
POVERELLO OF ASSISI PRESCHOOL

In the tradition of

Saint Francis of Assisi



STUDENT-PARENT HANDBOOK

2016-2017

*Franciscan Sisters of the Immaculate Conception
Province of Saint Clare of Assisi*

PLEASE READ CAREFULLY
AND KEEP AVAILABLE FOR EASY REFERENCE

Directory

Location

Poverello of Assisi Preschool
13367 Borden Avenue
Sylmar, California 91342

Telephone

School Office Phone No.: (818) 364-7446
FAX Phone No.: (818) 364-8596

Website

www.poverelloschool.com

Facebook

<https://www.facebook.com/pages/Poverello-of-Assisi-Preschool/190528570996168>

Office Hours

Monday to Friday
8:00 A.M. - 11:20 A.M. And 12:00 P.M. - 3:20 P.M.

Class Session Hours

Morning: 8:10 A.M. – 11:10 A.M.
Afternoon: 12:10 P.M. – 3:10 P.M.

PHILOSOPHY FOR POVERELLO OF ASSISI PRESCHOOL

PURPOSE

The fundamental goal of Poverello of Assisi Preschool is to provide three, four, and five year olds with a secure, stimulating and enriching environment. Our staff teaches and guides students through many fascinating areas in the development of their physical, emotional, social, intellectual and spiritual growth.

STUDENTS

We recognize the individuality of each student. Children of preschool age vary greatly in their maturation and achievement rates. Not all students experience an equal degree of mental, physical, or spiritual development at the same time. We feel it is essential to be aware of the needs of each student and to assist him/her at every stage to make the most of his/her abilities.

ACADEMICS

Poverello Preschool has created a learning environment to cultivate in the student the intellectual, creative and aesthetic faculties of the human person. We seek to develop in them the ability to make correct use of their judgment, will, and effect. We promote a sense of values, encourage just attitudes, prudent behavior and introduce them to the cultural patrimony handed down from previous generations. We prepare them for the challenges that years ahead have to offer, and encourage friendly interaction between students of different cultures and backgrounds that will lead to mutual appreciation. In addition to various different teaching methods, hands on, repetition etc., one of the most important methods is that the children are taught how to learn, lead and inspire.

MISSION

“The way, the truth and the life.” (John 14:6) The mission of Poverello of Assisi Preschool is to foster love of God, respect for oneself and others, understanding of the Roman Catholic faith, and to provide a safe, nurturing environment for academic learning. An emphasis is placed on building a personal relationship with God, through which the whole child is developed.

“As Christians, we are confident of ultimate success, trusting Jesus Christ, who is the inspiration, the content, and the goal of Christian education. To teach as Jesus did.” (A pastoral message on Catholic education, Washington, DC, 1973.) Our teachers employ proven methods of instruction to challenge the whole child; we recognize that parents are the primary educators of their children. Working together, we can build an educational climate at home, and at school, to enhance the children’s development and stimulate their appetite for on going learning. Our curriculum is designed to develop a positive self-image, nourish and sustain emotional health, encourage physical growth and muscular

prowess. We foster satisfying social interactions, enhance creativity, and develop language skills. We promote the development of their dependence upon God, moral, physical and intellectual abilities, and the desire to become good citizens and faithful members of the Kingdom of God.

NURSERY CURRICULUM

RELIGION

- Help the children to develop positive attitudes about themselves, their family and friends by discovering and learning more about the many gifts, talents, and abilities that God has provided.
- To increase the children's knowledge and participation in the Church's liturgical seasons.
- To increase the children's knowledge and practice of Christian action toward others, such as taking turns, listening, helping, waiting, caring, sharing, loving and thanking others.
- Children will reinforce Christian values and attitudes being taught at home.
- To increase the children's appreciation and celebration of God's love and goodness through Scripture, music and prayer.
- Children will grow in their love for Blessed Mother through Marian Celebrations.

MATHEMATICS

- Children will learn to distinguish the primary colors.
- Children will be introduced to number recognition (1-10) and counting skills.
- Children will explore patterns, shapes and positional concepts.
- Children will be introduced to opposites.
- Children through motor skills will develop a sense of spatial relations and measurements.

LANGUAGE ARTS

- Children with pre-reading will develop a phonological awareness, listening skills and will be prepared to read and write.
- Children will be introduced to Nursery Rhymes and alliteration.
- Children will be able to recognize and write the Alphabet.
- Children will be introduced to dramatic play and will learn the value of team work, creative expression, independent thinking and role play.

MANIPULATIVE PLAY

- Children's learning will be enhanced through the use of manipulative activities, role playing, art activities, blocks, play dough, puzzles.

ART AND MUSIC

- To help the children to feel free to express themselves creatively.

- Children will experience and explore activities that include painting, cutting and pasting.
- Children will be able to dance, march to music and produce their own music by using classroom instruments.

SCIENCE

- Children will have an appreciation of God's creation.
- Children will grow and appreciation for living things.
- Children will observe and learn the common needs and similar activities of living things.
- Children will know the five senses
- Children will be able to identify living and nonliving matter.

SOCIAL STUDIES

- Children will learn Christian and social moral; practice human values, respect for nature and environment
- Have a sense of acceptance of self and others.
- Grow independency with self confidence
- Learn how to follow directions and take responsibility, express self and feelings.
- Understand an introduction to community helpers
- Understand an introduction to Religious and Patriotic events.
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COMPUTER

- Children will be introduced to computers and begin learning basic computer skills, with the mouse and keyboard.

SMART BOARDS

- Using the Smart Boards children will gain a greater understanding through interactive learning.

PRE-KINDERGARTEN CURRICULUM

RELIGION

- Children will express their appreciation for God's love, friendship and gift of life as they recognize that God made them special.
- Children will develop a greater awareness and appreciation for their senses as a gift of God.
- Children will increase their knowledge and appreciation for God's gift of creation.
- To help the children to discover that their families are a gift of God's love for them and help them to learn about and discover ways to be helpful to others.
- To help the children to learn more about: why, when, where and how to pray.

- To help the children express their thankfulness and appreciation to God for their senses of sight, touch, hearing, smell and taste.
- Children will understand the awareness of the liturgical seasons such as: Advent, Christmas, Easter, and will grow in their understanding of other national celebrations as Thanksgiving, Valentine's Day, and Mother's and Father's Day.
- Children will grow in their love for Blessed Mother through Marian celebrations.
- To help the children to celebrate and thank God for their physical and spiritual growth through Scripture, music, prayer, stories, finger plays and other action games.

LANGUAGE ARTS

- Children will be introduced to Literature through listening and motor skills, phonemic awareness, look and learn, and visual discrimination.
- Children will continue to write and read the Lower and Upper case alphabet.
- Children will be able to write their first name and last name.
- Children will be introduced to reading by responding to poems. They will continue to develop their listening skills of recalling and following directions.
- Children will be encouraged to express creative thinking as facts about various kinds of works and workers.
- Children will be able to identify initial and final sounds in single-syllable words as well as high frequency words.
- Children will be able to enjoy Poems and Nursery Rhymes.
- Children will be introduced to short vowels and three letter-rhyming words. They will be able to use motion activities, as they strengthen their large and small motor coordination.
- Children will be introduced to spelling, more oral language, vocabulary development and literature activities.

MATHEMATICS

- Children will learn to classify and understand the concepts: position, colors, and shapes and will work in problem solving and following sequence of patterns.
- Children will be able to use one-to one correspondence to compare groups of objects without counting. They will be able to associate the number 1-5 using sets of objects.
- To help the children to count one to nine objects, associate zero objects with the number zero and the use of a strategy to solve problems.
- Children will be able to count zero to twelve objects and to match the appropriate number. They will be able to write the number *before* or *after* a given number and the number between two given numbers.
- Children will be introduced to time and money. They will be able to tell time to the hour, to count and identify coins needed to buy items priced through 12 cents.
- Children will be able to identify 0 through a larger number and review counting and writing the numbers.

- Children will be introduced to Order and place value. They will be able to define *greater* and *less*, to use ordinal and cardinal numbers, to read a bar graph, associate days of the week and many days to a month.
- Children will be introduced to fractions, and measurements using nonstandard units.
- Children will be able to join two groups and write the number that tell how many in all, defining plus, equals, add, and addition.
- To help the children understand take away as subtraction: comprehending' subtracting, taking away, and minus' as vocabulary usage.

SOCIAL STUDIES/SAFETY

- Children will continue learning about Community Helpers.
- Children will expand their knowledge in National Celebrations.
- Children will develop the love of multicultural diversities.

ARTS

- Children will be allowed to use their creative minds independently through such activities as in clay, painting, building, role play, drawing and coloring.
- Children will be involved in dance and music activities.
- Children will be exposed to different sport activities to strengthen their large motor skills.

iPAD

- Students will have the opportunity to use individually the iPad to strengthen the curriculum.

COMPUTER

- Children will learn to improve on basic computers skills.

SMART BOARDS

- Using the Smart Boards children will gain a greater understanding through interactive learning.

KINDERGARTEN CURRICULUM

RELIGION

- Children will strengthen their love for God and others through an awareness of God's love for each one of them and express their appreciation for God's love, friendship, and the gift of life.

- Children will increase their knowledge about the truth, purpose and wonders of God's creation. Responding to God's gift of creation with a sense of wonder and appreciation, as they express their thankfulness to God our creator.
- Children will increase their awareness of God's many gifts for us in creation and will develop an attitude of thankfulness and appreciation for God's gifts.
- Children will understand Advent as a time for waiting and preparing for Jesus' birthday and will experience the joy of getting ready for Christmas and to celebrate and express their thankfulness and appreciation to God for sending us Jesus.
- Children will express their thankfulness and appreciation to God for their senses.
- Children will continue to develop a relationship of trust and friendship with Jesus and to express their thankfulness and appreciation for Jesus' friendship.
- Children will discover many kinds of new life in spring time celebrate and thank God for Jesus' new life.
- Children will understand that every one has feelings and that feelings are okay and that God loves them just they way they are.
- Children will grow in their love for Blessed Mother through Marian Celebrations

Social students and part of Science are intergraded in Religion Curriculum

LANGUAGE ARTS

- Children will be introduced to phonemic awareness and auditory discrimination.
- Children will be introduced to Consonant Sounds through poetry and rhyming words.
- Children will be introduced to Short Vowels.
- Children will be introduced to Long Vowels.
- Children will be able to identify Consonant blends, high frequency words and initial and final blends.
- Children will be able to identify Consonant Digraphs and to match initial sounds.
- Children will be introduced to word structure and Compound words, contractions, and identify words with inflectional endings *en* and *ing*.
- Children will enjoy listening to stories.
- Children will be introduced to reading and writing.

MATHEMATICS

- Children will identify numbers, groups, counting and writing from 0-10.
- Children will understand concepts of adding vertically and horizontally.
- Children will understand the concept of subtraction as "taken away".
- Children will recognize addition and subtraction fact pairs for sums through 1-10 and will be introduced to problem solving.
- Children will recognize and write numbers from 0- 100.
- Children will understand the concept of one's and ten's and money.
- To identify and named geometric solids and to recognize them in the environment.
- Children will be able to measure length with standard and non standard units.

SCIENCE

- Children will be introduced to greater understanding of plants, animals and their growth.
- Children will identify the seasons, weather and physical forces such as magnetism.
- Children will learn the evidences of animal life and their needs.
- Children will learn to appreciate the human body and how to take care of their bodies.
- Children will learn to take care of the Earth and the environment.

SOCIAL STUDIES

- Children will learn about the Community Helpers and their importance.
- Children will understand about the National celebrations and its influences in their family life.
- Children will understand different modes of transportation.
- Children will learn the shape of the world and its physical bodies.
- Children will understand the value of money and its different uses.

THE ARTS

- Children will begin to develop a love for Art and a habit of enjoying it in creative, active ways such as drawing, painting, cutting, pasting, working with clay, and other materials.
- Children will demonstrate basic locomotor movements: jumping, running and skipping.
- Children will strengthen their fine motor skills through the use of their hands.
- Children will participate in Music through singing and responding to rhythm.

COMPUTER

- Improve and continue to expand computer skills.

SMART BOARDS

- Using the Smart Boards children will gain a greater understanding through interactive learning.

Good Habits

Activities and projects will include clean up, to teach children the importance of cleaning up after themselves and taking pride in being neat and keeping things orderly. This will include the outside play area. Students will be taught to wash their hands thoroughly after clean up. Students will be taught that cleaning is to be done under adult supervision and that it can be dangerous to pick up items from the floor/ground without adult permission.

Remember, parents are the primary religious educators of the child, and therefore play a very important role in their child's religious and moral foundation. Sharing wonder at the world around him/her is "teaching religion" to that child.

ADMISSION REQUIREMENTS

Students must be 3, 4 or 5 years old by September 1 of the year they will be attending. All students must be bathroom independent. Current up to date Immunizations required see page 18.

ACADEMIC EVALUATION

Each child is individually evaluated as to his/her ability to accomplish the goals in that grade.

Attendance: If a child misses ten or more days per semester, he/she will not receive grades unless all work is made up. The teacher based on the child's ability to perform the goals of his or her class level will make this decision. Advancement to the next grade level will be made by the teacher and with the agreement of the parents.

Tardiness: A late fee of \$1.00 per minute is charged after the third excused late drop off. There are no excused late drop offs after 20 minutes regardless if it is the first or the fourth incident. Late pick ups will be charged \$1.00 per minute on the first occurrence and every occurrence there after.

Early Pick-Up: Every effort should be made to schedule appointments before or after school hours as children are only in session for three hours. Excessive early pick-ups will reflect poorly on student's report cards.

HOMEWORK

Homework is assigned to help reinforce concepts that are taught in the classroom, and to give parents the opportunity to evaluate their child's learning. This enables parents to reinforce areas children may be having difficulty with as they are encountered, thereby preventing the child from becoming frustrated with the learning process. Homework is assigned as follows:

- Kindergarten will not exceed thirty minutes.
- Pre-Kindergarten will not exceed twenty minutes.
- Nursery will not receive homework until January. It will not exceed fifteen minutes.

Written homework will not be assigned on holidays, and extended vacations, unless make-up work assignments are required.

Please remember, homework is a learning experience for your child, and should be accomplished by the child, with your guidance.

REPORT CARDS

Report cards for all grades are issued twice a year at the end of each semester, January and May. Children are evaluated on each of the goals stated for his/her grade level. If the report card is lost or misplaced, a copy must be requested in writing, and incurs a replacement fee of \$25.00.

GRADING SYMBOLS

+	Good
√	Satisfactory
-	Improvement Needed

SCHOOL HOURS

Morning Session: Car lines begin at 8:00 A.M.
 Class session is from 8:10 to 11:10 A.M.
 Dismissal will be at 11:10 A.M. Car Lines begin at 11:00 AM

Afternoon Session: Car lines begin at 12:00 P.M.
 Class session is from 12:10 to 3:10 P.M.
 Dismissal will be at 3:10 P.M. Car lines begin at 3:00 PM

Since the school does not provide supervision before class, children are NOT to be left alone on school grounds. *Children must wait in the car with their parent/guardian until the teachers are available. Children are not to be left unattended at any time.*

CHILDREN ARE TO BE PICKED-UP WITHIN TEN MINUTES OF CLASS DISMISSAL. Late fees are charged at \$1.00 per minute see page 15.

School closes at 3:30 PM.

TEACHER APPOINTMENT REQUEST

Parent/Teacher conferences are scheduled during report card times to provide parents the opportunity to discuss their child's achievements, behavior, and progress. However, if you have an urgent issue or concern regarding your child's performance, between these scheduled meetings, you may arrange an appointment with your child's teacher. A written request must be given to your child's teacher. She will then arrange a time for you to discuss your concerns.

At no time are parents to interrupt class or discuss their child's issues during line assembly. The teachers must attend to the children during car line arrival and dismissal.

CONCERNS AND SUGGESTIONS

If you have an issue or suggestion please feel free to contact the school secretary to speak with the principal. Anonymous letters, e-mail, messages etc. will be disregarded.

LITERATURE DISTRIBUTION

Literature of any kind is not to be distributed on school grounds without the prior consent of the school Principal. This includes but is not limited to personal literature, business literature, advertisements etc.

Disciplinary Procedures & Policies

Proverbs 10:17 tell us “He who heeds discipline shows the way to life, but whoever ignores correction leads others astray”

It is our desire for Poverello of Assisi Preschool students to be salt and light in the world, showing the way to live and not lead others astray!

Discipline at Poverello is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline Procedures & Policies

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of parents and teachers at school. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Repeated and consistent disobedience will be reported to the director. The director will make the decision to confer with the parents if necessary.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Thinking Time) – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report)

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from staff
- Inflicts physical or emotional harm on other children, adults or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Procedures for disruptive behavior

- Children cannot become self-disciplined unless they learn right from wrong. At Poverello of Assisi Preschool, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to

communicate that the behavior is not acceptable. This is in line with God's relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. (Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent His rebuke, because the Lord disciplines those He loves as a father the son he delights in.")

- All children and staff deserve respect and thoughtful consideration. The staff of Poverello of Assisi Preschool will make all efforts (as stated above) to help children modify inappropriate behaviors. Children who refuse to modify their behaviors and continue to be aggressive or disruptive, may be sent home for the day. If a child bites or breaks the skin of another child, the parents of both children will be contacted. This is due to the dangerous nature and so that medical attention can be sought immediately. If this aggressive behavior continues, and becomes a physical threat to another child (or adult), the child may be removed from the program. This behavior will not be tolerated.
- Since we do not have trained staff to help children with special needs, parents are advised to seek outside programs to benefit their child and meet their specific needs.

At no time will any corporal punishment of violation of the child's rights be acceptable. All staff members of Poverello of Assisi Preschool are required by law to report suspicions of child abuse or neglect to the Department of Social Services.

FAMILY ENVELOPE

At the beginning of the school year, each family is issued a family envelope. The purpose of this envelope is to ensure every family receives the announcements from the school office, primarily the monthly Newsletter, calendar, and tuition envelope. The envelope will be placed in the child's backpack, when information needs to be communicated with you. If you have more than one child attending Poverello, the family envelope is issued under the oldest child's name and class. You must sign and date the envelope each time it is sent home, and return the empty envelope in your child's backpack the following school day. If the envelope is damaged or lost, the replacement fee is \$2.00. It is important to check your child's backpack on a daily basis, as your family envelope or other pertinent information is sent home in this manner.

TUITION ENVELOPE

At the beginning of the school year, each family is issued a tuition envelope. To ensure proper credit of your tuition payment this envelope must be used. The tuition envelope serves as your receipt for tuition payments. The tuition envelope will be sent home in the family envelope.

If you have more than one child at Poverello, it will be issued under the oldest child's name and class. Your tuition payment must be placed in the envelope and personally brought to

the school accountant in the Main Office. Tuition may be paid by cash, personal check, or money order, with the exception of May's tuition which must be paid in cash. Tuition payments are "on time" when received between the 1st and the 10th of the month. Payments received on the 11th or later, are assessed a \$25.00 late fee. **DO NOT PUT TUITION PAYMENTS IN YOUR CHILD'S BACKPACK.** If mailed, payments must be received in the school office by the 10th of the month. A \$75.00 returned check fee will be charged for any returned checks. Tuition payments, including the returned check fee, must be paid in cash as well as all subsequent monthly tuition and other fees. If the tuition envelope is damaged or lost, the replacement fee is \$1.00 for the current year's envelope.

The Tuition Envelope is your record of tuition payments. There will be a \$25.00 charge for receipt/payment information. Receipt/payment information for previous years is assessed at \$25.00 per school year.

EMERGENCY CARD

Emergency cards will be included in your September family envelope. It is essential these cards be returned on the **FIRST DAY OF SCHOOL.** Your child may not attend school until your emergency card is on file.

This form provides the office with the necessary names and telephone numbers of those we may contact if a problem arises while your child is at Poverello. It also provides the school office with names of adults you have authorized to be responsible for your child, if you are unreachable.

This confidential information must be current and accurate at all times. **ONLY THOSE ADULTS WHO HAVE WRITTEN PERMISSION FROM YOU MAY PICK UP YOUR CHILD. EACH ADULT MUST SHOW THEIR PHOTO ID IN THE SCHOOL OFFICE EACH TIME BEFORE A STUDENT WILL BE RELEASED.**

The emergency cards also alert the school office of any health problems your child may have. The school does not provide medical care for sick children, so we must have a means to contact you. Also, please complete a new card when changes occur. These cards are not a courtesy; they are for your child's safety.

EMERGENCY PICK-UP

Do not disturb classes in session. A child may be dismissed early only for a dental or doctor appointment. The teacher must be notified as to the time of early dismissal and the reason, through a message placed in the child's backpack. Go directly to the office for permission to take your child. The teacher will send the child to the office at the pre-arranged time, or a member of the office staff will bring your child to the office.

ABSENTEES

Whenever a child is absent, the school office must be notified on a daily basis. If your child is, absent for 3 days and you have not called the office, our school nurse will contact

you. When the child returns to school, a note stating the reason for the absence must be sent to school signed by the parent or guardian. If your child was absent due to an illness that required a medical examination, or if the illness was a communicable disease, including lice, a medical "release to return to school" must be provided to the school, before the child will be admitted to his/her classroom. Medical release forms must be obtained from your physician. The office must be notified immediately if the illness is a communicable disease, including lice.

AUTHORIZATION CARD

Poverello parents agree that they alone are fully responsible for the safe and prompt pick-up/drop-off of their child. For the safety of the children, Poverello has instituted the use of the Authorization Card as well as the daily Sign In/Sign Out roster.

Two Authorization Cards will be issued to you in the September family envelope. *This card must be used starting the first day of school.* At no time will the preceding school year's authorization card be valid. The card must be completed *in full* with only the information concerning you and your child.

The use of this card was instituted as a signal between the school and the parent to safeguard your child. This card must be presented to the teacher at all times when picking-up your child. No child will be released without the Authorization Card.

If, on occasion, the cardholder does not have the Authorization Card, they may proceed to the office to obtain a temporary day pass after showing photo identification and our staff will verify they are listed on the Pre-Approved Adults Authorized to Pick-Up My Children Form. A Temporary card may be requested two times, after the second request a new card will be issued and parents billed \$1.00.

If you lose your card, you must report it to the office immediately. A replacement will be issued for \$1.00.

ADULTS AUTHORIZED TO PICK UP

The "Pre-Approved Adults Authorized to Pick-Up My Children" form will also be included in your September Family Envelope. It must list all adults, 18 years or older, to whom you have authorized to pick up your children. Be sure the name you are listing matches the name on the individual's drivers license. Remember if an emergency arises, and you are unable to pick up your child, the school will not release your child to anyone who is not listed on this form. Your child will stay with his/her teacher in the classroom until such time you can pick them up and you will be charged. If you wish to make a change on this form during the school year, please come to the school office. Please anticipate your needs. Changes **will not** be made over the telephone.

DAILY SIGN-IN/OUT ROSTER

Poverello parents agree that they alone are fully responsible for the safe pick-up and drop-off of their child. For the safety of the children, Poverello has instituted the use of the Daily Sign-In/Sign-Out Roster and the Authorization Card.

Your child's teacher will have a clipboard that will list your child's name and a place to sign in and out, for both morning and afternoon each day. Upon dropping off and picking up your child, you will be required to sign in the appropriate space by your child's name. In signing the roster, you may use your first initial, but you must sign your last name. Only parents or authorized adults may sign a child "in" or "out" of school. Students will not be released to a child or another student. The use of this roster was instituted as a safeguard for your child.

<h3>DROP OFF PROCEDURE</h3>

Poverello parents AGREE that they alone are fully responsible for the safe and prompt pick-up and drop-off of their children. Parents are also responsible for informing all persons coming to the school of the school's carline procedures. Parents will be responsible for any fines, or infractions made by persons representing them. For safety, children should not be left unattended in cars.

ENTERING SCHOOL GROUNDS

All rules for the parking lot, including the **5-MPH speed limit**, are to be adhered between the hours of 7:00 AM and 3:30 PM, Monday through Friday.

Speed limit is 5 mph on the school grounds.

Parents must be alert at all times and follow the directions of the traffic control person.

All cars entering the school grounds have the right of way over those exiting the school.

Cars may park in designated spaces only.

Parking lot attendants have school authorization to write tickets to drivers who disregard procedures. After a written warning, tickets issued carry up to a \$100.00 fine. Please respect the rights of our children and the parking attendants who protect their safety.

DROP OFF

Beginning at 8:00 AM for morning session and 12:00 PM for afternoon session, parents must walk their child to their classroom line. If you arrive early, please wait in your car or on the playground until 8:00 a.m. for morning session or 12:00 for afternoon session before walking your child to the appropriate line. Children must be signed into class each day, the adult bringing the child must sign their first and last name

When walking your child from your car to the school, remember to hold your child's hand while crossing the parking lot. Please remember to use the side walks and not walk on the grass to help keep our school beautiful.

Class begins promptly at 8:10 AM and 12:10 PM, parents must leave before class begins.

LATE DROP-OFF

A child is tardy if he/she is not in the classroom by 8:10 AM (morning session) and 12:10 AM. (afternoon session). After this time the parent or guardian must accompany the child to the office to secure a tardy slip before proceeding to the classroom. There will be three excused late arrivals per semester before you are charged. Thereafter, A LATE FEE WILL BE CHARGED AT \$1.00 PER MINUTE.

LEAVING SCHOOL GROUNDS

All cars are to proceed in a single line around the building and down the driveway.

Please be alert and follow traffic control persons' directions. Stop at the orange cones.

All cars entering the school grounds have the right of way to those exiting the school.

Speed limit is 5 mph on the school grounds.

RAINY DAY/INDOOR PICK-UP/DROP-OFF

On days that the children will be picked up or dropped off indoors, an umbrella flag will be displayed on the school drive way just past the entrance. Indoor drop-off/pick up usually occur on rainy, cold or very hot days.

PICK-UP

Follow the same procedures set forth above for entering school grounds.

Dismissal time is 11:10 a.m. for morning session and 3:10 p.m. for afternoon session. At that time, parents or adults must present their authorization card to their child's teacher and sign their first and last name on the daily sign in sign out roster. On days the children are to be picked-up inside, we will display a flag outside on the entrance side of the driveway.

When walking your child from the school to your car, remember to hold your child's hand while crossing the parking lot.

LATE PICK-UP

Children not picked up by 11:20 AM morning session, and 3:20 PM for afternoon session, will be kept in the classroom with the teacher and charged \$1.00 PER MINUTE. If the teacher is not in the classroom, please contact the school office. Late fees will be incurred on the first occurrence and every occurrence there after.

SCHOOL PLAYGROUND

Playground supervision is not provided by the school before or after school. Parents must supervise children on the school playground when school is not in session. Children are not to be left unattended on the school playground at anytime.

SCHOOL GROUNDS

To help keep Poverello School Grounds beautiful please use the designated walk ways and paths.

For the safety of the children, please do not allow children to climb on planters, or areas not intended for that purpose.

Pets/Animals are not permitted on school grounds.

For the safety of all students scooters, skateboards, skates and other ride on apparatus are not permitted on school grounds.

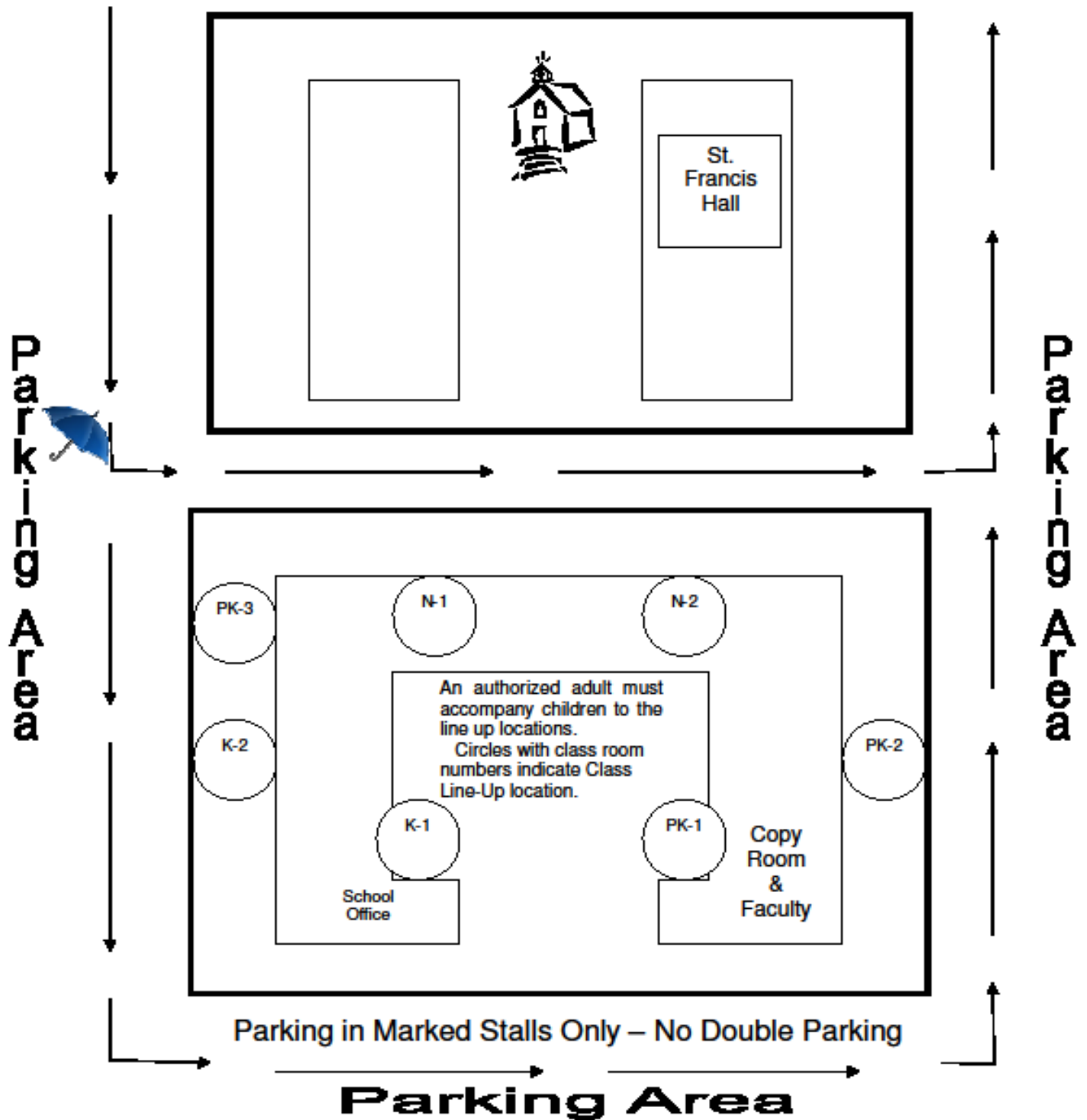
PARKING LOT PROCEDURE

13367 Borden Avenue
Sylmar, CA 91342

Entrance
Only

Exit
Only

Indoor Drop-off/Pick Up When Umbrella Flag is Out (See pg 14)



HEALTH AND SAFETY

Medical Requirements

By California State Law, Poverello of Assisi Preschool requires that all children prior to admission have the following:

- Annual medical examination.
- Annual Mantoux (tuberculosis) test (Not a state requirement – A Mandatory Poverello Requirement)
- Immunizations:
- Polio – Nursery & PK require 3 doses. Kinder requires 4 doses.
- Measles, Mumps & Rubella (combined injection). First dose given after 12 months, 2nd MMR for all students entering Kindergarten.
- Diphtheria, Pertussis, and Tetanus (combined injection). Nursery & PK require 4 doses. Kinder requires 5 doses.
- Hepatitis B – 3 doses are required.
- HIB at least one dose required.
- Varicella (Chickenpox) required to enter school.

These are mandatory requirements and no child will be allowed to attend class until all requirements (yearly examination, yearly Mantoux, and up-to-date immunizations) are met. Children need to be taken to their own physician to have the required form completed. This form must be in the school office *prior* to your child's attendance. Families, who miss the medical form deadline, *cannot* bring their children to school until the school nurse, or the Principal, advising the forms are complete and correct, has contacted them.

If the date for your child's annual examination or Mantoux immunization occurs during the school year, you must submit the required medical form at the beginning of the school year. Then submit an updated form *prior* to the yearly date, or your child will be subject to exclusion from school until the medical requirements are met. Immunizations must be administered and read prior to the expiration of the previous immunization.

California State Law also requires adults who have direct contact with young children be in good health. To fulfill this requirement, a Mantoux tuberculosis test must be submitted to the school office for any adult who will be involved with their child at school. (This test is good for 3 years) This involvement includes any party, or any activity in which an adult participates at the school during school hours.

The school provides no medical aid or treatment of health problems, so children who are not well must be kept home from school. If your child is feverish, no matter how slight, or complaining of not feeling well, please do *not* send him/her to school. If any child has an unexplained rash, check with a doctor before bringing him/her to class. If any child complains of not feeling well or is feverish during class, his/her parents will be called to pick them up.

HEALTH PROBLEMS

For the best protection of your child, the teacher as well as the school office personnel must be alerted to any health problems such as heart disease, epilepsy, diabetes, asthma, or severe allergies, etc. The best way to do this is to list such problems on the physician's physical report AND on the emergency cards.

MEDICINE

No medicine of any kind, including aspirin, will be given to students while at school, unless the child has asthma and requires an inhaler, or has an allergy that requires a pin shot. Arrange for medication to be given before or after school. It would be helpful to advise the teacher, and school office, of any strong and/or tranquilizing medications that have been prescribed for your child.

INJURY/ILLNESS

The school may administer only minor and very basic first aid. In the event of accidents or injuries of any kind, to the children while attending classes, either in or about school, such accidents will be reported immediately to the parents or guardians. School authorities do not provide medical aid or other treatment, and do not assume any liability for injuries received in or about the school premises, or in the use of school facilities.

Should your child become ill at school, the child's parent, or person listed as an emergency contact will be called to come for the child. We are not equipped to care for sick children for long periods. Upon being notified, a parent or authorized adult must arrive in a timely manner, (30 minutes) to take the child home.

A student returning to school with stitches, casts, crutches, leg brace, or a wheelchair must have a doctor's note to attend school, and must comply with safety procedures required by the school.

BATHROOM ACCIDENTS

All students will be required to keep a weather appropriate change of clothing in the small pocket of their backpack. In the event of a potty accident children can be changed immediately. If a child has a bowel movement accident, a parent will be called to change the student.

PARENT/TEACHER ORGANIZATION

All parents of students attending Poverello are members of the Parent/Teacher Organization (PTO).

The goal of this organization is to promote the parents understanding of rules, regulations, current events occurring in the school, and spiritual growth, as well as to promote the spirit of unity between the child, teacher and the school.

FEES AND PAYMENTS

The school conducts mandatory fundraisers each year. It is a commitment that parents agree to when enrolling their child. Be aware that with each mandatory fundraiser, there is a late fee of \$10 cash incurred for every month it remains outstanding. Payment History may be requested from other school when applying for 1st grade or higher. Prompt payments should be made to avoid negative feedback.

All fees must be paid prior to registration and graduation. Families with outstanding fees will not be permitted to re-register, nor receive report cards or allowed to participate in graduation ceremonies.

If your check is returned from the bank, you will be charged a \$75.00 returned check fee for each check that does not clear. Thereafter your family account will be on a cash only basis for the remainder of the school year.

Messages sent regarding fees via e-mail, voice mail, etc will not excuse late fees.

GRADUATION

Kinder students will participate in a graduation ceremony at the end of the school year. A fee is charged to cover the cost of this special event. This fee must be paid in full prior to graduation. All outstanding fees must be paid in order for students to participate in the ceremony.

EARTHQUAKE PREPAREDNESS

Earthquake preparedness is a necessary part of our daily lives. In the event of an earthquake, the school maintains an earthquake kit outside of the school building, which contains food and water for all of the children and staff for 48 hours. Blankets and first aid supplies are also contained in the kit.

The **TWO** Earthquake information cards you received in the August Family Envelope must be completed and returned to the school office on the **FIRST DAY OF SCHOOL**. These cards will be kept in a specified area away from the school building. In the event of a disaster, it will provide the necessary information to the staff who are caring for your child. Fill out **BOTH** of these cards completely, listing any special medical conditions or precautions that the staff should know about your child.

During the school year, the children will be instructed what to do if an earthquake does occur. If children are inside the classroom, they will be instructed to move away from the building and walls. The children will then proceed to a safe location on the grounds and remain under the teachers supervision.

If a minor tremor (no damage to building) occurs during school hours, class will continue as usual. Children will be dismissed at their regular time. If you or your child feels

uncomfortable, it is your option to come to the school and sign your child out. Remember your child will only be released to you or the persons you designated on the "Pre-Approved Adults Authorized to Pick up my Child(ren) Form".

If a major tremor occurs, severe earthquake/disaster-fire, flood, etc., the children will proceed to a safe location on the grounds and remain under their teachers supervision. Listen to the local radio and news. We will follow the same procedures as local schools. If evacuation of the area becomes necessary, Saint Clare's Convent, located next door at 13353 Borden Avenue, Sylmar is listed as the evacuation site. Children will remain under the teachers supervision until the parent or authorized adult comes to pick up the child. The children will not be released to any adult that does not appear on the "Pre-Approved Adults Authorized to Pick up My Child(ren)" Form. The adult picking up the child will be required to sign the Daily Sign In/Out Roster.

In the event of an earthquake, stay calm. Remember, please do NOT call the school, we must keep the lines open for emergency calls. Even in a minor earthquake, if you are concerned about your child/ren please come to the school. We hope we will never face a major disaster, but if it does occur during school hours, we are prepared to provide protection and security for all of our students.

UNIFORMS & ATTIRE

Children must be in complete uniform the first day of school and everyday thereafter. Michael's Uniforms Plus is our uniform provider, including shoes. Shoes must be in compliance as described below and must be purchased at Michael's Uniforms. All uniforms must be clean and in good condition, for this reason the sale and purchase of used uniforms is not permitted. Using a permanent ink pen, please mark your child's name and class on every article of clothing. The school is not responsible for lost items.

Girls Required Attire

- Plaid Skort – at regular length
- Brown Vest – school emblem on upper left-hand side.
- Blouse – white Peter Pan collar
- Tie – double brown and gold – to be worn AT ALL TIMES
- Socks – white cuff Bobbie socks, no ruffles
- Sweater – brown cardigan with school emblem on upper left hand side
- Hair – should be neat and away from face (not loose). Braids, ponytails, etc. are acceptable. Bangs should be above the eyebrows.
- Shoes – ALL black baby doll with one strap.
- Backpack – is regulation with Poverello emblem*
- Jacket – brown with hood (emblem not necessary)
- Khaki Twill Shorts – weather permitting

Boys Required Attire

- Pants – brown Twill
- Shirts – white pinfeather pullover short sleeve with emblem on upper left hand side must be tucked in with black belt.
- Shoes – black leather with Velcro closure (No tennis shoes)
- Socks – white
- Sweater – brown cardigan with emblem on upper left hand side
- Hair – **Not shorter than a #2** and cut so that it is not touching the collar of shirt
- Backpack – with Poverello emblem*
- Jacket – brown with hood (emblem not necessary)
- Khaki Twill Shorts – weather permitting
- Black belt

Cold Weather Attire

Solid White Turtlenecks, long sleeve shirts, or thermals may be worn under the uniform blouse/shirt.

Girls may wear solid white tights with white Bobbie socks over the tights. (Leggings and knee high socks are not permitted.)

*Backpacks are part of the complete uniform. They are used as a vital communication link between school and home. It also provides a method to your child's snack to school. Lunch Pails are NOT allowed. PLEASE DO NOT SEND ANY PAYMENTS IN THE CHILD'S BACKPACK.

UMBRELLAS are NOT allowed on school grounds.

PERSONAL APPEARANCE

Poverello requires that certain rules and regulations concerning uniforms, hairstyle, and cleanliness be observed. These regulations will be enforced.

Uniforms must always conform to school rules.

Student's nails should always be clean and trimmed short with no nail polish.

Necklaces may be worn, short in length tucked into the shirt or blouse of the school uniform and not able to get caught or pose a hazard. Bracelets and rings are not allowed.

Children, who are not in complete uniform or following personal appearance guidelines, will be given a citation. Three citations for the same violation will result in a fine.

Hair may not be worn in such a fashion that vision is obstructed. Boy's haircut must not be shorter than a #2 or longer than the collar of their shirt.. Parents of boys arriving to school with an inappropriate haircut will be fined.

Boys

Hair should be cut and styled in a traditional (little boys) manner. Spiky and or long hair will not be tolerated. Also boys hair must be cut and neatly styled not falling below the shirt collar in the back.

Girls

Hair should be neat and away from their face (not loose). Braids, ponytails, etc. are acceptable. Bangs should be above the eyebrows at least the width of one finger. Hair accessories may be worn, but must be school colors only. Girls are not permitted to wear nail polish. May wear studded earrings, hoop earrings or earrings with dangling parts that could become caught are not allowed.

SNACKS

Each parent must provide a daily snack for their child. Please send your child's snack in a soft reusable lunch sack, no hard pails. We are a nut free school, snacks containing nuts are not permitted at school. We suggest the following nutritious foods: oranges, bananas, apples, carrots, celery sticks, raisins, cheese and crackers. You may send a quick drink, such as juice in a small plastic container, which may be thrown away. Fruit should be peeled and pre-cut, and the snack should not take more than 10 minutes to eat.

LOST ARTICLES

We ask you to use a permanent ink pen to mark your child's name and class on every item your child wears or uses at school. This will increase the chances of the item being returned if it becomes lost. The school is not responsible for any lost items.

BIRTHDAYS

On your child's birthday, he/she may come to school in free dress. No parties or celebrations of any kind may be held at school for students or staff. Balloons and goody bags are also NOT permitted. Invitations to parties off campus may only be distributed if each child from the classroom is invited.

MANUFACTURE SAMPLES/COUPONS

Occasionally manufactures send Poverello Preschool samples and coupons to give to parents. These items are distributed through the children's backpack. Please use your own discretion as not all items are intended for children.

Poverello of Assisi Preschool

Parent Handbook 2016-2017

I have read and reviewed the Parent Handbook. We understand the school's expectations and policy and procedures and will do our best to adhere to them.

Student's Name

Grade

Father's Signature

Date

Mother's Signature

Date

Please sign and remove this page and return it to the school office.