



License # 364830628

**2021-2022
School Year
Preschool
Parent Handbook**

**2620 N. Arrowhead Avenue
San Bernardino, CA 92405
(909) 886-1088**

Table of Contents

ADMINISTRATION & STAFF	4
INFORMATION	4
AFFILIATION.....	4
MISSION STATEMENT	5
PHILOSOPHY	5
PROGRAM PHILOSOPHY	6
STUDENT GOALS	6
SCHOOLWIDE LEARNING EXPECTATIONS.....	7
STAFF DEVELOPMENT	7
ADMISSION POLICY AND REGISTRATION	7
NON-DISCRIMINATION CLAUSE	8
OPERATION POLICIES	8
School Hours.....	8
SIGN-IN/OUT PROCEDURES	9
Arrival.....	9
Dismissal.....	9
Tardiness	9
FINANCIAL POLICIES	9
Tuition and Fees.....	9
Returned Check Policy	10
Tuition Refund Policy	10
Withdrawal	10
HEALTH POLICIES.....	10
Health Check.....	11
Illness and Injury	11
Medication.....	11
Pandemic Flu	11
Precautions at School	12
SAFETY PRECAUTIONS.....	12
Child Abuse Policy	12
Emergency Information	12
Smog.....	12
Fire/Earthquake/Disaster Preparedness.....	12
Emergency Procedure.....	13
First Aid.....	13
Equipment.....	13
Supplies	13

Playground.....	14
Parking.....	14
FOOD AND NUTRITION.....	14
Snacks.....	14
Lunch.....	14
Birthdays, Holidays, and Celebrations.....	14
NAPTIME.....	14
DRESS CODE.....	15
EXTRA CLOTHING.....	15
PROGRAM.....	15
Curriculum.....	15
Conferences.....	15
Discipline.....	16
Share Time Possessions.....	16
PARENT INFORMATION.....	16
Communication.....	16
Volunteers.....	16
Parent Booster Club.....	16
Scrip Program.....	16
COMPLAINTS, CONCILIATIONS, AND GRIEVANCES.....	17
Introduction.....	17
Complaints.....	17
SPECIFIC PROCEDURES REGARDING PARENTS/GUARDIANS AND SCHOOLS.....	17

ADMINISTRATION & STAFF

Superintendent of Schools	Samuel Torres
Associate Superintendent of Schools	Maribel Arguelles
Director of Advancement	Austin Conley
Principal	Cheryll Austin
Administrative Assistant	Tresha Roches
Pastor	Rev. Duong Nguyen, SVD
	Rev. Alejandro Sila, SVD
Preschool Teachers	Teresita Ibarra
	Janet Diaz
Preschool Assistant Teachers	Vilma Mendoza
	Enedina Tremblay

INFORMATION

School Office	(909) 886-1088 extension 200
Preschool Explorers	(909) 886-1088 extension 204
Preschool Cubs	(909) 886-1088 extension 209
Holy Rosary Academy Website	www.holyrosaryacademyandpreschool.org
Principal E-Mail Address	caustin@sbdiocese.org

A parent information board is located outside the classroom. Information and the daily schedule are posted on the board.

We ask that parents discuss any problems that arise, with the teacher first. Further inquiries may then be made with the director or principal. The office will be happy to schedule individual conferences when needed.

AFFILIATION

Holy Rosary Academy Preschool is an auxiliary pre-kindergarten program of Holy Rosary Academy. Its primary mission is to prepare children for the kindergarten through eighth grade educational program of Holy Rosary Academy. The policies of the preschool are in accordance with the policies of the Diocese of San Bernardino and Holy Rosary Academy. Because preschools must be licensed through the state of California, some policies may not be consistent with those of the kindergarten through eighth grade program. This handbook highlights important information about the program.

MISSION STATEMENT

Holy Rosary Academy is dedicated to providing a Christ Centered Catholic education to all students to facilitate their spiritual growth, academic success and moral responsibility in order to become Life-Long Learners who are successfully equipped to face the challenges of the future. Located in the heart of San Bernardino, the school welcomes all students from the Parish as well as all those in the surrounding community including the greater city of San Bernardino and the Inland Empire who desire a high-quality Catholic education. Holy Rosary Academy continues the traditions of the founding Dominican Sisters with the focus on developing each child's individual gifts and talents so they can reach their full potential. Holy Rosary Academy believes in working with parents as a partnership to facilitate all aspects of their students' learning, while working hand in hand with each family to provide a rigorous Catholic education while developing a strong spiritual and moral foundation in accordance with the Gospel.

PHILOSOPHY

Jesus Christ is the center and focus of Holy Rosary Academy. We strive to live and teach in accordance to the Gospel. We are a Catholic community of believers who support the pillars put forth by the Diocese of San Bernardino; Faith Sharing, Collaboration, Reconciliation and Hospitality. We share the Diocesan Vision of Hope to engender within our students and families an enduring love of learning.

We hold that:

- We are all made in the image and likeness of God.
- Teachers are Christian models in the learning experiences of their students who uphold the highest standards in educating the whole child.
- Parents and teachers work together to mutually support and facilitate the educational journey for each child.

Holy Rosary Academy is a teaching ministry of Our Lady of the Rosary Cathedral that invites students to develop a personal relationship with God. Our Catholic faith is infused into all aspects of learning while providing numerous opportunities for service and worship to develop and educate the whole child. We promote a community of learners who participate in various acts of service to others creating an awareness and compassion for those in our community while engaging a global awareness and understanding of the responsibilities we have for others in need. We assist our students in developing the necessary skills to successfully meet life's challenges and to be

productive and responsible citizens who are followers of Christ.

PROGRAM PHILOSOPHY

Holy Rosary Academy embraces the developmental theory of education for young children in the following ways:

- Provides developmentally appropriate curriculum in a Catholic Christian environment.
- Provides opportunities for children to develop independence and problem-solving skills.
- A child's positive self-image is fostered through open-ended, multi-sensory activities.
- Social skills are developed in a co-operative atmosphere that promotes an awareness and respect of others.
- An active home and school partnership is an integral part of the program.

The Developmental Point of View Means:

- **Understanding** that growth follows an orderly cycle of development.
- **Respecting** the fact that every child is unique and has their own rate and pattern of growth.
- **Accepting** the whole child: physical, social, emotional and intellectual components.
- **Recognizing** these components are equally important and interdependent.
- **Appreciating** that readiness for any given task has its roots in the biological maturational make-up of the child. We can neither **Produce it, Hurry it, nor Ignore it.**

STUDENT GOALS

Our goal at Holy Rosary Academy Preschool is to provide a Catholic Christian educational environment for all children. In partnership with the parents; the teaching staff strives to promote a Catholic based moral and value driven curriculum. The children will be assisted in acquiring a strong foundation in the knowledge and skills needed for school success.

SCHOOLWIDE LEARNING EXPECTATIONS

A Holy Rosary Academy Student is expected to be:

An Active Catholic who:

- loves God
- loves others
- prays daily

A Responsible Citizen who:

- helps others
- follows directions
- is a good listener

• **A Life-Long Learner** who:

- does their best
- tries new things
- always wants to learn

A Critical Thinker who:

- asks questions
- answers questions

A Self-Aware Individual who:

- expresses feelings appropriately
- controls their actions
- plays nicely

STAFF DEVELOPMENT

Our teaching staff has units in early childhood development and continues to attend workshops and conferences providing continuing education.

ADMISSION POLICY AND REGISTRATION

Admission to Holy Rosary Academy Preschool is open to all children who are two and a half years of age to five years of age. Children must be potty-trained. Enrollment forms are available in the school office or on our school website – holyrosaryacademyandpreschool.org. Enrollment is limited. If classes are full,

students will be placed on a waiting list at the request of the parent.

NON-DISCRIMINATION CLAUSE

In accordance with the policy set forth by the Diocese of San Bernardino, Holy Rosary Academy Preschool admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the respective schools. The school does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of their educational policies, administrative policies, financial assistance, and athletic or other school administered programs.

The administration of Holy Rosary Academy reserves the right to refuse registration or re-registration and to require a student to withdraw when parents are uncooperative and do not stand in support of school policies.

OPERATION POLICIES

School Hours

Preschool is open from 7:00 am - 6:00 pm Monday thru Friday during the school calendar year. Class instruction starts at 8:00 am. We offer a full day program from 7:00 am - 6:00 pm, a school day program from 7:30 am - 3:00 pm and a half day program from 7:30 am - 11:45 am. Preschool will be closed on the following days:

Date	Description
September 6, 2021	Labor Day Holiday
October 22 2021	Teacher In-Service
November 22-26, 2021	Thanksgiving Holiday
December 17, 2021	Preschool Closes at 12:00 pm
December 20-January 3, 2021	Christmas Vacation
January 17, 2022	Martin Luther King, Jr. Day
February 21, 2022	President's Day Holiday
March 21, 2022	Teacher In-Service
April 14-22, 2022	Easter Vacation
May 2, 2022	Carnival Cleanup
May 30, 2022	Memorial Day Holiday
June 1, 2022	Preschool Closes at 12:00 pm
July 4, 2021	July 4 th Holiday
July 25-29, 2022	Preschool Closed for Maintenance

SIGN-IN/OUT PROCEDURES

Arrival

A parent or authorized person must enter the school with the child, wait for the teacher to welcome you and conduct a brief health check of the child. The parent/guardian may then sign-in and record the time of arrival.

***Due to COVID-19, student health checks and taking of temperature will occur at the front doors before entrance into the building. A child with COVID-19 symptoms and/or a temperature of 100.4 or higher will not be admitted to school.**

Dismissal

Only those persons authorized, in writing, will be permitted to pick up a child. **NO ONE UNDER 18 YEARS OLD WILL BE PERMITTED TO SIGN A CHILD OUT - No Exceptions.** Those persons who are not familiar to the staff will be asked to present identification. The authorized person may then sign-out and record the time of departure.

Tardiness

Students who are late for school are at a disadvantage because they lose valuable time to prepare for class work and miss important instructional time. Give your child the advantage of valuing promptness by being on time for school each day. It should be noted that tardiness not only affects the late student, it also disrupts the classroom program which has already begun for the day. Regular attendance in class is essential to the success of a student's school experience. He/she needs the security of a regular routine. A student can never fully compensate for absences from the class. So much is missed that whatever work is done as "makeup" is primarily an effort to bridge a gap in the student's educational experience.

FINANCIAL POLICIES

Tuition and Fees

An annual Registration Fee of \$100.00 per child is charged yearly and is non-refundable. Tuition is based on the sessions attended. We offer full day, school day and half-day programs. Tuition is paid monthly and is due on the first of each month. **A late fee of \$50.00 will be assessed if your tuition is not received by the 10th.** A \$10.00 fee for each hour or portion thereof,

and a \$5.00 administration fee will be assessed for children who are brought earlier or picked up later than their scheduled session. There is a \$1.00 fee per minute after 6:00 pm (maximum of \$25). There are no credits, make-up days or exchanges in the event your child is absent on a day he/she was scheduled to attend. Tuition is not pro-rated for school holidays.

Returned Check Policy

There will be a \$50.00 per check fee assessed for checks that are returned to the school by the bank. After two returned checks, the school will only accept cash, money orders, or bank checks. This applies to all activities which checks are written.

Tuition Refund Policy

The schools refund policy with regard to tuition refunds is stated as follows:

- No portion of a current calendar month's tuition will be refunded.
- Only pre-paid tuition will be refunded provided that the month(s) of prepayment have not begun.
- Non-tuition fees, such as registration fees will not be refunded.
- Any outstanding balance owed Holy Rosary Academy will be withheld from the tuition refund.
- The Holy Rosary Advisory Board reserves the right to modify this policy at any time.

Withdrawal

In the event you should have to take your child out of school (example: moving, etc.) the school requires a two-week written notice to let us know of your intentions.

HEALTH POLICIES

Please inform your child's teacher if there are any allergies, food dislikes, or health concerns that they should be aware of. We will do our best to accommodate your child's needs. **Students will be required to wear masks indoors as long as the Health Department, CDC, and Childcare Licensing deems it necessary. Masks do not have to worn outdoors or while eating & napping,**

Health Check

Please keep your child home if there is any indication that he/she is not well or if:

- Child has had a fever in the last 24 hours.
- Child has a heavy nasal discharge.
- Child has a constant cough or rapid breathing.
- Child has had diarrhea or vomiting in the past 24 hours.
- Child has matted eyes or pink eye.
- Child has a skin rash, untreated impetigo, or lice.

***Due to COVID -19, if your child has COVID 19 symptoms and/or a temperature of 100.4 please keep them at home until symptom free for 3 days.**

Illness and Injury

In the case of illness or injury, parents will be contacted. If the injury is minor, we will administer first aid and inform you at the time of pick up. In the event of a major injury or your child becomes too ill to remain in school, we will notify you to pick your child up immediately. Paramedics will be called in the case of severe injuries. An incident report will be written and provided for the child and kept on file at school.

Medication

The Preschool staff may only administer medication (prescription and non-prescription) with a signed authorization from the child's physician. If a signed medical authorization form is not available, parents may administer medication to their children at school. If an inhaler or EpiPen is needed at school it must be submitted in the original packaging with instructions for use along with the signed authorization from the physician. The authorization form may be obtained from the school office.

Pandemic Flu

This is an influenza outbreak which affects many people globally and is easily spread from person to person. Influenza is when you have a fever of 100.4 degrees or higher and one or more of the following: cough, sore throat, headache, and muscle ache. If the child meets this definition they must be excluded from school until symptom-free.

Precautions at School

- Cover your cough posters
- Illness policy
- Washing hands before eating and after using the bathroom facilities or touching soiled materials
- Tissues and waste baskets for disposal are available in all rooms
- Educating children about respiratory and hand hygiene
- Decreasing spread of germs by routine cleaning
- Bathrooms stocked with adequate soap
- Surfaces cleaned after use by an ill student
- Staff trained in flu symptom recognition
- Log for tracking illness and injury
- Encourage staff to obtain annual flu vaccine
- Confining ill students to a well vented, separated room until picked up by their parent or guardian

***Due to COVID -19, students must enter the building wearing a mask. We know masks on young children can be challenging, so we will do our best to encourage the wearing of mask while still remaining nurturing and loving.**

SAFETY PRECAUTIONS

Child Abuse Policy

Staff and administrators who work with your child and family, care about your health and well-being. We are mandated by law to report any suspicion of child abuse or neglect.

Emergency Information

Student emergency information is on file in the office and in an emergency notebook in the classrooms.

Smog

On exceptionally smoggy days and when air quality is bad, we will remain indoors.

Fire/Earthquake/Disaster Preparedness

Monthly fire and earthquake drills are conducted. Evacuation maps are posted in the classrooms and all common areas.

Emergency Procedure

Parents will be notified to pick up children immediately when an emergency situation arises; such as a natural disaster, loss of utilities, etc. This would be implemented when a hazardous condition or situation presents itself and hampers the welfare of the children and staff and/or hampers the implementation of proper health and safety regulations necessary for the correct care of children. All closings are at the discretion of the principal/director.

In the event of a natural disaster, the faculty of Holy Rosary Academy is prepared to care for students. During this disaster period, all children will remain at the school until their parents or an approved guardian personally receives them.

Emergency dismissal may occur at any time and may be made by the principal or principal designee when a serious condition warrants such action. If an emergency occurs outside school hours, please listen to local radio stations for instructions on school closure. As a rule, Holy Rosary Academy will generally follow the same procedure as the public schools in the area.

First Aid

All staff members are trained in CPR, First Aid, and Choke-Saving Rescue/Breathing. In the event your child receives a scrape or cut, they will be instructed to wash the area and dry it. A band-aid will be applied, if needed. If your child receives a bee sting, insect bite, or splinter, etc.; by law, we cannot remove it. The child will be instructed to do it themselves or you may be called. The area can be washed by your child and an ice pack can be applied. Medications or ointments, etc. cannot be applied by staff members.

Toileting

Every child needs to be potty trained and be able to dress themselves. They need to be able to wipe themselves. They need to zipper, button, and snap their own pants. Assistance will be given if required.

Equipment

Equipment is checked frequently and repaired or replaced; as needed.

Supplies

Cleaning supplies are kept out of reach of children.

Playground

Playground rules are established for the children for their safety and must be followed in order to prevent injuries from happening.

Parking

Parking is available on Arrowhead Avenue and across the street in the Church parking lot. Please do not park in the staff parking lot. Please do not leave children unattended in the car or leave your personal valuables unattended. Lock your cars as a prevention of theft.

FOOD AND NUTRITION

Snacks

A snack is provided for children in the morning. If they are in attendance in the afternoon, another snack will be provided.

Lunch

Any child staying for lunch is required to bring a sack lunch or lunch box with an ice pack. A suggested lunch would be ½ sandwich, a piece of fruit, and a vegetable (celery sticks, carrots, etc.) We have microwaves to heat up items like corn dogs, pizza, spaghetti, etc. Thermos bottles tend to leak. Juice boxes, bottled water, or milk boxes work out really well. **Please do not send a lot of sweets.** Carbonated drinks are prohibited. We consider good nutrition a part of our program.

***Due to COVID-19, lunches and other items will not be allowed to be dropped off during the day once the child is already signed into the classroom.**

Birthdays, Holidays, and Celebrations

School parties are held on Halloween, Christmas, Valentine's Day, Easter and the last day of school. Special activities are planned for Thanksgiving and St. Patrick's Day. Sign-up sheets for parties will be posted on the classroom door. Birthdays are celebrated and parents may bring treats for their child's special day.

NAPTIME

A cot will be provided for all children staying after lunch. **Please send a small**

crib size sheet, blanket and a small camp size pillow with your child's name marked on it. A bedtime story will be read to them and lullaby music will be played during nap time. Before nap all children will be required to use the bathroom. California state law mandates a two-hour rest period following lunch time. ***Due to COVID-19, sheets, blankets and pillows need to be taken home each night to be washed and returned the next day.**

DRESS CODE

Children should be appropriately dressed for play. Pants or shorts for both boys and girls are recommended. Please refrain from clothing that may be difficult to unfasten. Please be reminded of the changeable weather and dress your child appropriately. Please send your child with a sweater or jacket for cold weather days. Please write your child's name inside all sweaters and jackets. Shoes must be closed toe, no sandals or slippers. Shoes with rubber non-skid soles such as tennis shoes are recommended. **Due to COVID-19, students must wear a mask.**

EXTRA CLOTHING

We ask that you send an extra set of clothing (marked with your child's name) in a plastic zip lock bag in case of an accident. This should include: a shirt/top, pants, socks, and underwear. Please change the clothes when the weather changes.

***Due to COVID-19, extra clothes need to be brought in a large, clear zip lock baggie.**

PROGRAM

Curriculum

Holy Rosary Academy Preschool provides a developmental program that offers children the joy of learning in a variety of center based creative experiences which are exciting, challenging and successful. The program features a Catholic based religion program which emphasizes an awareness of God and His love for us, as well as, daily curriculum that allows direction, self-motivation and exploration of the world around us. Our qualified staff is dedicated to meeting the needs of the individual child.

Conferences

Conferences can be scheduled at a parents or teachers request, when needed.

Discipline

Positive reinforcement is emphasized. A child who continually exhibits destructive or abusive behavior will be dismissed from the school.

Share Time Possessions

Share items should be theme related. Share days are set by the teachers. Please put names on personal items, because you do not want them to get lost or taken by someone who thinks it belongs to them. This will prevent someone from taking it by accident. ***Due to COVID-19, we will not have share days and personal toys or share items cannot be brought to school.**

PARENT INFORMATION

Communication

If you have a concern, please discuss them with your child's teacher first.

Please make sure your child receives a proper night's rest and eats a good breakfast before coming to school so they will be able to function well at school. Children need to be brought to school on time and prompt. This is a training ground for them, teaching them life skills. (For instance, you have to be on time for your job, etc.)

Volunteers

All volunteers must have a background clearance and complete the online VIRTUS training course. Forms for the background clearance and instructions for the online training can be obtained in the school office. There is a cost of \$45.00 to obtain the background clearance.

***Due to COVID-19, no volunteers are allowed on campus.**

Parent Booster Club

Holy Rosary Academy has a Booster Club which assists the school with fundraising efforts and other related activities. Regular monthly scheduled meetings are held. All parents are encouraged to participate.

Scrip Program

The Holy Rosary Academy and Preschool's Scrip Program is a volunteer run program designed to assist the school with its fundraising efforts. Parents are

encouraged to support this program. It's simple and costs the parent nothing but a few moments of their time. Contact the School Office for further details.

COMPLAINTS, CONCILIATIONS, AND GRIEVANCES

Introduction

The Diocese and the Office of Catholic Schools place trust in their employees and desire to support them in such a manner that employees are freed from undue harassment. Constructive criticism of the school system is welcomed when it is motivated by a sincere desire to improve the quality of the educational program. A grievance is any alleged violation of the application, meaning, or interpretation of the terms of the employment agreement or any policies set forth in an approved handbook of school policies. The primary purpose of a conciliation or grievance procedure is to secure at the lowest possible administrative level at the earliest possible stage.

Complaints

The normal channel for complaints concerning *school personnel* shall be from the complainant to the principal, then the pastor, and finally the Office of Catholic Schools. All matters concerning *school policy* shall be from the complainant to the employee, then the principal, the pastor, and finally to the Superintendent of Catholic Schools. If the complaint concerns the *principal*, the channel shall be from complainant to the principal, then the pastor, and finally to the Superintendent. If the matter cannot be resolved through meetings with the complainant and the employee (and any other persons who may be involved), the complainant, the employee, and the principal shall follow the diocesan procedure for dispute resolution. The employee shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of facts as he/she perceives them.

Parent Behavior

Policy 5220 – Withdrawal On Grounds of Parent Behavior

Normally a student is not to be deprived of a Catholic education or otherwise penalized for the actions of parents. However, the principal may recommend and/or require transfer of a student when parents have been persistently and/or overtly uncooperative with school personnel, policies, regulations, or

programs, or have interfered in matters of administration or discipline to the detriment of the school's ability to serve their own or other children.

SPECIFIC PROCEDURES REGARDING PARENTS/GUARDIANS AND SCHOOLS

The Catholic Schools in the Diocese of San Bernardino have developed a procedure for addressing the disputes and issues that arise involving students and parents. Consistent with the principle of subsidiary, this existing structure, as developed by the schools, will provide the Informal Conciliation level for addressing disputes involving students and/or parents/guardians. The process commences when a complaint arrives at the School Office directly or by referral from another office in the Pastoral Center. Due to confidentiality and respect for the individual, the process is conducted on an individual basis and never in a setting involving more than one complainant.

Step 1: The teacher/school principal meets with the parent/guardian to review the issues and area of concern. Complaints of a serious nature with the potential to result in step two or step three will require a written report to be sent to the pastor and the Office of Catholic Schools.

Step 2: If the problem/concern is with the teacher, then the parent/guardian will review the issues and area of concern with the principal. If the matter cannot be resolved at this level the parent/guardian may move to Step 3.

Step 3: If not resolved at the local level, an appointment is made with the Pastor to review the issues, the defined procedure, and current status of concern. An update and summary of the meeting is forwarded to the Office of Catholic Schools.

Step 4: If not resolved at the parish level, the Associate Superintendent will review documentation and schedule a meeting with the concerned parent. Depending on the nature of the complaint, a procedure for follow-up is defined in writing.

Possible procedures for follow-up are:

- Diocesan Policy is supported - no additional meetings
- A meeting is scheduled (legal action would require Diocesan Attorney and Human Resources if dispute involves staff)

Possible action plans are:

- Local school dialogues with the person to resolve issue
- Student discipline procedure is outlined
- Teacher or principal can be put into a development program

- School Board can be put into a development program

Step 5: If there are still unresolved concerns, the Associate Superintendent will share all that has taken place with the Superintendent for final meeting with the parent/guardian and the principal. If at the completion of the above steps a person is still not satisfied with the outcome, they can appeal the outcome at the Formal Mediation stage.

The school/principal/director retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Revised 08/16/2021

