

Thank you for enrolling your precious child at St. Thomas Preschool & Kindergarten. I am sure that our evolving relationship will be rewarding for your child, your family, and for the staff. Please read through this handbook. It provides our school's policies and procedures that will be important for you to know.

Our Mission and Philosophy

St. Thomas Preschool & Kindergarten, in partnership with family and school, promotes lifelong learning founded in Christianity through a safe, creative, and spiritual learning environment that nurtures the whole child.

We believe early education should be relevant, meaningful, and fun. Early learning is accomplished by providing a safe environment that inspires the natural curiosity of children and encourages the exploration of their world through different types of play.

Objective

- To provide children with the experience of God's love everyday through celebrations, prayers, bible stories, music, and a sense of community.
- To provide a diverse environment for children to practice the teachings of Jesus, by accepting and celebrating differences with respect and compassion.
- To foster independence in children. All children are encouraged to try new experiences and they are supported in mastering developmental milestones.
- To encourage parental involvement. All parents are encouraged to participate in our school community through various activities. Parental involvement creates a positive learning experience both at school and at home.

Parent Responsibilities

Parents are invited to participate in our program as they are able. Please plan to attend any and all of the planned activities throughout the school year. These gatherings are not mandatory, but they are wonderful opportunities to meet your child's friends and their families.

- All parents will be treated with respect and concerns/issues discussed confidentially.
- Individual family 'culture' will be respected. You are invited to share your family experiences with the school community.
- Parent volunteers (P@S) are essential to our programs success. Families are required to volunteer 25 hours per school year. Many options are available to support your families needs.
- Parents have the responsibility of reading the information regarding the school and our programs, checking the Parent Boards daily, read newsletters, weekly updates, and other forms of communication.
- Share information about your child with staff members.
- Pay tuition fees using Tuition Express payment options.
- Call or email the school when their child will be absent.
- Parents and extended families are invited to visit the school at any time with or without an appointment.
- Sign their child in and out each day.

- Update all emergency contact information and immunization records.

Staff Responsibilities

The staff at St. Thomas Preschool & Kindergarten will offer a fun, relaxed, and casual setting for your child's learning experiences.

- Follow the standards represented in the policies of this book.
- Listen to any questions, comments, concerns that you may have, and set up confidential meetings if you so desire.
- Share information with families about difficulties and successes.
- Inform you of any illness or accident.
- Provide a fun, safe, and developmentally appropriate environment.
- Provide newsletters and calendars to inform you of classroom themes and events.
- Follow the Diocese of Tucson curriculum, Arizona Infant Toddler Standards, Arizona Early Learning Standards, Arizona Common Core Standards, and NAC Criteria.
- Staff will participate in continuing education for professional development.

Arizona Licensing

We are licensed by:

Arizona Department of Health Services State Day Care Licensure Division (Here after referred to as ADHS)

400 W. Congress, Suite #100

Tucson, Arizona 85701

License Number: CDC-12595

Phone Number: (520)628-6540.

All inspection reports are available for review in the Preschool Office. We are licensed for part-time care, full-time care and school age care.

Liability Insurance

St. Thomas carries liability insurance in accordance with regulations of the State of Arizona.

Times of Operation

School hours are from 7:30 a.m. to 5:00 p.m., Monday through Friday. The School Office will be open from 8:00 a.m. to 4:00 p.m., Monday through Friday throughout the school year. Summer hours may vary. The school will be closed for a variety of in-service and vacation days. A yearly calendar will be available outlining these specific days.

If you have an emergency delay and you are going to be late picking up your child, please call the school before closing time. You must designate two different contacts numbers on your blue emergency card.

St. Thomas Preschool & Kindergarten does not provide transportation. Parents are responsible for dropping off and picking up their children.

Child Enrollment

Registration takes place throughout the year. If there is an opening in the program, a child may be placed immediately. If there is no opening, a family may request that they be placed on a waiting list.

Registration requires the completion of our intake paperwork. Families are required to complete the following:

- Registration Form
- Complete ADHS Emergency Card with 2 separate Emergency Contacts
- Copy of immunization record showing all current vaccinations or physician's signature needed on immunization exempt forms
- Tuition Commitment Form
- Tuition Express payment options
- Registration Fee of \$100.00 per child (non-refundable fee)
- Snack Fee of \$180 per child for an academic year
- Additional forms as necessary

Registration of all children takes place in the winter months for the upcoming school year. This consists of updating all information in the child's file.

Curriculum and Assessment

We believe that children learn best when active and engaged. Play is the best way for children to learn and where skills are practiced and developed. Children will be offered choices each day during center time that may include: fine arts, dramatic play, blocks, looking at books and reading books, science experiments, math activities, social studies, language arts, cooking, puzzles, manipulative, and outdoor play.

Our foundation for the school's curriculum is from *The Creative Curriculum*. *The Creative Curriculum* is theory and research based, and focuses on interest areas (centers). Teachers will be creating lesson plans by using the Diocese of Tucson curriculum, Arizona Early Learning Standards, Arizona Common Core Standards, and NAC Criteria.

Within the first 90 days of enrollment children will be screened using the tool *The Ages and Stages Questionnaire (ASQ)*. This screening will assist us in identifying areas of strength and need in your child's development. The screening will also be useful in making a referral to a professional if needed. Teaching staff is trained annually for reliability and validity. The ASQ is not used to track children's assessment over time; therefore it will not be administered again unless there is a concern about a child's development.

Also assessments will occur during the fall and spring seasons using the tool *The Ounce Scale (infant/toddler)* and *Work Sampling Systems (preschool/kindergarten)* assessments tools. Parents will be provided these assessments. Formal conferences will be offered during the months of October and March for all children. Teacher-parent conferences provide a time for the teacher to share what he/she has learned about your child and for

you to share any ideas or goals for your child. You may request a conference at any time throughout the school year. Please speak with your child's teacher to set up any conference or meetings.

Confidentiality

All information regarding your child including your child's records is confidential. This includes all medical information, developmental screenings, and assessment tools. The only people permitted to see your child's records are you, the St. Thomas Preschool & Kindergarten staff, and state licensing specialists. The information is protected by placing it in a locked cabinet when not in use. St. Thomas Preschool & Kindergarten will ask you to sign a permission slip to release any confidential information to other persons, area schools, or professional organizations.

Communication with Parents

Communication with parents is a crucial part of our program. The teachers, staff and, director will communicate with parents in many different manners: conversations when your child is dropped off and picked up, parent meeting, telephone contact, emailed newsletters, hard copy notes, parent boards, calendars, and formal conferences. Each staff member will employ his/her own method of communicating with families. If you ever feel that the communication is not as frequent or as detailed as you would like, please see the director, so that additional arrangements can be made. All parent comments and suggestions are valued. Handbooks are available in English and Spanish. Written communication can be translated to a family's home language if needed. Please talk with the director to make arrangements.

Toddler Policies

Diapering: Please provide commercially available disposable diapers/pull ups, wipes, and ointment if your child requires it. Diapers are checked often throughout the day, at least every two hours and after naptime. When children are placed on the changing station a staff's members hand will be on them at all times. The changing area is cleaned and sanitized after each child's diaper is changed. Staff members will wash their hands after each diaper change, as do the children (it's a good habit to begin!). Please ask if you have any questions. We ask that your child not arrive at school in a soiled diaper.

Potty Training: The toddler teachers are happy to help with your child's transition from diapers to the potty. If we see your child become interested in potty training during their school experience we will highly recommend that we begin the process. We do feel as though we need to have a policy concerning this transition due to the amount of time it takes to clean up from a potty accident. After careful consideration we have decided that children must wear pull-ups, or diapers to school until they have used the potty successfully (pee and poop) for one full week at home and at school (excluding night time). We are happy to take your child to the bathroom every two hours and we will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. This is an exciting time for you and your children because they are becoming more independent and learning how to make their own way in the big world. We understand that accidents happen and are to be expected. For the first month of wearing underwear, please send pull-ups and wipes to school for your child due to the

fact that we will need to use them if they have two consecutive accidents in a day. Please keep three full changes of clothes in your child's cubby during this period. If you are experiencing some potty training issues please hang in there. All children need to be complete potty trained before transitioning to their new classroom.

Feeding: Toddlers will be drinking from small cups, using forks and spoons, practicing hand washing and manners. We ask that sippy cups remain at home.

Water Bottles: We ask that each toddler bring a reusable water bottle to school everyday. The school has water fountains and self serve water containers, but these are not always easy for little hands to manipulate. Providing a reusable water bottle will ensure your child is getting enough water throughout their school day. Please take home the water bottle at the end of each school day. Returned the next school day cleaned, and refilled.

** Please do not fill your child's water bottle with milk or juice. Only water.

Pacifiers: We understand that every child is different. If your child is still using a pacifier we will help your child's transition. We will allow pacifiers ONLY during nap time. It must be left your child's cubbie. We will keep you posted of the progress and hopefully together we can help make this transition as smooth as possible.

Biting: One of our primary goals is to provide a safe and loving environment for all children. When a biting incident occurs, there are many upset feelings. When it does occur we take it very seriously and try to find the reason why the child is biting and try to extinguish the behavior as quickly as possible. Assisting in developing positive social skills and providing appropriate use of language to gain knowledge of social experiences. Biting is not uncommon. It causes more upset feeling than any other behavior in a group settings for young children. Parents of the child who was bitten, parents of the child biting, and their teachers all want the behavior to end as quickly as possible. As we know, young children up to two years of age learn through oral manipulation and sometimes people. Typically this does not continue after the age of three.

Classroom Arrangements

All children will be placed in a classroom for a complete school year, if a child registers in August. Depending on child's birthday or developmental level of the child, children may spend more than one year with a teacher(s) or in an age group. All classrooms have two or more teachers. These two teachers are primarily responsible for their group of children throughout the school day.

After registration is completed teaching staff will meet to discuss classroom placement/arrangements for the upcoming school year.

Family Volunteer Commitment P@S

Parent involvement is essential for success, our volunteer commitment is small but makes a huge impact. Family will be required to volunteer 25 hours per school year calendar. An outline of volunteer jobs will be provided to all families. Buy out option is available.

Absences/Withdrawals

If a child cannot attend on the day for which he/she is scheduled, please do not bring him/her on other days, unless arranged otherwise. There will be a preschool day charge for additional days.

In the event of family vacation, prolonged illness, or other extended absences, space in class for your child can be reserved *only* if tuition is paid continuously.

If your child must be withdrawn from school, please give **two weeks** advance notice or you will be responsible for the entire next month's tuition. In the event of withdrawal in the middle of the month, tuition will *not* be prorated. The entire month's tuition must be paid. If your child is absent for one month and tuition has not been paid, your child's enrollment in the preschool program will be terminated. If you wish to have your child reinstated, payment of the registration fee will be required.

Pick Up/Drop Off Changes

When your child's school routine changes, please let us know. A note, email, or phone call in advance to the teachers and/or director is needed if your child is going home with a school friend or being picked up by someone other than those you have already designated.

In addition, it helps both us and your child if he or she knows about changes in routine.

Tuition

Monthly tuition is billed each month beginning in August through May. Payments do not change in months when there are school holidays, vacations, or in-services. A late charge of \$25.00 will be added to the tuition for the current month if not paid by the first five working days of the month. Tuition payment for August is non-refundable. Failure to pay tuition in a timely manner will result in dis-enrollment. You will be given one written warning of this action. Please communicate with the director about any concerns or late payments to avoid late fees.

All families must use the Tuition Express options for tuition fees and payments. This information is provided to all families in the month of July (included in the summer packet of information). Forms are also available in the school office.

Extended Care

Extended care hours used will be billed at the rate of \$5.00 per hour this amount is pro-rated. Each child, each school day receives a 10 minute grace period window on extended care billing. This window can be reflected at the sign in time or the sign out time. (Example: child is clock in at 8:50 a.m. and clock out at 12:30 p.m. billing will begin at 12:00 -12:30 p.m.)

Extended care is billed at the end of each week. Family accounts will reflect charged amounts weekly. Extended care balance are due at the end of each month and will be reflected on family month tuition reminder bill.

** Each family will receive an emailed monthly statement via the Director at the end of each month including all fees from prior month.

School Day Attendance

When your family is provided a registration form for enrollment to St. Thomas Preschool & Kindergarten, families are asked to select the days of the week that your child or children will be attending our program. Tuition rates are based on the program and days of attendance.

If your child attends on a day not schedule a \$30.00 drop fee and extended care hours if used will be billed to your account reflecting in extended care for the week attended. Please communicate with your child's teacher to ensure space is available.

Daily Drop-In

Children may be enrolled for all or part of the afternoon on the days that they are scheduled to attend. Drop-in care for registered students is available when space is available. Please contact the teacher for space availability. The daily drop in rate is \$30.00. This fee does not include extended care hours.

Field Trips

St. Thomas Preschool & Kindergarten may participates in field trips throughout the school year. Parent volunteers will be needed for chaperoning, driving, and maintaining children teacher ratios to a manageable level. Chaperons are required to complete a clearance process. All children must have a parent signature and consent form completed to participate. Some field trips may require a small fee. Families are responsible to pay fees with cash or charge to school account.

Scholarship Program

St. Thomas provides scholarships through CTSO funding for kindergarten aged children. More information and applications for scholarships are available from the director. Preschool scholarships are available via Quality First. Families must meet all the requirements. Please see director for scholarship guidelines and application.

Absenteeism, Illness and Tardiness

If your child is absent on a day when he/she is scheduled to attend, please notify the preschool via phone (577-0503) or email the classroom teachers and/or the attendance email account. If your child is ill, the school needs to know the nature of the illness. The ADHS requires the school to record all absences due to illness. The Preschool Office opens at 8:00 a.m., but a message can be left prior to that time.

Out of respect for your child's teachers and our program, please try to bring your child to school by the time class begins at 9:00 a.m. Tardiness is stressful for your child or children. Children who arrive in class late are often disoriented. Transitions into their school day usually take about fifteen minutes. Children, who are late, miss circle time or class activities that help them grow and bond with their classmates. Arriving late gives a child the message that it's okay to be late to school.

Nap Time

A rest or nap time is required by state regulations for all children staying for more than 8 hours. Our program also requires toddler aged children. Nap is from 12:30 to 2:00 p.m. Some children are developmentally past the need for a nap. After 30 minutes of quiet rest time, children are allowed to get up and participate in quiet activities.

Each child who takes a nap will need to bring: a small pillow, a small blanket, and a fitted crib size sheet that will fit in the labeled 3 gallon ziplock bag that will be provided by the school. A child may bring a stuffed animal or soft toy that she/he normally takes to bed. Please bring these items marked with the child's name, even if your child stays only occasionally for the afternoon. The bedding needs to be taken home at the end of each week to be washed and then returned to school on Monday.

Child Guidance

We believe that discipline is a positive ongoing process that teaches children how to effectively relate to others. Children are encouraged to solve problems that may arise throughout the day. We encourage the use of self-control, redirection, problem-solving, and cooperation. These methods are utilized to teach the children how to be responsible and accountable for their own behavior. Occasionally, a child may be redirected to another area of the classroom to help him/her make a better choice. In order to build self-esteem it is explained to the child that it is the child's behavior, not the child that is unacceptable.

Excessive occurrences or degrees of inappropriate behavior are reported to the parents. At this time, a parent conference will be scheduled and a behavior modification plan will be set up.

School Uniforms

Children will be required to wear a basic uniform including a St. Thomas Preschool & Kindergarten shirt/top. This uniform shirt must be wore everyday to school, unless special dress days are scheduled. If your child arrives at school without a uniform shirt, parents will be called to bring one or we will provide your child a used uniform shirt and \$5.00 charge to your account for the shirt. Orders will be placed several times throughout the school year. Families are responsible for the fees and cleaning of the uniform shirts. Uniform shirts can be recycled and will be re-sold for a small fee. Please bring your used shirts to the office and also feel free to ask about our current stock of recycled shirts.

Children can wear any bottoms they wish (shorts, pants, and skirts). If girls wear skirts, please have them wear shorts also. Children love to run, jump, climb, and turn upside down. In addition, they are involved in painting, digging, water play, and sand on a daily basis. Children are not required to wear smocks when they paint although we do have them. Even though we use fabric friendly products, your child's clothes may be soiled or even stained. When the weather turns cool, warm clothing is also needed, especially for early morning temperatures on the play yard.

Shoes

Shoes must be worn at all times. Tennis shoes are best but, a solid buckle or strap sandal, buckle shoe with a rubber or composite sole that grips is acceptable. Crocs are acceptable and encouraged. We ask that your child not wear party shoes, flip-flops, and no shoes with slippery soles please. Your child's activities could be limited if improper shoes are worn. If we experience your child being limited to play due to shoes we will ask that your children not wear the shoe to school.

Nutrition/Meal Times

The school will be provided a snack menu for the school year. Parents are responsible to pay a fee for snack, the school will purchase healthy snacks. Our school will be using a cycle menu of three weeks or longer. Menu items will include:

- Food items from a variety of cultures
- Daily snacks will have 2 food groups and be served with water or milk
- Skim or 1% milk is served to children
- Fruit juice shall not be served at snack times or throughout the school day.
- Children are encouraged to bring a re-usable water bottle for thirst.
- Water will be used as the first choice for thirst.
- Water will be offered throughout the day.

Lunch happens everyday at 12:00 p.m. in your child's classroom. If your child is staying for lunch please provide healthy lunch items that will be stored in a commercial refrigerator. Teaching staff can not heat up lunch food items.

Please label your child's lunch box. At drop and after lunch children will place lunch boxes in a container outside classroom door. Please take home lunch boxes at the end of each school day. Children will be asked to place all uneaten food back into their lunch box, this will allow you to see what your child has eaten for lunch. If your child doesn't have a lunch parents will be contact to bring ASAP, if school provides lunch a \$5.00 fee will be charge to your account.

We are committed to creating a pleasant mealtime for all children and teachers. We recognize that family-style meal service has many benefits in our setting, it provides opportunities for teachers and children to support social skills, interactions with peers, good eating habits, and conversations.

Snack:

- Food is placed on the table in serving bowls, plates, or baskets.
- There are child-friendly serving utensil for food.
- Food is passed from one person to another.
- Everyone serves him/herself (with assistances if needed). Children choose what to put on their plates and how much to eat.
- There is adequate food on the table for all children and teachers.
- Teachers will model family-style practices and etiquette for children.

Meal Times:

- Teachers will participate, sit, and interact with children at mealtimes.
- Encourage words are used and negative facial expressions, body language or verbal cues are avoided in regards to the food being served.
- Teachers will talk to the children about the food and encourage children to discuss the food texture, taste, color, shape, size, quantity, number, etc.
- Teachers will not use food as a reward or punishment
- Teachers will be prepared for spills and accidents (keeping extra utensils, paper towels and soapy water nearby).

St. Thomas Preschool & Kindergarten will avoid foods that can cause choking such as popcorn, hard candy, hot dogs, sticky candy, or chunks of raw carrots. We recommend parents send age appropriate foods as well. If you have a question regarding the appropriateness of food, please talk with your child's teacher.

St. Thomas Preschool & Kindergarten keeps all liquids or food that are hotter than 110 degrees are kept out of children's reach.

St. Thomas Preschool & Kindergarten encourages healthy eating. We do not have to commercial kitchen to support CACFP policies.

Food Allergies and Other Allergies

St. Thomas Preschool & Kindergarten is a NUT FREE school. Children with allergies to tree nuts and peanuts can have life threatening reactions from exposure to these foods. St. Thomas Preschool & Kindergarten will not allow any food items to have peanuts or nut products in the processing.

Please be sure to clearly communicate on your child's Emergency Contact form any other food or substance allergy so that a substitution or accommodation can be made. In addition, each child with a food allergy must have a Food Allergy Action Plan, Asthma Action Plan, and/or Allergy Action Plans completed prior to the child's first day of school. Allergy Action Plan documents are available in the office. The document must be completed by your child's physician and reviewed with the office staff.

Birthdays

We are glad to celebrate your child's birthday in the classroom. Please see your child's teachers to set up specific arrangements. On your child's birthday, you may bring: mini muffins, fruit, frozen yogurt, frozen fruit bars, goodie bags, or healthier food options to share with the other children and teachers in the classroom. These treats must be store bought and include the ingredients on the package.

We ask that you **NOT** place birthday invitations in cubbies or hand them out at school. Children are very aware and feelings could be hurt when not everyone is invited. We would be glad to provide you a school directory so invitations can be mailed or emailed to families.

Gross Motor Development/Physical Activity

St. Thomas Preschool & Kindergarten are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities throughout the school day, that are age appropriate, that are fun, that are useful, and that develop various gross motor skills. In keeping with this philosophy, our program will follow the guidelines below:

- All children over the age of two are provided at least 30 minutes of cumulative physical activity as part of our morning program and an additional 30 minutes for children in our afternoon program. It will include both teacher-led and free-play activities in accordance with the Empower guidelines.
- Teachers will provide opportunities twice per day for children to play outside; teacher-lead activities will be divided into shorter segments and will provide opportunities for children to practice fundamental skills.
- Teachers will encourage moderate and vigorous levels of physical activity.
- Every child will have the opportunity to participate in outdoor physical activity for at least 20 minutes per day.
- Every child will have the opportunity to participate in structured physical activity for at least 15 minutes in the morning and again in the afternoon.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to less than 30 minutes at a time (except during nap time).
- Use of screen time is limited to educational physical activities and is limited to three hours per week.
- No screen time during meal or snack time is permitted.
- Physical activity is not used as a punishment, nor can physical activity be withheld from a child for behavioral reasons.

We at St. Thomas Preschool & Kindergarten believe that children are provided various times throughout the school day for physical play and gross motor activities. Our outdoor environment is an extension of the classroom learning, children will be provided opportunities for unstructured and structured physical play and learning.

Sun Safety

Please apply sunscreen to your child prior to sending him/her to school. If you would like us to reapply sunscreen throughout the day, please bring a labeled bottle of screen with your child's first and last name. It must be stored with the teachers and parent must sign a permission slip to apply.

Children are encouraged to bring a hat with a brim that she/he can keep at school, labeled with her/his name. Sunglasses that provide UV protection are welcome, but must be shatter proof.

Insect Repellent

If you would like for staff to apply insect repellent throughout the day, please bring a labeled bottle with your child's first and last name. It must be stored with the teachers and parent must sign a permission slip to apply.

Pesticide Application

St. Thomas the Apostle is exterminated monthly or as needed. Notification of application will occur within 48 hours before application. The following information will be posted:

- Brand, concentration, rate of application, and any restrictions
- Date and time of application
- Pesticides safety data sheet
- Name and phone number of the exterminating business
- Name of licensed applicator

Illness at School

If your child becomes ill during the school day:

- He/she will be removed from their classroom environment so as not to expose classmates and teachers
- He/she will be provided a mat with a blanket to rest
- Teaching staff will take the child's temperature
- A staff member will call parent or guardian
- He/she will wait comfortably with the director or another staff member until parent or guardian arrives

Illness Posting

When illnesses are reported to the school office Department of Arizona Health Services require parent alert of the illness. Illness Alerts will be posted in the office window on an orange paper. This information will not be sent to individual classrooms or school wide.

Medications

Do not send aspirin, Tylenol, cough syrup or any substance containing an active ingredient to school for your child. We cannot administer any over-the-counter medications without a written statement from your physician. Any antibiotics or other medicines must be given only as prescribed by your doctor, and an Authorization Form must be filled out in order for this to be done.

Only the school director, or her designee, may administer medicines, and all medication must be kept locked in the medicine box located in the refrigerator. School director or her designee will not administer the initial dose of medication. Designees have been trained on administering medication, procedures, and guidelines. Authorization Forms can be found in the same place. If antibiotics have been prescribed for your child, please do not send him/her to school until he/she has been on the medication for full 24-hours.

In the case of a prescription medication:

- *It must be in the original container.*
- *It must have the prescription label.*

- *It must have the doctor's and child's names.*
- *It must have a current date and expiration date.*
- *It must be accompanied by a calibrated spoon if appropriate.*
- *An Authorization Form must be filled out completely.*

Children with medical or other conditions that require special care in an emergency must have an Emergency Care Plan.

St. Thomas Preschool & Kindergarten teachers and staff are trained during First Aid how to administer Epi-Pens.

Reporting Illnesses

Do not send your child to school if he/she has a fever (100° or more), vomiting, diarrhea or a rash. If your child appears obviously ill upon arrival, you will be asked to take him/her home, both for the child's comfort and the consideration of others. If your child becomes ill during the day, you will be notified to pick him/her up. Your child will be removed from their classroom and placed in the office or in an area where no other children are present with a familiar caregiver from St. Thomas Preschool & Kindergarten. If your child is diagnosed with a contagious disease such as pink eye or strep throat, please let us know, and please do not send the child back to school until he/she has been on antibiotic medication for 24-hours. If your child has been ill, we require that he/she not return until symptom free for 24-hours.

Illness

These are illnesses for which a child MUST be excluded from school:

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| • <i>Symptoms of inflammation</i> | • <i>Fever</i> |
| • <i>Unidentified rashes</i> | • <i>Diarrhea</i> |
| • <i>Vomiting</i> | • <i>Pinworm</i> |
| • <i>Lice</i> | • <i>Chicken Pox</i> |

We will exclude children who are suspected of the above conditions. Any communicable diseases your child is exposed to will be posted the day following the reported occurrence.

Reportable Illnesses

If your child is diagnosed with any of the following illnesses, please let the School Office know. We are required to notify the State Health Department of these.

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| • <i>Chicken pox</i> | • <i>Food Poisoning</i> | • <i>Lice</i> |
| • <i>Salmonellas</i> | • <i>Scabies</i> | • <i>Measles</i> |
| • <i>Meningitis</i> | • <i>Mumps</i> | • <i>Rubella</i> |
| • <i>Strep Infections</i> | • <i>Whooping Cough</i> | • <i>Reye's syndrome</i> |
| • <i>Pine Eye (conjunctivitis)</i> | • <i>Giardiasis (type of diarrhea)</i> | • <i>Homophiles influenza) type B (Hib)</i> |

Other Infectious Illnesses

Colds, coughs, ear infections • We prefer that the child remain at home when suffering from these problems. Children don't feel well and won't be able to concentrate or enjoy

their day, and/or they could infect their classmates and teacher. Consideration for others is crucial to controlling the spread of colds and flu at school.

Fevers (100° or higher) • **Do not** send a child to school until he/she has been free of fever for at least 24 hours. A child with an evening fever may NOT come to school the next day, even if he/she wakes up with a normal temperature. Fevers often rise as the day progresses, and a child who got up feeling fine may get sick again later that morning.

Emergency Procedures

All staff members are certified in pediatric First Aid and CPR. In the event of illness or accident, first aid will be administered and parents (or emergency contact person) will be contacted.

In the event of a building safety issue, such as a fire, the teachers will take the children and exit following the escape route or alternate route as indicated on the building map. Maps are posted in all classrooms and office. Drills are held monthly.

In case of an actual emergency, staff will begin to notify parents of children involved in the emergency within 30 minutes of the emergency. Written notices of the incident will be available at the front desk for parents within 24 hours.

In the case of an emergency lockdown, all doors to the building will be locked. Children will remain in the classrooms with doors locked. No one will be allowed in or out of the building until the police clear the lockdown.

Crisis Plan

In accordance with the requirements of the Diocese of Tucson, St. Thomas Preschool & Kindergarten has established a Crisis Response Plan and corresponding manual that includes procedures, contacts, and child information deemed necessary to utilize in case of any emergency. The staff is continually trained on these procedures. The entire school participates in emergency drills including fire drills, lock down drills, and evacuation drills. The drills are reviewed by the staff as a means to continually improve the response time and protocol to any emergency. The crisis plan also includes procedures for: hazardous materials events, radiological events, and sheltering, weather, and bomb threats. Environmental hazards are also taken into consideration including: air pollution, lead, and pesticides.

If any parent or visitor is present during a drill, they are expected to comply with the emergency procedure protocol under the direction of the staff.

St. Thomas Parish and Preschool & Kindergarten campus is a smoke-free environment.

School Accidents

If your child suffers a very minor scrape, bruise or scratch, we will send home an “Ouch!” Report to tell you what happened. If a more serious accident occurs, you will receive an Injury Report which describes the incident. You need to sign the original form and return it to the School Office.

All children must have an update and current Emergency Information and Immunization Record Card on file. This form must indicate in case of an emergency: child’s doctor, preferred hospital, whom to contact in case of an emergency, and child’s health insurance coverage.

Abuse/Neglect

In accordance with the Arizona State Law, the staff at St. Thomas the Apostle Catholic Preschool & Kindergarten must report suspicion of any form of child abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. The preschool does not condone, hide or tolerate any type of child abuse. Our foremost responsibility is to ensure the safety of your child.

Sexual misconduct includes a broad range of acts and behaviors that are defined in Section IV of the Diocese of Tucson “Guidelines for the Prevention of and Response to Sexual Misconduct.” To protect children, adolescents, and adults from sexual misconduct, the Parish has adopted the “Guidelines for the Prevention of and Response to Sexual Misconduct, and the Summary Statement” of the guidelines as promulgated by the Diocese of Tucson, and the “Diocese of Tucson Code of Conduct”, both of which must be read and adhered to by all employees.