prompt arrival and pick-up is important. Please try to bring your child to school on time, so he/she may take full advantage of the entire preschool program. If students are not collected within a reasonable amount of time, parents or guardians will be contacted.

**Parking:** For morning drop-off, the 3:10 pick-up, and PM Pandas pick-up, preschool parents should park in the parish lot ONLY and escort their child to/from the preschool classroom. Cubs and Tigers Preschool parents are asked NOT to park on any of the side streets for morning drop-off, 3:10 pick-up or PM Panda pick-up. For the 12:30 pick up ONLY, preschool parents may park either on the side streets, or in the designated spots in the parish lot. Parents may NOT use disabled parking spots unless they display the appropriate disabled placard. Tigers and Cubs parents must first check into the school office for the 12:30 pick-up.

All parents **must** sign their child in and out for the day on the form by the classroom door, using full signature along with time. Sign in/out forms are located near the entrance of each classroom.

**If your child arrives after 8:40**, you must go to the Main School Office to check-in before dropping your child off at the classroom. If you are picking up your child before the end of their preschool program you must check your child at the Main School Office before picking up your child from their classroom. We reserve the right to dismiss a child from the program if this policy is not respected or followed.

### School Calendar

Cubs, Lions and Tigers classes follow the St. Catherine Preschool calendar. The school calendar can be accessed on the St. Catherine website. [www.stcatherineschool.net](http://www.stcatherineschool.net)

### Celebrating Cultural Activities and Holidays

St. Catherine Preschool fosters a rich and inclusive environment that celebrates the diversity of our Catholic faith and the cultural backgrounds of our students. Throughout the year, we joyfully embrace Catholic and cultural activities, including holidays that hold significance in our shared traditions. These celebrations serve as valuable opportunities for our preschoolers to learn about their faith, appreciate various cultures, and develop a sense of unity within our community. We encourage active participation from families, as your involvement enhances the richness of these experiences for your child and their peers. These special times may involve activities, crafts, lessons, music, volunteers, and celebrations.

### Preschool Readiness

Preschool helps children develop important social skills and academic skills, which will be very useful in Kindergarten and beyond. Most preschool children are still working on readiness skills when they start preschool. In general, the following guidelines should be used to determine readiness for preschool.

**- Potty Trained:** All children entering preschool should be potty trained and completely independent in using the bathroom. Teachers are not able to assist your child with wiping. This is a skill that must be practiced at home so that they are ready to assist themselves independently at school. It is not uncommon at this age that children have an occasional accident, but children should be able to independently change clothes in the event of an potty accident.  
\*\* In the event of frequent potty accidents, please refer to page 3 for information about this.

**- Independence:** A little independence is key! By the time your child enters preschool they should be able to play games or interact with peers for a short period of time. They should also be working towards taking care of one's self with nose blowing, hand washing, eating lunch independently and carrying their own backpack or coat.



- **Expressive:** Preschool children need to be able to express themselves in a way teachers can understand. It is important that preschool children are able to express their needs and feelings in appropriate ways. This can be with words, gestures, sign language or with the help of assistive technology.

- **Self Help Skills:** Preschool children are learning to follow directions and focus on activities and tasks without getting overly distracted. Help your child at home by playing games and following household routines.

- **Emotionally Ready:** Being emotionally ready is an important area to look at when deciding if your child is ready for preschool. Children should be able to separate from parents/caregivers without too much anxiety. It is very normal for preschool children to be nervous when starting school, but if your child cries for long periods of time this may be a sign they are not emotionally ready to start school.

- **Stamina:** Children need a lot of physical and mental energy for preschool. One way to know if your child is ready for the demands of preschool is to look at his/her nap schedule. If your child is still taking long morning and afternoon naps they may not be ready to start a preschool program. Something you can do to prepare your child for preschool is to merge their morning and afternoon naps into one longer afternoon nap. Early bedtimes starting in early August will also help your child transition to the school schedule.

- **Rest:** Children in our full-day program will have an opportunity for a daily rest period. This restful, quiet time will be a length of time appropriate for the developmental age and needs of the children. Quiet activities will be provided for children who do not require rest (activities must be minimally disruptive to sleeping children). Children will rest on their Rollee Pollees, which families launder weekly.

### **Consistent Care Policy**

In our Catholic preschool, we recognize the profound impact of consistent care on the well-being and development of our young learners. Our commitment to providing a nurturing environment is reflected in our adherence to licensing requirements, specifically emphasizing two crucial principles:

1. **Consistent Care Policy:** We uphold and implement a comprehensive policy that underscores the importance of consistent care for all children in our program. This policy serves as a cornerstone, ensuring that each child receives continuous and dependable support throughout their time at our preschool. This commitment fosters a sense of security, stability, and emotional well-being, laying the foundation for optimal learning experiences.
2. **Assigned Provider Relationship:** Whenever possible, our dedicated staff are assigned to work with a consistent group of children for a significant portion of the day. This intentional approach is designed to cultivate long-term, trusting relationships between our staff and the children in their care. By fostering familiarity and a strong sense of connection, we aim to create an environment where each child can thrive emotionally, socially, and academically.

### **Clothing**

Preschool children should dress comfortably, simply, and suitable for the weather and preschool play. We paint, use markers, play with playdough and explore outside! Tennis shoes work best for the classroom. We go outside whether light rain or shine, so always send a coat to school with your child. Please make sure your child's coat has a **hood** on rainy days! **Label any clothing your child may remove at school (coats, sweaters, etc.)**

As children gain independence in the bathroom it's best if they wear clothing without tricky belts, buckles or snaps. Dress students so they can use the bathroom without assistance.

Each child is required to have a change of clothing that stays at school in case of a spill or accident. Accidents can be embarrassing for children and having their own change of clothing (including underwear and socks) helps the change go unnoticed. **The extra clothing should be placed in a large plastic bag marked with your child's name.** Soiled clothing is put in a plastic bag and placed in the child's backpack.

### Supplies

The following is a list of required school supplies St. Catherine Preschoolers are asked to bring:

#### All Students:

- Backpack (large enough to hold a folder, water bottle, and lunch box)
- Snack sent with appropriate cold packs daily
- Lunch sent with appropriate cold packs daily
- Spill proof water bottle (please label with child's name)
- School supplies as listed on the preschool page of the St Catherine School website
- A change of clothes that will stay at school

#### Full Day Students

- A second snack for the afternoon sent with appropriate cold packs daily
- Nap items:
  - 1 Rollee Pollee (provided by St. Catherine and billed \$21.15 via FinalSite (formerly School Admin) in September)
  - 1 small stuffie if desired
  - Nap items will be taken home and laundered every Friday and returned to school the following Monday for the week.

#### PM Panda Students:

- A third Snack for PM Panda time sent with appropriate cold packs daily

In addition to online availability, the list of school supplies will be sent to parents prior to the first day of school.

### Meals and Snacks

Children in the morning program will eat lunch and one snack. Children in the Full day program will have an additional snack around 2:00pm. Students in PM Pandas will have a 3<sup>rd</sup> Snack around 4:00pm. Parents are responsible for providing lunch and all snacks for their children. Parents must also provide a **cold pack** daily to ensure proper refrigeration of all snacks and lunch. Students may bring a thermos if needed. All food brought from home must meet the following **USDA food guidelines (per Washington State early childhood licensing requirements)**. Preschool children may purchase lunch from the school hot lunch (menus posted weekly in the preschool classrooms and available for purchase online) and pizza lunch (available for purchase in half-year increments), as well. If the school pizza lunch is purchased, a fruit or vegetable side should be sent from home to accompany the pizza.

The meals and snacks sent from home and provided from the school lunch program must meet the nutritional guidelines outlined by the Department of Children, Youth and Families.

Requirement	Lunch	Snack (at least 2 of the 4 components listed)
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A fruit or vegetable or one hundred percent fruit or vegetable juice		<b>X</b>
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable). Juice must be one hundred percent fruit or vegetable	<b>X</b>	
A dairy product (such as milk, cheese, yogurt, or cottage cheese)	<b>X</b>	<b>X</b>
A grain product (such as bread, cereal, rice cake or bagel)	<b>X</b>	<b>X</b>
Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)	<b>X</b>	<b>X</b>
A liquid to drink- can be water or one of the required components such as milk, fruit or vegetable juice.	<b>X</b>	<b>Water</b>

We maintain a small food supplies to supplement food brought from home that **does not meet** the nutrition requirements. These food supplies include applesauce, cereal bars, mozzarella cheese sticks, crackers (Ritz, Cheez-its, or graham crackers).

**Due to allergies and dietary restrictions we do not use food to celebrate birthdays.** In the event that food is required for a class event or project, all food sent in to share with the class must be store purchased and not home-made. For birthdays, children are invited to bring a favorite book to share with the class.

Please make every effort to provide a daily snack and lunch for your child. If a child occasionally forgets his/her daily food, we will maintain a small supply of food and snacks in the preschool building.

### **Food Allergies and Nuts**

**The preschool building is nut and peanut free.** All food sent in snacks and lunches need to be free of nuts and peanuts to ensure the safety of all of our students.

### **Illness and Medications**

**PLEASE DO NOT SEND AN ILL CHILD TO SCHOOL.** Children with any of the following symptoms are not permitted to remain in care and may only return to school when they meet the criteria outlined below:

<b>STUDENT'S SYMPTOMS/ DIAGNOSED ILLNESS:</b>	<b>STUDENT MAY RETURN TO SCHOOL WHEN:</b>
Fever greater than 99° (orally)	Temperature below 99° (orally or forehead contact) for a minimum of 24 hours <b>WITHOUT</b> use of Tylenol® or other fever- reducing medications
Rash or rash with fever-new or sudden onset	Rash disappears or with written clearance from a physician
Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body	Discharge must be gone or student must have been on antibiotics for 48 hours or with written clearance from a physician
Vomiting	Symptom-free for 24 hours or with written clearance from a physician
Diarrhea: 3 loose or watery stools per day	Symptom-free for 24 hours or with written clearance from a physician
Cough: deep, barking, congested, or <b>producing colored mucus</b>	Symptom-free or student must have been on antibiotics for 48 hours or with written clearance from a physician

White, clay colored, or bloody stool	Symptom-free or with written clearance from a physician
Yellow color of skin and/or eyes	Symptom-free or with written clearance from a physician
Brown or bloody urine	Symptom-free or with written clearance from a physician
Stiff neck	Symptom-free or with written clearance from a physician
Unusually sleepy, lethargic or grumpy	Symptom-free or with written clearance from a physician
Strep throat diagnosed by M.D.	Must have been on antibiotics for 24 hours. If no antibiotic given, call school before sending child back. Or with written clearance from a physician
Eye discharge or conjunctivitis (pinkeye)	The condition is clear or until 24 hours of antibiotic treatment or with written clearance from a physician
Open or oozing sores	Properly covered and 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary. Or with written clearance from a physician
Head lice	No lice or nits are present
Scabies	Treatment has been completed
After an illness of two or more weeks, surgery, or other change in health status.	Written instructions from the doctor regarding medication or special health needs must be provided to the school

Children with any of the above symptoms/conditions are separated from the group and either taken to the health clinic in the main office or to the children’s cot in the preschool office. A parent/guardian or emergency contact is notified to pick up the child. We ask that you pick your child up within a reasonable amount of time.

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. We notify parents and guardians of possible exposure by email. Individual child confidentiality is maintained.

In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child’s name, classroom, and type of illness. We maintain confidentiality of this log.

If a child comes to school and, in the opinion of the teacher, is sick, we will call you to come and pick up your child. If your child is sent home due to illness, he/she cannot return to school until he/she has **been symptom-free for 24 hours**. This allows ample time to recover and stop the spread of illness to other children.

### **Immunizations**

To protect all children and staff, each child in our center has a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form or a copy of both sides of that form is required. (Other forms/printouts are not accepted in place of the CIS form.) The CIS form is returned to parent/guardian when the child leaves the program. The CIS form can be found here in multiple languages:

<http://www.doh.wa.gov/YouandYourFamily/Immunization/FormsandPublications/Forms>

Immunization records are reviewed quarterly by the Director until the child is fully immunized.

Children are required to have the following immunizations:

DTaP (Diphtheria, Tetanus, Pertussis)

IPV (Polio)

MMR (Measles, Mumps, Rubella)

Hepatitis B

HIB (Haemophilus influenzae type b) *until age 5*

Varicella (Chicken Pox) or Health Care Provider verification of disease

PCV (Pneumococcal bacteria) *until age 5*

If a parent or guardian chooses to exempt their child from immunization requirements, they must complete and sign the Certificate of Exemption Form. The exemption form can be found in multiple languages here:

<http://www.doh.wa.gov/YouandYourFamily/Immunization/FormsandPublications/Forms>.

If the exemption is for medical, religious, or personal/philosophical reason the child's health care provider (MD, DO, ND, PA, ARNP) must also sign the Certificate of Exemption form or provide a signed letter verifying that the parent or guardian received information on the benefits and risks of immunizations.

If the exemption is for membership in a religious body or church that does not allow medical treatment then the parent or guardian must provide the name of this church or body. It is not necessary to obtain a health care provider's signature.

A current list of exempted children is maintained at all times.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

*Current immunization information and schedules are available at:*

<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>

## **Medication Policy**

- Medication is accepted only in its **original container**, labeled with **child's full name**.
- Medication is **not** accepted if it is **expired**.
- Medication is given **only** with prior **written** consent of a child's parent/ guardian. This consent on the medication authorization form includes **all of the following**:
  - Child's name
  - Name of the medication
  - Reason for the medication
  - Dosage
  - Method of administration
  - Frequency (**cannot** be given "as needed"; consent must specify *time* at which and/or *symptoms* for which medication should be given)
  - Duration (start and stop dates)
  - Special storage requirements
  - Any possible side effects (from package insert or pharmacist's written information), *and*
  - Any special instructions

The St. Catherine School [Medication Authorization form](#) is available on the school website, in the main office or from the Preschool teachers, and will be included in the registration packet. The [DCYF Early Learning Medication Authorization form](#) can be found on the DCYF website. Both must be provided for a student to take any medication while at school.

### **Parent /Guardian Consent for Over-the-Counter Medication**

A parent/guardian may provide the sole consent for a medication, (without the consent of a healthcare provider), **if and only if** the medication meets all of the following criteria:

- The medication is over-the-counter and is one of the following:
  - Antihistamine
  - Non-aspirin fever reducer/pain reliever
  - Non-narcotic cough suppressant\Decongestant
  - Ointment or lotion intended specifically to relieve itching or dry skin
  - Sunscreen for children over 6 months of age;
- Hand sanitizers for children over 12 months of age **and**
- The medication has instructions and dosage recommendations for the child’s age and weight; **and**
- The medication duration, dosage, amount, and frequency specified on consent form is consistent with label directions and does not exceed label recommendations.

388903616. Written consent for medications covers only the course of illness or specific “time limited” episode.

388902096. Written consent for sunscreen is valid up to 6 months.

### **Health Care Provider Consent**

The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, iron, supplements, oral re-hydration solutions, fluoride, herbal remedies, and teething gels and tablets).

388904816. Medication is added to a child’s food or liquid only with the **written consent of healthcare provider**.

388903776. A licensed health care provider’s consent is accepted in one of 3 ways:

- The provider’s name is on the original pharmacist’s label (along with the child’s name, name of the medication, dosage, frequency [cannot be given “as needed”], duration, and expiration date); *or*
- The provider signs a note or prescription that includes the information required on the pharmacist’s label; *or*
- The provider signs a completed medication authorization form.

*Parent/guardian instructions are required to be consistent with any prescription or instructions from healthcare provider.*

### **Medication Storage**

1. Medication is stored in the main school office or medication box in preschool office, and is:

- Inaccessible to children
- Separate from staff medication
- Protected from sources of contamination

- Away from heat, light, and sources of moisture
  - At temperature specified on the label (i.e., at room temperature or refrigerated)
  - So that internal (oral) and external (topical) medications are separated
  - Separate from food
  - In a sanitary and orderly manner
2. Rescue medication (e.g., EpiPen® or inhaler) is stored in the medication box on the wall of the preschool office.
  3. Controlled substances (e.g., ADHD medication) are stored in a locked container in the preschool office.
  4. Controlled substances are counted and tracked with a medication record form.
  5. Medications no longer being used are promptly returned to parents/guardians, discarded in trash inaccessible to children, or in accordance with current hazardous waste recommendations. (Medications are not disposed of in the sink or toilet.) [www.takebackyourmeds.org](http://www.takebackyourmeds.org)
  6. Staff medication is stored in the main office or the preschool office out of reach of children. Staff medication is clearly labeled as such.

### **Emergency supply of critical medications**

For children’s critical medications, including those taken at home, we ask for a 3-day supply to be stored on site along with our disaster supplies. Staff are also encouraged to supply the same. Critical medications – to be used only in an emergency when a child has not been picked up by a parent, guardian, or emergency contact – are stored in classroom emergency backpacks. Medication is kept current (not expired).

### **Procedure for Minor Injuries/ Illness and Medical Emergencies**

Parents must provide written consent for the school to seek and approve medical care in an emergency situation, a court order waiving the right of informed consent, or alternate plans for emergency medical or surgical care if the parent cannot be reached. This information is included on the Medical Information and Authorization form signed by the parent and stored in the child’s file.

1. Child is assessed and appropriate supplies are obtained.
2. If further information is needed, staff trained in first aid will refer to the First Aid Guide located in every first aid kit.
3. First aid is administered. Non-porous gloves (nitrile, vinyl or latex) are used if blood is present. If injury/medical emergency is life-threatening, one staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911. If only one staff member present, that person assesses for breathing and circulation, administers CPR for one minute if necessary, and then calls 911.
4. Staff call parent/guardian or designated emergency contact if necessary. For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/guardian or emergency contact arrives, including during transport to a hospital.
5. Staff record the injury/medical emergency on an “Injury/Incident Report” form. The report includes:

- Date, time, place and cause of the injury/medical emergency (if known)
- Treatment provided
- Name(s) of staff providing treatment, and
- Persons contacted

A copy is given to the parent/guardian the same day and a copy is placed in the child’s file.

For major injuries/medical emergencies, parent/guardian signs for receipt of the report and a copy is sent to the licensor.

6. The child care licensor is called immediately for serious injuries/incidents which require medical attention.
7. An injury is also recorded on the Injury Log. The entry will include the child’s name, staff involved, and a brief description of the incident. We maintain confidentiality of this log. Staff will make a copy of this document to send back to the family.

### **First Aid**

At least one staff person with current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid is present with each group or classroom **at all times**. Training includes: instruction, demonstration of skills, and test or assessment. Documentation of staff training is kept in personnel files.

Our first aid kits are inaccessible to children and located in each emergency backpack, in each classroom.

First aid kits are identified by a First Aid Sign.

**Each of our first aid kits contains all of the following items:**

<ul style="list-style-type: none"> <li>● First aid guide</li> <li>● Sterile gauze pads (different sizes)</li> <li>● Small scissors</li> <li>● Adhesive tape</li> <li>● Band-Aids (different sizes)</li> <li>● Roller bandages (gauze)</li> </ul>	<ul style="list-style-type: none"> <li>● Large triangular bandage</li> <li>● Gloves (nitrile, vinyl, or latex)</li> <li>● Tweezers for surface splinters</li> <li>● Syrup of Ipecac</li> <li>● CPR mouth barrier</li> </ul>
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***\*Syrup of Ipecac is administered only after calling Poison Control 1-800-222-1222.***

Our first aid kits do not contain medications, medicated wipes, or medical treatments/equipment which would require written permission from parent/guardian or special training to administer.

### **Travel First Aid Kit(s)**

A fully stocked first aid kit is taken on all field trips and playground trips. These travel first aid kits **also** contain:

- Liquid soap and paper towels
- Chemical ice (non-toxic) for injuries
- Cell phone or walkie-talkies
- Copies of completed ‘consent for emergency treatment’ & ‘emergency contact’ forms

All first aid kits are checked and restocked monthly or sooner if necessary. The First Aid Kit checklist is used for documentation and is kept in each first aid kit.

## **Alcohol and Drug Policy**



The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Catherine School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Distribution of any medication a student requires during the school day must comply with the preschool's medication policy. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **Physical Restraint in the Classroom**

Physical restraint is only used if it has been determined necessary for the safety of students and staff. Families will be notified by the end of the day if restraint has been used, and the incident will be documented in the students' file and in the accident report book in the director's office. Physical restraint is sometimes part of a student's individualized care plan based on their mental and/or physical health care providers treatment recommendations. Physical restraint is limited to holding a child as gently as possible to prevent injury to others. It is done for as little time as possible for the safety of others. No ties, seats, buckles, blankets etc. are used to restraint. If a child is unwilling to walk, staff may pick them up and take them to a quiet and safe place.

### **Students with Special Needs**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with a diagnosis, St. Catherine of Siena School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Catherine of Siena School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Individual Care Plan if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Catherine of Siena school will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Catherine of Siena school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Catherine of Siena School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Catherine of Siena School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student’s family.

**Phase 2: Assessment – Recommend:** Comprehensive assessment through the local public school or through private, professional consultants.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**\*\*For the complete procedural plans for serving students with special needs, please contact the preschool assistant director.**

### **Child Guidance: Behavior Policy**

St. Catherine School strives to provide a safe and effective learning environment while helping preschool students learn to make choices that reflect the teachings of the Catholic Church. We provide an environment where students are encouraged and taught to respect others and their classroom. Teachers provide a safe and nurturing environment where behavior management is fair, consistent and appropriate for the age of the child. Our goal is to have each student become successful in making good choices that promote a classroom environment that is positive, free of disruptions, and conducive to everyone’s success.

Preschool teachers and staff will employ a variety of techniques to encourage positive behavior, including:

- Positive role modeling
- Positive Redirection-Providing students with another option, giving two appropriate options to choose from, or creating a diversion that works with the situation at hand.
- Conflict Resolution-Explain how different reactions can make conflicts better or worse. Describe the decision-making process for resolving conflicts. Come up with a plan for next time.
- Verbal Warning
- Quiet Reflection Time
- No corporal punishment is allowed on the St. Catherine premises by staff or parents at any time, under any circumstance.

### **Guideline for Student Behavior**

As members of the St. Catherine School community, students and staff are expected to act in ways that are respectful, thoughtful and Christ-like.

1. Teachers have a right to teach and students have the right to learn in a safe environment.
2. Students will behave in a manner that reflects Christian social teaching.
3. Students will be accountable for their actions.
4. Behavior management is the responsibility of parents, teachers, and students and we are expected to work together in the best interest of our students.

Teachers are responsible for the safety and care of our students. Therefore, they must:

1. Clearly define the expected limits of behavior to all students.
2. Treat students fairly and judiciously.
3. Encourage students to make good choices.
4. Work in cooperation with parents to address issues effectively.

### **Corporal Punishment Policy**

The use of corporal punishment in any form is prohibited at St. Catherine School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

### **Expulsion**

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Student behavior that may warrant expulsion: Student behavior that adversely impacts the health or safety of other students or educational staff' includes, but is not limited to, the following examples:

- Abusive behavior, lewd conduct, harassment and/or sexual harassment
- Assault, threats, causing physical injury or damage to school property
- Behavior that constitutes harassment, intimidation and bullying where such acts adversely impact health and safety of students or staff
- Criminal acts
- Dangerous weapons, instruments & activities
- Fighting
- Disruptive conduct

### **Emergency Preparedness/Disaster Plan**

Our Disaster/Emergency Response Plan is located in the preschool classrooms for review and will also be reviewed with parents on Curriculum Night. St. Catherine staff are trained annually in all areas of emergency preparedness including Infant/Child/Adult CPR and First Aid, Earthquake/Fire/Shelter-in-Place/Lockdown preparedness and protocols. Emergency drills are conducted regularly throughout the school year in compliance with [Washington State requirements](#), with monthly fire drills and quarterly disaster drills. In the event of the need for onsite or offsite family reunification, parents will be notified from the school principal/preschool director with specific instructions via our Alma emergency alert system.

### **Liability Insurance**

St. Catherine Schools' liability insurance policy can be found posted in each preschool classroom.

### **PreK and Kindergarten Transition**

At the end of your child's year in preschool, the staff will work with parents to decide if their child is ready to transition on to the next year, whether that transition is from Cubs/Lions to Tigers or Lions/Tigers to Kindergarten. At times, certain students may benefit from an additional year in their current class before transitioning on to the next class. This is a decision made with parents, preschool staff and administration over the course of multiple discussions in the spring.

### **School Closures**

Inclement Weather/Closure of School: When inclement weather makes it necessary to close the school, parents will receive notification through our online Student Information System, ALMA. School administration will initiate our emergency/snow closure communication by contacting the phone numbers/emails you have provided the office. We will post a notice of school closure on the home page of our school website at [www.stcatherineschool.net](http://www.stcatherineschool.net). There will be a “Special Announcement” message on the main school telephone number, 206.525.0581. Parents will receive notification through KOMO TV broadcasts, as well. Seattle Archdiocesan schools normally follow the Seattle Public Schools’ schedule for emergency closure.

When possible, a later opening will be announced. A Late Start means that school will open at 10:30 a.m. Classes may be canceled due to special circumstances beyond inclement weather (e.g. severe illness outbreak, mechanical problems, etc.). State approval for independent schools requires operation of the educational program for a minimum of 180 days or 1000 instructional hours. The St. Catherine School calendar will reflect these guidelines.

### **Parental Involvement**

Parents are always welcome to observe in our classroom. Please coordinate with your child’s teacher to plan an observation. We appreciate all of our parent volunteers who give countless hours of support to St. Catherine School. All of our parents and volunteers (grandparents, aunts, uncles, etc.) must complete the VIRTUS Safe Environment Compliance Program ([www.virtusonline.org/virtus/](http://www.virtusonline.org/virtus/)) as required by the Archdiocese of Seattle.

Parents must complete the necessary requirements before they are authorized to volunteer in the classroom, volunteer on field trips, coach sports teams through the CYO program, chaperone camps, or volunteer with students in any other capacity. The requirements differ for new volunteers and those current volunteers who have already completed the initial training.

There are three basic elements of the VIRTUS Safe Environment Program:

1. Criminal Background Check
2. Documents to review and sign
3. Safe Environment training – required Foundation class called “Protecting God’s Children for Adults”

Families new to St. Catherine and wish to volunteer in preschool must register online:

- Visit [www.virtusonline.org/virtus/](http://www.virtusonline.org/virtus/)
- Please click on the Registration link on the left side of the page and follow all prompts for “New Registrant”

Current St. Catherine volunteer: Parents are required to monitor their own compliance with the Safe Environment Program. Please log into your VIRTUS account to ensure you are up-to-date with requirements. The school office will verify that all parents meet compliance with the Safe Environment Program.

If you have any questions regarding VIRTUS or the Safe Environment Program, please contact the school office.

### **Transportation and Field Trips**

St. Catherine School Preschool program may only take occasional walking field trips. Any field trip activities have educational value for the students. In the event of a walking field trip, all parents are required to fill out a field trip permission form set home from the school.

### **Staff Safety Compliance**

All of our staff have a current background check on file, have completed Basic STARS training, are CPR and First Aid trained, and are compliant with HIV/ Bloodborne Pathogen containment practices.

## Staff Policies

All preschool staff must adhere to Washington Administrative Code requirements for their given roles in areas including:

- General staff requirements
- Preservice requirements
- Training requirements
- In-service training
- Program-based staff policies and training
- Staff oversight
- Staff records
- Providing for personal, professional, and health needs of staff

## Mandatory Reporting Law

We follow the state reporting laws regarding Child Abuse and Neglect. If there is “reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW 26.44.040”.

## Tuition

### General Information:

1. The School Commission, in consultation with the Finance Council, principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

### Tuition Goals:

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

### Tuition Rates:

1. In-Parish Tuition Rate
  - a. A St. Catherine of Siena In-Parish family is one who is registered in the parish prior to school registration.
    - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
    - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
  - b. A St. Catherine of Siena In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
  - c. A St. Catherine of Siena In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing time, talent, and resources.

## 2. Monitoring of the St. Catherine of Siena In-Parish Tuition Rate Privilege

- a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the St. Catherine School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to St. Catherine Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.
- b. Each year, the School Commission, in co-ordination with the Principal, will establish the actual cost of educating a student at St. Catherine of Siena School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students.
- c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. [The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records].
- d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving St. Catherine of Siena School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
- e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
- f. Some neighboring parishes give financial assistance to their registered families.

## 3. Out-of-Parish Tuition Rate

- a. This rate is available to students who are not currently active members of a parish, and who are not eligible for the in-parish tuition rate.

### **Tuition Payment Options:**

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

1. Tuition is due on or before the **first (1<sup>st</sup>) day** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:

- a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
- b. If at the end of **ninety (90) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.

2. St. Catherine of Siena School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

3. St. Catherine School offers three tuition options to school families:

- a. Tuition paid in full July 1<sup>st</sup>
- b. 11 equal payments (July through May)
- c. 12 equal payments (July through June)

4. Families that are experiencing financial difficulties should contact the principal immediately.

**5. Electronic banking is an option for all school families in School Admin.** Please contact the school office if you would like to set up automatic payments. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. Catherine of Siena School.

### **Tuition Contracts or Covenants:**

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Catherine of Siena School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or office manager.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees then both should sign the tuition contract. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay a registration fee of \$250 per child. The registration fee is used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable.

## **Enrollment and Disenrollment**

Registration Contract:

1. St. Catherine of Siena School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Catherine of Siena School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full. I/We assume full responsibility for payment of all tuition, fees, and other charges to St. Catherine School. If tuition and fees are not timely paid (or if all balances are not paid in full by the conclusion of the school year): (1) grades will not be issued; (2) student transcripts will not be released to other schools; and (3) student(s) will not be allowed to re-enroll for the following year.

2. I/We understand that the student(s) listed above is/are being enrolled for the entire school year or period covered by this agreement. I/We further understand that, in setting its annual budget and incurring expenses, St. Catherine School relies on my/our commitment to enroll the student(s) listed above for the entire school year. I/We further understand that, even prior to St. Catherine School's setting of its annual budget, St. Catherine School incurs non-refundable costs associated with the upcoming school year, and St. Catherine School's expenses do not diminish with the departure of students during the school year. I/We further understand that the actual damages and losses of any student departure are impossible

to determine at the time of executing this agreement. I/We therefore agree that if the student(s) listed above is/are withdrawn or involuntarily separated for any reason:

a. Between enrollment and August 18, 2023, all unpaid tuition, fees, and charges for the first trimester of the 2022-2023 school year will be immediately due and payable as liquidated damages (and not a penalty). If I/we have an active SchoolAdmin account at the time of such withdrawal or separation, I/we authorize St. Catherine School to immediately charge such amounts via SchoolAdmin. If I/we do not yet have an active SchoolAdmin account, I/we will write a check to St. Catherine School for such amounts within five (5) days of notice of such withdrawal or separation.

b. After August 27, 2023, all unpaid tuition, fees, and charges for the entire 2023-2024 school year will be immediately due and payable as liquidated damages (and not a penalty). If I/we have an active SchoolAdmin account at the time of such withdrawal or separation, I/we authorize St. Catherine School to immediately charge such amounts via SchoolAdmin. If I/we do not yet have an active SchoolAdmin account, I/we will write a check to St. Catherine School for such amounts within five (5) days of notice of such withdrawal or separation.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

### **Use of Student Information and Pictures**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must indicate this during the registration process prior to the beginning of the school year.

### **Student Records**

Maintaining accurate information in each child's records is necessary to meet both Washington State licensing requirements and to be informed while the child is in our care.

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

### **Transfer of Student Records**

If a parent is registering a child in another school, St. Catherine school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.



## **Types of Records**

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacrament of Baptism
3. Attendance records are kept for each student. Detailed attendance logs are kept on file at the school for seven years.
4. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
5. Disciplinary records are kept in the principal's office while a student is enrolled at St. Catherine School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
6. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Catherine School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Catherine School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Catherine School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Catherine School to comply with the requirements of FERPA. The name and address of the Office that

administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

### **Additional Information for Families and Children**

Families and children at St. Catherine Preschool may find additional information and policies in the [St. Catherine Family Handbook](#). During registration, families sign acknowledgements of adherence to both handbooks.