



Preschool Parent Handbook 2022-2023

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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 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 (Tigers class).

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 Enrollment 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 spring.

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 the 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 School admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. In the administration of its policies the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

Days and Times

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

Half day classes operate 8:20am-12:30pm.

Full day classes operate 8:20am-3:10pm.

We offer before school care in our **Early Owls** program for 7:00am-8:20am.

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 8:20-3:10, one Cubs (3-4) class 8:20-3:10, and one half day combined Tigers and Cubs class 8:20-12:30 three, four or five days a week.

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 or half day options.

Cubs Class 4 days a week, full or half day options.

Cubs Class 5 days a week, full or half day options.

Tigers Class 3 days a week, full or half day options

Tigers Class 4 days a week, full or half day options.

Tigers Class 5 days a week, full or half day options.

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

Days must be chosen at time of registration. 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 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 Tiger portable Classroom from 7:00am-8:20am for both Cubs and Tigers students. Students who have pre-registered for Early Owls may arrive at any time between 7:00-8:20. Parents should follow all sign-in procedures and escort their child into the Tiger 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 Tiger Classroom during the Early Owl program.

Sample Cubs Schedule

8:30-12:30 Morning Program Sample Schedule	
Monday through Friday (activities vary daily)	
8:20- 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
12:30 -3:10 Full Day Afternoon Schedule	
Monday through Friday	
12:35-1:35	Rest Time / Quiet Time
1:40-2:10	Clean up/Recess
2:10- 2:30	Enrichment time/Yoga/music and movement
2:30-3:10	Art/ Centers/ Story Time/ Author Study

Sample Tigers Schedule

8:30-12:30 Morning Program Sample Schedule	
Monday through Friday (activities vary daily)	
8:20 – 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
12:30 -3:10 Full Day Afternoon Schedule	
Monday through Friday	
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

PM Pandas Schedule

PM Pandas is located in the Tiger Classroom for both Cubs and Tigers students 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.

PM Panda Schedule 3:10-6:00 Monday through Friday	
3:10-3:40	snack
3:40-3:55	centers/art/enrichment
3:55- 4:15	stories
4:15- 5:15	Recess
5:15 -6:00	Inside Free Choice and Play

Arrival and Departure

All children must be dropped off and picked up by a parent/guardian or other authorized adult at their classroom door. 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, full time preschool parents should park in the parish lot **ONLY** and escort their child to/from the preschool classroom. Full time 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. Half day parents will receive a map outlining places on the street near the Siena Center where they may park for drop off and 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

Both Cub and Tiger classes follow the St. Catherine Preschool calendar. The school calendar can be accessed on the St. Catherine website. www.stcatherineschool.net

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 a 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 themselves 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.

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 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(mandatory for licensing)
- Nap items: Each child will receive a "Rolle Pollee" nap sac (with pillow attached) You may send a favorite stuffed animal to school with your child. This will be billed through your School Admin account at the start of the school year. If this is a financial burden for your family, please let us know.

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 3rd snack around 3:45pm. 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**.

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

We maintain a small food supply 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.

Food Allergies and Nuts

The preschool building is tree nut and peanut free. All food sent in snacks and lunches need to be free of tree 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:

STUDENT'S SYMPTOMS/ DIAGNOSED ILLNESS:	STUDENT MAY RETURN TO SCHOOL WHEN:
Fever greater than 99° (orally)	Temperature below 99° (orally) for a minimum of 24 hours WITHOUT 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 producing colored mucus	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 is given, call the school before sending your 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
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Children with any of the above symptoms/conditions are separated from the group and taken to the health clinic in the main 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.

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 the **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 "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.

<https://www.stcatherineschool.net/links-and-resources>

Parent /Guardian Consent for Over- the Counter Medication

1. 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:
 1. 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*
 - b. The medication has instructions and dosage recommendations for the child's age and weight; *and*

- b. 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 for up to 6 months.

Health Care Provider Consent

1. 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 rehydration 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 a 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 a 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 main office. Controlled substances are counted and tracked with a medication record form.
4. 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

5. 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 the 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 is present, that person assesses the child 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:

- o Date, time, place and cause of the injury/medical emergency (if known)
- o Treatment provided
- o Name(s) of staff providing treatment, and
- o 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">● First aid guide● Sterile gauze pads (different sizes)● Small scissors● Adhesive tape● Band-Aids (different sizes)● Roller bandages (gauze)	<ul style="list-style-type: none">● Large triangular bandage● Gloves (nitrile, vinyl, or latex)● Tweezers for surface splinters● Syrup of Ipecac● CPR mouth barrier
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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.

Disaster Plan

Our Disaster Plan is located in the preschool classrooms for review and will also be reviewed with parents on Curriculum Night. We conduct monthly fire drills and quarterly disaster drills.

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 Behavior Support through Tiger Paw awards
- 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 Students 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. Discipline 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.

Tigers 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 to Tigers or 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. 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. There will be a "Special Announcement" message on the main school telephone number, 206.525.0581. Parents will receive notification through KING5 and 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/) 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/
- 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.

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”.