



Preschool Parent Handbook Addition 2019-2020

San Jose Catholic School is dedicated to fostering Catholic identity and academic excellence through faith, love, and knowledge. We thank you for this opportunity to be an important part of your child's life.

School Principal: Jennifer Studer – studer@sanjoseschool.com

Preschool Director: Maria Dry – dry@sanjoseschool.com

Preschool Teachers:

Pre-K3 – Sharon Royal—royal@sanjoseschool.com

Assistant Tatiana Saldarriaga

Pre-K4 – Aly Driggers—driggers@sanjoseschool.com

Assistant Kathy Lemmon

Pre-K4 – Maria Dry—dry@sanjoseschool.com

Assistant Jessica Joyce

Admission Requirements

- Bishop Estevez has mandated that all children enrolled in our Catholic schools must have the age-appropriate immunizations to be accepted and maintain enrollment at San Jose.
- All students entering the PK3 class must be three (3) years old on or before Sept. 1, 2019.
- All students entering the PK4 class must be four (4) years old on or before Sept. 1, 2019.
- All students entering the PK3 and PK4 classes must be potty-trained prior to the beginning of the school year. Please note, if your child is having frequent accidents, they will be required to stay home for 2 weeks to master potty-training. To be potty-trained includes the following:
 - Wear real underwear, no pull-ups
 - Recognize when he or she needs to use the bathroom and will do so independently
 - Pulls clothes down and up on his/her own
 - Can clean up after his/herself in the bathroom, wiping, washing, etc...
 - Can put on clean underwear, pants, and shoes should he or she have an accident

Pre-K4 VPK Attendance Requirements

Voluntary Pre-K Program laws, made by the state legislature, require that students participating in this program may not miss more than 20% of the program for the school provider to receive funding. Students missing more than 20% of the school days within a month will be allowed to remain in San Jose Catholic School's Pre-K4 but will be required to pay monthly tuition and fees.

Revised 8/07/19

Pre-K 3 & 4 Dress Code- PE Uniform

Shirts*: Red school logo t-shirt is required. Shirts must be purchased through the school. Shorts*: Black, mesh school logo shorts are required. Shorts must be purchased through the school.

Shoes: Non-marking athletic shoes are required. Shoes must be designed for sport activities such as running, basketball, or tennis.

Sweatshirts and sweatpants: On cold days plain navy-blue sweatshirts and sweatpants may be worn. The navy-blue school logo sweatshirt may be purchased from Poindexter's Uniforms.

*Order forms are available in the school office for PE uniforms.

Reminders for **Girls & Boys**:

- Label everything! This includes shirts, shorts, pants, sweatshirts, backpacks, lunchboxes, snack bags, etc...
- All Pre-K4 students need a regular size backpack.
- No make-up or nail polish; no fake tattoos or ink on skin or uniform of any kind.
- Jewelry or watches are NOT permitted, as they can be a distraction.
- One simple stud earring on each earlobe is allowed for girls only.
- One simple chain necklace, with a cross or religious medal is allowed.
- One simple bracelet and one ring that will not cause a disruption to class are allowed. These items must be removed during PE class.
- Hair accessories must be simple and not over 3" in length and/or diameter- no adornments are permitted.

School Hours and Arrival

- Regular school hours are from 7:45 a.m. to 11:45 a.m. for half-day students and 7:45 a.m. to 2:50 p.m. for full-day students.
- Classroom doors open at 7:30 for students.
- **Car line drop-off Procedures:**
 - Please follow the direction of all staff and faculty members on traffic duty.
 - PreK 4 children are dropped off in front of Early Childhood and PreK 3 children are dropped off in front of the Main Office Hallway.
 - Stay in your car, we will unbuckle and help your child out of the vehicle, then they will be escorted to their classroom.
 - Please save questions or discussions with your child's teacher for another time so we can keep the drop-off car lines moving.
- Car line drop-off is recommended, but if you must walk your child to their classroom, you are required to park in the parking lot behind the Parish Hall (cafeteria) and walk them along the sidewalks to avoid crossing in front of traffic.
- Students must be in their homeroom by 7:45 a.m. If a student arrives after 7:45 a.m., you must go to the School Office and receive a tardy pass before taking them to their classroom. Please remember that arriving on time is important to start a child's day in a positive way.
- Additional care is available from 2:50 p.m. until 6:00 p.m. See www.sanjoseschool.com or contact the School Office for ESC rates. You may also contact the Extended School Care coordinator at esc@sanjoseschool.com.

Dismissal

- The **Dismissal Release form** must be signed and returned no later than the first day of school.
 - Your child will not be released if the person picking him/her up is not listed on the Dismissal Release form.
 - Identification will be requested from every individual picking up your child for their own safety.
 - If your child is carpooling or going home with someone not listed on the Dismissal Release form, a written and signed note must be sent to the office or his/her teacher.

- **If you need to pick your child up before 11:45**, please let us know that morning so we can have them ready to go when you arrive. You will need to go to the School Office and sign your child out before coming to the classroom.
- **11:45 Dismissal Procedures:**
 - PreK 4 Children are picked up in front of their classrooms and PreK 3 children are picked up in front of the Main Office Hallway.
 - Stay in your car, we will bring your child to you.
 - You must pull forward to buckle your child in once you have received him/her. We are not permitted to buckle children in their seat restraints, thank you for your understanding.
- **2:50 Dismissal Procedures:**
 - PreK 3 and PreK 4 children are picked up in front of Early Childhood.
 - There is only one car line at this time, that which is closest to the curb. Pre-K students will only be loaded from the sidewalk and not be brought through traffic.
 - Stay in your car, we will bring your child to you.
 - You must pull forward to buckle your child in once you have received him/her. We are not permitted to buckle children in their seat restraints, thank you for your understanding.
 - Please save questions or discussions with your child's teacher for another time so we can keep the dismissal car lines moving.
- **Children not picked up by 3:05** will be escorted to Extended School Care and are available for pick up by signing them out in the community room.

Pre-K3 Personal Needs

- Children need a full-size backpack, snack bag, and lunchbox (if staying past 11:45); all labeled with their name.
- Please send in a full change of clothes (shirt, shorts or pants, underwear, and socks); all pieces labeled with their name in a Ziploc bag.
- If your child is staying past 11:45, they will need a nap mat. Since we do not have very much storage room for sleeping bags, pillows, and blankets, we kindly request that you consider purchasing a nap mat that rolls up and includes attached blanket and pillow in an appropriate size for your toddler.

Pre-K4 Personal Needs

- Children need a full-size backpack, snack bag, and lunch box (if staying past 11:45); all labeled with their name.
- Please send in a full change of clothes (shirt, shorts or pants, underwear, and socks); all pieces labeled with their name in a Ziploc bag.

Parental Involvement

- ALL volunteers and chaperones are required by the Diocese of St. Augustine to take the Protecting God's Children course in addition to a complete fingerprinting and background check.
- Please register for Protecting God's Children on www.virtusonline.org if you have not already completed the course. Some dates may be available on-site at San Jose.
- Please visit or call the School Office regarding the required background check and fingerprinting. (904-733-2313)
- It is essential for the safety of the students that all school visitors, including parents, guardians, grandparents, and visitors/volunteers sign in at the school office and obtain a visitor pass before proceeding anywhere on school grounds. Additionally, all visitors/volunteers must sign out at the school office before leaving campus. This protocol must be followed unless advised of an exception from administration.
- Volunteers and chaperones may not bring other children with them, this is mandated by safety and liability protocol.

Pre-K4 Field Trips

- An official Diocesan permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- A field trip fee will be assessed according to the cost of admission and transportation. All monies collected for the field trip are non-refundable.
- Students must ride the bus to and from the field trip with their class.
- If a parent chooses not to have their child participate in the class field trip, the student will be marked absent and may not attend school that day.
- A child with a food allergy or a medical condition (such as, but not limited to, diabetes or asthma) may be required to have a parent accompany his/her class on any field trip.
- Family members wishing to chaperone a school sponsored field trip must first have the proper background clearance (see **Parental Involvement** above) and sign a Chaperone Agreement delineating expectations and obligations outlined by the teacher before the event.
- Chaperones who do not successfully uphold the signed agreement will lose chaperone privileges for one calendar year.

Communication

- Pre-K3 and Pre-K4 will take home a daily folder. Please be sure to empty it each night and return it to school the next day.
- Daily communication may be done directly to the teacher's email. If in case of an emergency, please contact the office directly at 904-733-2313.
- Please be sure we have a valid email address (or two) that you check daily. We communicate often through email. We take advantage of this resource to get information to you quickly.
- Classroom newsletters will include updates, pictures, and important information. Please take the time to read these carefully and make note of any important dates and events.
- Parent/Teacher conferences will be held in October. Special meetings held with parents during the year will be scheduled by request.

Snacks and Lunch

- **All Pre-K Classrooms are PEANUT and TREE NUT FREE.**
- All children need to bring a snack (no more than two items) and drink for mid-morning snack period.
- Please send nutritious snacks. No soda, cookies, or candy permitted.
- Students are asked to bring water in a cup or thermos with lid and labeled with their name.
- Children staying for lunch need to bring snack and lunch in **separate** bags or lunch boxes.
- PK3 & PK4 may purchase lunch from the cafeteria. Parents must set up an account through www.myschoolbucks.com.
- **The lunch form must be completed by the parent before the child arrives to school.** Blank lunch forms are available on our San Jose Catholic School website under "Helpful Links" then "Downloads".

Health Room Services

- If your child is absent, call the Health Room at 733-2313 or email clinic@sanjoseschool.com to notify the school.
- A note is required upon your child's return; an email to the teacher is acceptable.
- Please remember that your child must be 24 hours free (without medication) of fever, vomiting, diarrhea, etc. before returning to school.
- If your child needs medication, you must fill out the required form, available in the Health Room. By law, no medications, topical or internal, prescription, or over the counter, can be administered without the proper parental/guardian authorization. There are no exceptions.
- Emergency Information/Contact Card must be on file in the office. It is the parent's responsibility to keep the "blue card" updated with current information.
- If your child has a special, on-going health related requirement, is taking any medication, or has any changes in their health status, please let us know right away.
- The Diocese of St. Augustine has a no nit policy regarding re-admittance of students after head lice infestation. All children excluded from school due to head lice and/or nits must be accompanied by a parent or guardian and examined in the Health Room before the student will be allowed to return to class. Students with nits (eggs) will be excluded from school until they are nit free.

Personal Items Brought to School

- Please check your child's backpack and do not let them bring toys or personal items from home or the car unless it is for special days like Show & Tell or Star of the Week.
- Toy look-a-like weapons are not allowed at any time at school.
- A small stuffed animal or lovey may be brought in for nap time.

Birthdays

- A small treat to share with the class at snack time is appropriate. Cookies, brownies, ice cream cups, mini cupcakes, or doughnuts are welcome; no sheet cakes and no candles, please. You may drop treats off at morning arrival. Please remember, we are a peanut free, tree nut free preschool.
- No party favors or balloons.
- Invitations will be placed in cubbies if they are for the entire class only.

Smoke-free Policy

San Jose Catholic School grounds are smoke free areas.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.



SJCS 2019-2020 PRESCHOOL PARENT HANDBOOK ADDITION

The San Jose Catholic School Preschool Parent Handbook Addition is an agreement (contract) between the student, parent, and school. This handbook must be read, and this sheet signed, removed from the handbook, and returned to school by Tuesday, August 20, 2019.

Failure to sign and return this form by Tuesday, August 20, 2019, will result in your child being unable to return to classes until the contract is signed and returned.

For parents/guardians:

I have read through the San Jose Catholic School Preschool Parent Handbook Addition and agree to support the school and its faculty and staff as they provide my child with an education that supports Catholic identity and academic excellence through faith, love, and knowledge.

Parent Name (printed)

Parent Signature

Date

PK Student Name (printed)

Teacher Name

PK Student Name (printed)

Teacher Name