



ST. JUNIPERO SERRA CATHOLIC  
PRESCHOOL  
#304371061

2024-2025  
PARENT HANDBOOK

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Dear Preschool Parents,

Welcome to St. Junipero Serra Catholic Preschool. We strive to provide an educational experience which helps each child develop to his or her full potential. St. Junipero Serra Catholic Preschool provides a well-balanced academic and developmentally appropriate program in a nurturing environment which recognizes the individual needs of each child, and both celebrates and encourages children's natural curiosity for learning. We believe that children need, expect, and deserve to be guided in a way that will help them feel happy, safe, and adjust well to their school.

We are so blessed to have five incredibly talented, experienced, and enthusiastic teachers who will provide a wonderful, positive, and creative learning environment for your child. They will be working as a team to help your child develop skills in all areas of development - religious, academic, emotional, social, and physical. Above all they will be fostering a love for God and love for learning.

We look forward to a great year. Please feel free to contact me throughout the year with any questions, concerns, or comments at [mbentley@serraschool.org](mailto:mbentley@serraschool.org). I pray that you and your family enjoy a blessed year here at St. Junipero Serra Catholic Preschool.

**Please take the time to read our Parent Handbook. When you have finished, please sign and date the Parent Handbook Receipt located at the end of the Handbook and return it to your child's teacher.**

We are delighted to welcome your family to St. Junipero Serra Catholic Preschool and we look forward to a great year!

Mrs. Michelle Bentley  
Preschool Director  
St. Junipero Serra Catholic Preschool



“Jesus said, ‘Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.’” -Matthew 19:14

## **SCHOOL PHILOSOPHIES AND POLICIES**

### **Philosophy Statement**

We believe children are special gifts from God and we promote their self-esteem and individuality. We believe that children learn best about God's world through experimentation and exploration. We provide developmentally appropriate activities and value play as an avenue to learning. We teach to the whole child, spiritually, academically, socially, emotionally, and physically.

### **Mission Statement**

Rooted in the Catholic faith, evangelical vision and spirit, the community of St. Junipero Serra Catholic School welcomes families from the parishes of Holy Trinity, San Francisco Solano, Santiago de Compostela, St. Kilian, and surrounding communities. Inspired by the gospel values and in a Christ-centered environment, we promote student success through challenging programs that meet the diverse learning needs and unique potential of the whole child. We aspire to provide the foundation for our students to become compassionate Catholic leaders of the future living by our School-Wide Student Learning Expectations on a daily basis.

A Catholic, Christ-Centered Life That Serves God And Others

An Engaged And Active Life-Long Learner

A Respect And Reverence For Human Dignity And Diversity

A Passion To Share And Lead With One's God-Given Gifts

### **Inclusion Program**

Every student is a child of God, and is deserving of the opportunity to have the best Catholic education possible. St. Junipero Serra Catholic Preschool supports and complements parents in their responsibility as the primary educators of their children. Our mission is to teach the gospel and to model Jesus Christ. Our primary goals are to assist students to grow into the fullness of life in Jesus, to be members of the community of believers, and to teach the redeeming message of God's love. We strive to develop the whole child: physically, intellectually, morally, psychologically, socially, and spiritually.

Recognizing that a Catholic school should be available to all who desire this educational environment, St. Junipero Serra Catholic Preschool strives to accept all students for whom an appropriate program can be designed and implemented.

#### **The goals of our Inclusion Program are:**

- To serve as a Christ-like model in respecting each student as a unique gift of God
- To recognize and respond to the learning styles and needs of each student and to develop the unique potential of each child
- To create the most appropriate learning environment which will allow students to have success in all areas of the curriculum, as much as possible, and to become productive members of the classroom
- To provide for ongoing evaluation of each student's program.

### **Statement of Non-Discrimination**

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, religion, color, or national origin.

Likewise, St. Junipero Serra Catholic Preschool does not discriminate against any applicant for employment on the basis of sex, handicap, race, color, and national and/or ethnic origin.

### **Admission to St. Junipero Serra Catholic Preschool**

Preference in admission will be given to families who are registered in the St. Kilian, San Francisco Solano, Holy Trinity, or Santiago de Compostela parishes. St. Junipero Serra Catholic Preschool will also consider applications from outside our parish communities. Siblings of current students are given priority in admissions.

Applications may be obtained from the St. Junipero Serra Catholic School website. Once the application is completed in its entirety and submitted to the Admissions Department, the Preschool Director will review all applications, meet the child while on a school tour, and determine that St. Junipero Serra Catholic Preschool can meet the needs of the student. Available openings will be filled based on the Priority of Admissions Policy as outlined below:

**For Current Serra Families:** Siblings of families currently registered at St. Junipero Serra Catholic School.

**For New Families:** Registered members of St. Kilian, San Francisco Solano, Holy Trinity or Santiago de Compostela, who actively participate in the life of their parish.

**For Out of Parish Families:** Once applications from registered founding parish families have been reviewed, applications from families who are not registered with one of our four parishes or who are non-Catholic will be reviewed for consideration by the St. Junipero Serra Catholic School Admission Department and Preschool Director.

The criteria for preschool admission are also based on three additional factors. First, all children must be three years old before entry into preschool. Second, children must be fully potty-trained. Finally, parents must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of St. Junipero Serra Catholic School and St. Junipero Serra Catholic Preschool.

### **Entrance Age**

St. Junipero Serra Catholic Preschool provides programs for children 36 months to 60 months of age, as well as an extended care program before and after morning preschool classes. St. Junipero Serra Catholic Preschool's Extended Care Program provides before and after school child care to all enrolled preschool students. Your child may use the Preschool Extended Care Program on the days of the week your child is registered to attend preschool.

### **Tuition**

The deposit is non-refundable and must be paid through the FACTS management system. Families have the opportunity to set up their online payment through FACTS during the preschool registration process. This deposit covers the cost of consumable texts, teaching/art supplies, student insurance, diocesan assessments, processing/photocopying of registration and clerical records, classroom activity fees, PTO fee, earthquake kit/disaster preparedness, enrichment fee, and student school supplies.

Your student's educational cost is payable annually, semi-annually, or monthly through the FACTS management system. Families may select their preferred payment date between and including the 1st of each month through and including the 7th of each month. If payment is not received when due, a late charge of \$25.00 per family may be assessed. Additionally, a FACTS service charge of \$30.00 will apply to all payments returned by the bank. If your payment is delinquent in excess of 60 days, and an acceptable alternative arrangement has not been approved by School Administration, your student(s) will not be permitted to return to school until all delinquent payments are paid in full.

If the last payment due is delinquent beyond the 10th of June, the same 60-day delinquent policy will apply. The school shall have the right up to and including, but not limited to, legal action and your student(s) withdrawal for the following school year. You will be responsible for all costs of collection, including court expenses and reasonable attorney's fees.

Questions should be directed to St. Junipero Serra Catholic School's Accounting and Finance Department at 949-888-1990 ext. 8733 or by logging into your FACTS account.

### **Required Forms**

In accordance with Title 22 Licensing Regulations, as well as policies of the Diocese of Orange and St. Junipero Serra Catholic School, the following forms must be completed and submitted prior to your child's start date:

- Preschool Tuition Contract, including the following additional forms:
  - Family Demographics
  - Parent's Guide To Immunization Requirements
  - Safe Environment Volunteer Requirements
  - Media and Directory Releases
  - Extended Care Use Survey
  - Family Emergency Information & Authorization to Release Student
- Parent Questionnaire for Preschool
- Community Care Licensing Rights
- Report of Health Examination for School Entry (PM 171A) with TB Test
- Notification of Personal Rights (Licensing Form 613A)
- Consent For Emergency Medical Treatment (Licensing Form 627)
- Identification And Emergency Information (Licensing Form 700)
- Physician's Report (Licensing Form 701)
- Child's Preadmission Health History (Licensing Form 702)
- Notification of Parents' Rights (Licensing Form 995)
- Birth Certificate
- Baptismal Certificate
- Immunization Record
- Preschool Permission Form

**If there is any change in a parent's residence or work address, mailing address, email, telephone number(s) or marital status, parents or guardians must notify Mrs. Michelle Bentley at [mbentley@serraschool.org](mailto:mbentley@serraschool.org), immediately. In addition, please log into your family's FACTS account**

**to update this information so teachers and staff are aware of your change of status. It is crucial that we are able to locate you at all times in case of an emergency.**

### **Child Abuse Reporting Obligation**

In accordance with Diocesan policy and California law, school staff members are mandated reporters. We are obligated, under penalty of law, to report the “reasonable suspicion” of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation of children.

The Department of Social Services has a right to interview children and staff, to inspect and audit child or facility records without prior consent, and has the authority to observe the physical condition of the child or children, including conditions that could indicate abuse or neglect, and to have a licensed medical professional examine a child.

### **Confidentiality**

The use or disclosure of any information pertaining to an individual child and his/her family, both at home and in the school setting, shall be restricted to purposes directly connected with program planning.

Disclosure of a child’s records beyond family members, program personnel, and consultants having an obligation of confidentiality shall require written familial consent (except in cases of child abuse and neglect).

### **Family Directory**

For the convenience of St. Junipero Serra Catholic School families, a family directory is published each year, containing the name, address, email, and telephone number for each family. Families choose whether or not to participate in the family directory during the registration process when they complete their Tuition Contract.

The family directory is posted on the school’s website in a password-protected area. By using the directory, parents acknowledge that the information contained in the directory may not be used for commercial purposes or mass distribution.

### **Communication**

Meeting a child’s individual needs requires a partnership between the Preschool and family. It also requires that staff acquire specific knowledge of each child in their care. Ongoing communication between families and staff is crucial. You will find many opportunities to speak with your child’s teacher about matters of concern. We ask that you keep us posted about events or changes at home that might affect your child. Email and phone are two lines of communication that are available to you. **A list of Preschool Staff contact information may be found at the end of this handbook. Since teachers are responsible for supervising students during the day, please call Mrs. Bentley at (949) 546-8703 if you need to get a message to the classroom.**

## **Behavior and Guidance**

In the interest of being consistent, please respect and know the preschool rules:

- Children must respect themselves and others.
- Children may not climb on fences, gates, tables, or chairs.
- Children may not open the gates or doors by themselves. (except in the case of an emergency)
- Children may not throw sand.
- Crashing of the riding equipment is not allowed.
- Children may only play in areas where supervision is available.
- Children may not physically hurt others. Emotional safety is as important as physical safety. Children may not insult, tease, or frighten one another.
- Children must sit down while eating.
- Children may not run in the classroom.
- Children will help put away toys and help to keep the facility neat.

Many techniques are used for assisting children through conflict resolution. Although the style (words and type of technique used) is different depending on the age of the child and severity of the situation, all efforts seek to guide children as problem solvers. Children are all competent learners and bring different feelings, actions, and ideas to conflict situations.

We use redirection and positive reinforcement to encourage good behavior. Incentive programs are used throughout the year to promote responsible behavior. Inappropriate behavior is discouraged with an incident report which is sent home, if necessary. If there is a physical or behavioral incident, a staff member will fill out an Incident Report describing the incident and it will be sent home to parents that day.

Under no circumstances will the staff use any corporal punishment, psychological abuse, threats, or derogatory remarks when guiding a child's behavior.

Registration of your child in the Preschool is equivalent to a commitment on the part of parents and students to follow our policy. As each incident is unique, we may do any of the following:

- o Verbal warning to the child
- o Written Incident Report to the parents
- o Conference with the parent and teacher
- o Conference with the parent, teacher, and Director
- o Dismissal from the program

If the infraction involves a physical injury, the Director may decide to contact parents immediately.

## **Withdrawal From The Preschool**

Should it become necessary to withdraw your child from St. Junipero Serra Catholic Preschool, a 30-day written advance notice must be given to the Preschool Director. Parents are expected to continue to pay tuition for the 30 days after notification of withdrawal.

Child care services may be terminated by St. Junipero Serra Catholic Preschool when:

- Payment is delinquent (please refer to the Preschool Family Educational Cost Agreement)
- The child's behavior becomes abusive to the other children
- The child hits other children or staff three times
- The child's behavior requires more attention than our adult/child ratio allows



The child's parent (or parents') behavior is disruptive or abusive to any staff member or child in the classroom or on the St. Junipero Serra Catholic Preschool campus.

The child is not **fully** potty-trained. Children may not wear pull-ups. Fully potty-trained is defined as the ability of the child to know when he/she has to use the toilet and does not need any assistance in the bathroom. While we understand that occasional accidents happen, if accidents happen consistently a child is considered not to be fully potty-trained and will be asked to leave the program.

In compliance with Assembly Bill (AB) 752, St. Junipero Serra Catholic Preschool follows the policies and procedures as outlined in the Diocese of Orange Diversified Education Handbook for children exhibiting persistent and serious challenging behaviors as an attempt to reduce/eliminate expulsions and withdrawal from facilities due to behavioral matters. This documented process includes resources provided for the child, including an Individualized Learning Plan (ILP), or in some cases may include an Individualized Education Program (IEP). The Diocese of Orange Diversified Education Handbook may be found on the school's website under Learning Support Program.

### **Family Involvement and Volunteering**

Children benefit immensely when their home and school experiences are integrated. Aside from the planned family events held at the preschool, parents are strongly encouraged to share talents, hobbies, or their occupations with the children. Volunteering is a requirement for all preschool parents. There will be opportunities for room parents, special holiday celebrations, special projects, and projects to be completed at home. Please talk with your child's teacher if you wish to volunteer in the classroom. **NOTE: Prior to volunteering anywhere in the preschool facility, or attending any event in the preschool classrooms or playground, you must complete the volunteer screening process as described below.**

All volunteers must complete Live Scan Fingerprinting and Safe Environment Training through the Diocese of Orange. In addition, as a requirement of California Community Care Licensing **preschool volunteers** must also submit proof of a negative TB test (done within the past year), as well as providing a "Letter of Good Health". Finally, proof of immunization or immunity to measles, pertussis, and influenza is required. The forms needed to complete the volunteer screening process are available on the St. Serra website. **This process takes several weeks to complete and must be completed in full before parents may volunteer or attend any events at the Preschool.** Please contact Mrs. Michelle Bentley with any questions about preschool volunteering.

All visitors must sign in and out through the School Office by providing identification to the receptionist. Visitors will be given an identifying lanyard to wear while on the St. Junipero Serra Catholic School campus. Visitors to the Preschool must also sign in and out on the Visitor Log located in each preschool classroom.

The cost associated with not fulfilling volunteer service hours will change from \$15.00 per hour to \$25.00 per hour.

### **Preschool Service Hour Requirement\***

**2-day program** - 5 hours per family per school year

**3-day program** - 10 hours per family per school year

**5-day program** - 20 hours per family per school year

### **TK-8 Volunteer Service Hour Requirement\***

**40 hours per family** per school year (no change)

*\*If you have students in both the Preschool and TK-8 programs, your total volunteer service hour requirement is 40 hours for the school year.*

### **Office Hours**

The St. Junipero Serra Catholic School Office is open from 7:15 a.m. to 3:00 p.m. on regular school days. St. Junipero Serra Catholic Preschool is open from 6:45 a.m. to 6:00 p.m.

### **Program Arrival/Dismissal**

**The 3 Year Old Program, Young 4 Year Old Program, and the Pre-K Program** are offered Monday/Wednesday/Friday mornings or Tuesday/Thursday mornings, or Monday-Friday mornings, 8:00 a.m. – 11:15 a.m.

**Preschool Extended Care** is offered on school day mornings from 6:45 a.m. - 7:10 a.m. and after preschool class from 11:15 a.m. - 6:00 p.m. **If you pick up after 3:00pm,** please call or text the Preschool Extended Care phone (949) 540-4408. Please pull into the drive-in lanes off de Las Banderas, stop at the double glass doors and our staff will bring your child to your car.

State licensing requirements mandate that your child be signed in and out EVERY DAY BY AN ADULT with a full legible signature, the time of arrival, and the time you anticipate picking up your preschool child. The sign in sheets are located in your child's classroom and outside during drop-off and pick-up. Failure to sign in or out could result in a \$50.00 per signature fine.

St. Junipero Serra Catholic Preschool staff will release children ONLY to people over the age of 18 who are listed on a child's Identification and Emergency Information form who have been designated by the parent or guardian and who provide photo identification when picking up the child.

If someone other than a person you have authorized on the Identification and Emergency Information form will be picking up your child, you must authorize this in writing to Mrs. Michelle Bentley at [mbentley@serraschool.org](mailto:mbentley@serraschool.org). Any person who is picking up a child will be asked to provide the staff with a photo ID and to sign out using his/her full first and last name, as well as the time of departure.

Special custody situations are to be discussed with Mrs. Bentley upon enrollment or as situations arise. Without court documentation, the Preschool will not refuse a parent the right to pick up his/her child.

## **Preschool Drop Off and Pick Up Procedures**

### **Important Notes:**

- Please be sure to always use your **emergency flashers** when dropping off or picking up your preschool child.
- Please make sure that you always use your **red preschool placard** for drop off and pick up of your preschool child, even if you have older children in the car.
- Please make sure your preschool child's **car seat is located near the rear passenger side door** so they can be easily taken out of the car seat by staff and you can remain in the driver's seat.
- Please remain in your car. Do not get out of the car while staff is helping your child in or out of the car. We will bring the sign-in binder to you.

### **DROP OFF PROCEDURES:**

**If arriving between 6:45AM and 7:10AM** – Enter the parking lot off of Antonio Parkway and park in a reserved preschool space. Walk your child through the Chapel gate. Walk towards the Primary Education Building (PEB) and up the stairs to the preschool classroom. **call or text the Preschool Extended Care phone (949) 540-4408.**

**If arriving between 7:10AM – 7:40AM** – Enter the drive-through lanes in front of the PEB on Avenida de Las Banderas. Follow traffic officers' directions on to the campus to the Preschool Drop-Off Area. Stop to drop off all the children in your car at the curb at the Preschool Drop-Off Area on the inner road. Preschool staff will assist your child with unloading and giving you the sign-in binder. Please remain in your car, and preschool will escort your child to the classroom.

**Walk In Procedures Between 7:10AM and 7:40AM:** If you wish to park and walk your child into class, you may enter the campus off Avenida de Las Banderas and follow the traffic line through the campus to the Preschool Reserved Parking Spaces which are located in front of the school near the chapel, facing Antonio Parkway. **You may walk through the Chapel gate and walk up the PEB stairs to the preschool classroom. You do not need to sign in at the School Office during this time.** Sign your child in when you arrive in the preschool classroom.

**If arriving between 7:40AM and 11:00AM** – From the Antonio Parkway parking lot, enter the School Office through the double glass doors. Sign in to our campus in the School Office and receive your identifying lanyard. Walk your child to the preschool classroom and sign in your child. Sign out of the School Office and return your lanyard before leaving to your car.

**If you are coming to campus to take your child out of class for an appointment, please tell the receptionist in the School Office. She will call your child's classroom to let them know you are coming to sign your child out for an appointment. After you sign out your child in the preschool, go back to the School Office and return your lanyard before going to your car.**

### **PICK UP PROCEDURES:**

**Between 11:15AM and 11:25AM** – Enter the drive-through lane on Avenida de Las Banderas. ***Pull into the lane nearest the PEB.*** Please remain in your car. Preschool staff will bring your child to your car, buckle your child in the car seat, and give you the binder to sign your child out. Exit onto Avenida de Las Banderas.

**Between 11:25AM and 1:45PM** – Enter the Antonio Parkway parking lot. Park in a Preschool Reserved Parking space. Enter the School Office through the double glass doors. Sign in to our campus in the School Office, receive your identifying lanyard and follow all other posted directions. Walk to the preschool extended care classroom and sign out your child. Sign out of the School Office and return your lanyard before leaving to your car.

**Between 2:10PM and 2:25PM** – This is the dismissal time for TK thru grade 2. If you are picking up during this time, please turn on your emergency flashers and enter the drive thru lanes in de las Banderas, follow the traffic officer's directions to the preschool pick-up area in the right lane. A preschool staff member will bring your child to the car and will assist your child with getting into the car seat and securing your child. The preschool staff member will give you the binder so you can sign your child out for the day.

**Between 2:40PM and 3:00PM on all days except TK-8 minimum days** – This is the busiest pick-up time of the day. Enter the drive-through lanes on Avenida de Las Banderas. Follow traffic officers' directions as you wind your way through the campus. Be sure that you are displaying the red placard on your car's passenger side visor and have turned on your emergency flashers. If you have older children, they will be loaded first as you remain in your car. Follow the traffic officers' directions to the Preschool Pick-Up Area. A preschool staff member will bring your child to your car. They will assist your child with getting into the car seat and securing your child. The preschool staff member will give you the binder so you can sign your child out for the day.

**Between 3:10PM and 6PM** – If you pick up after 3:00p.m, please call or text the Preschool Extended Care phone (949)540-4408. Please pull into the drive-in lanes off Avenida de Las Banderas, stop at the double glass doors and our staff will bring your child to your car.

Questions? Please call Mrs. Michelle Bentley at (949)546-8703.

### **Attendance**

Please email attendance at [attendance@serraschool.org](mailto:attendance@serraschool.org) if your child will not be at preschool on any given day, as well as notifying your child's teacher. Notify Mrs. Bentley at x8703 immediately if your child has a contagious disease. If you have an emergency and know you will be late, either dropping off or picking up your child, please make sure to call x8703.

### **School Calendar**

The Preschool will follow the St. Junipero Serra Catholic School calendar, with a few exceptions. For example, the Preschool has different starting and ending dates. **Please see the Preschool calendar at the end of this Handbook for details.**

**Grandparent's Day for March 7th, Preschool will not be in session. Preschool students may attend Grandparent's Day accompanied by a grandparent, and will not be signed in or out that day because they will stay with their grandparent in the classroom and anywhere they visit on campus.**

**Daily Schedule (3 Year Olds)**

7:10 a.m. – 8:00 a.m.	Arrival/Morning Centers/Quiet Play/Serra Vision
8:00 a.m. - 8:30 a.m.	Circle Time (prayer, roll call, date/days of the week, calendar, weather, helper chart)
8:30 a.m. - 8:45 a.m.	Literacy Readiness (Letter Cookies, ABC Soups, ABC Mouse)
8:45 a.m. – 9:15 a.m.	Snack and Recess
8:45 a.m. - 9:05 a.m. (M/T)	Music/Movement
9:30 a.m. – 10:00 a.m.	Religion (God Made Me)
10:00 a.m. - 10:30 a.m.	Academic Learning Centers (Science, Math, and Art)
10:30 a.m. – 11:00 a.m.	Free Choice/Brain Gym
11:00 a.m. – 11:15 a.m.	Bible Story, Prayer and Prepare for Dismissal
11:15 a.m.	Dismissal in Front of the PEB

**Daily Schedule (Pre-KB)**

7:10 a.m. - 8:00 a.m.	Arrival/Unpack/Free Choice/Serra Vision
8:00 a.m. - 8:10 a.m.	Greeting and Gathering
8:10 a.m. – 8:30 a.m.	Whole Group Experience (Subject/Topic Change Daily)
8:30 a.m. - 9:30 a.m. (M/W//F)	Academic Learning Centers with Small Group Instruction
8:45 a.m. - 9:05 a.m. (Thursdays)	Music
9:30 a.m. - 10:00 a.m.	Snack and Recess
10:00 a.m. - 10:15 a.m.	Get set for school
10:15 a.m. – 10:35 a.m.	Whole Group Experience
10:35 a.m. – 11:05 a.m.	Religion- God Made the World
11:05 a.m. - 11:15 a.m.	Bible Story/Prayer/Pack Up
11:15 a.m.	Dismissal in Front of the PEB

**Daily Schedule (Pre-KC)**

7:10 a.m. - 8:00 a.m.	Arrival/Unpack/Free Choice/Serra Vision
8:00 a.m. - 8:10 a.m.	Greeting and Gathering
8:10 a.m. – 8:30 a.m.	Whole Group Experience (Subject/Topic Change Daily)
8:30 a.m. - 9:30 a.m. (M/T/W/Th/)	Academic Learning Centers with Small Group Instruction
9:00 a.m. - 9:30 a.m. (Fridays)	Music
9:30 a.m. - 9:45 a.m.	Get set for school
9:45 a.m. - 10:15 a.m.	Snack and Recess
10:15 a.m. – 10:30 a.m.	Whole Group Experience
10:30 a.m. – 11:00 a.m.	Religion- God Made the World
11:00 a.m. - 11:15 a.m.	Bible Story/Prayer/Pack Up
11:15 a.m.	Dismissal in Front of the PEB

### **Daily Schedule (Young 4 Year Olds)**

7:10 a.m. – 8:00 a.m.	Arrival/Unpack/Free Choice/Serra Vision
8:00 a.m. - 8:35 a.m.	Circle Time and Calendar, Morning Prayer
8:35 a.m. – 8:45 a.m.	Religion- God Made the World
8:45 a.m. – 9:15 a.m. (W/TH/F)	Table Time
9:00 a.m. - 9:15 a.m. (M/Tu)	Music
9:15 a.m. – 9:45 a.m.	Snack and Recess
9:45 a.m. - 10:45 a.m.	Academic Learning Centers/Small Group
10:45 a.m. - 11:00 a.m.	Free Choice
11:00 a.m. - 11:15 a.m.	Prayer, Bible Story/Pack up
11:15 a.m.	Dismissal in Front of the PEB

### **Snacks and Lunch**

Snacks must be brought each day from home, and should include a drink. Snacks should be in a separate container or baggie labeled with your child's name.

Students who attend Preschool Extended Care will need a lunch, as well as an additional snack, for the afternoon program. Please provide your child's meal in a lunchbox or lunch bag which has your child's name on it. **Please label your child's snacks, lunches, and water bottles with their name. This is imperative to help safeguard your child's health.** Please be aware that the Preschool does not provide refrigerators for children's lunches. Therefore, please use ice packs for perishable food or place it in a thermos. In addition, the Preschool does not warm food for children.

Healthy snacks and lunches are very much encouraged. Due to allergies and to prevent the spread of germs, students are not allowed to share food at school. **St. Junipero Serra Catholic Preschool is a peanut free environment.**

**Do not send peanuts or peanut products to school with your child.** If your child is not allergic and enjoys peanut butter, you may wish to try almond butter or another substitute for peanut butter. **Clearly label the baggie or container stating what type of spread it is.**

Please make sure your child's snack and lunch are labeled with their name. ***Preschool students do not participate in Choice Lunch (Serra's hot lunch program or special hot lunch days such as Chick-Fil-A.***

### **Immunizations, Health, Allergies, and Medication Policies**

No child will be admitted to the Preschool without submitting a record of compliance with current immunization requirements, as mandated by the State of California. As of January 1, 2016, the California Immunization Law (SB277) states personal belief exemptions and religious beliefs exemptions are NOT ACCEPTED. Your child must be fully immunized prior to attending St. Junipero Serra Catholic Preschool.

California law requires specific health screening procedures for all children entering preschool for the first time. Your child must have a physical exam completed less than 12 months before entering St. Junipero Serra Catholic Preschool. A Report of Health Examination for School Entry form, the Physician's Report form, a copy of your child's official Immunization Record, and additional health forms must be on file at the Preschool prior to starting preschool. If any of the required immunizations were not given to your child because of medical reasons, please log into the following website to

request a medical exemption from your child's doctor: [cair.cdph.ca.gov/exemptions/home](http://cair.cdph.ca.gov/exemptions/home). ***We can only accept medical exemptions obtained by the doctor through the CAIR Registry.***

The health and well-being of the children in our care are of paramount concern. We rely on the families enrolled to abide by our Health Policies to support this effort. Each day, a teacher will conduct a brief health assessment to ensure that a child has no visible signs of illness. A child exhibiting signs of illness that would exclude him/her from school will be sent home. The preschool will follow the Orange County Health Department guidelines for schools and all guidelines required by the preschool licensing agency.

When a child becomes ill during the day, the school will contact the parents. An ill child will be removed from the classroom and allowed to rest in the Preschool Health Room. **It is imperative that a sick child be picked up from school within 30 minutes.** If you are unable to pick up your child within 30 minutes, a person listed on your child's emergency form will be called to pick them up. When you or your emergency contact pick up the child, you will be required to sign a Preschool Health Room Return to School Policy form.

The following are the most commonly seen symptoms that require a child's exclusion from preschool:

1. A fever - Temperature greater than 99.0. The child must be fever-free (without medication) for 24 hours before returning to preschool.
2. Conjunctivitis (Pink Eye) - Redness of the eye; mucus or watery discharge from the eye; itchiness of the eye. A physician's note of clearance is required before a child can return to preschool.
3. Unexplained rash. A physician's note of clearance is required before a child can return to preschool.
4. Impetigo. A physician's note of clearance is required before a child can return to school.
5. Diarrhea - Defined as loose bowel movements. **Children must be diarrhea-free for 24 hours before returning to preschool.**
6. Vomiting. **Vomiting must cease for at least 24 hours before a child can return to preschool.**
7. Evidence of nits or lice. In order to return, a child must be nit and lice free and must be taken to the Health Room of St. Junipero Serra Catholic School, and cleared by the Preschool Director.
8. General lethargy and discomfort. Any child who is too ill to participate fully in classroom activities will be sent home.
9. Other communicable diseases (chicken pox, strep throat, continuous cough, ringworm, etc.). Children must have a physician's note of clearance to return to preschool.
10. Any COVID -19 or Multisystem Respiratory Illness symptoms.

If your child contracts any communicable disease or condition, please notify Mrs. Bentley at (949)888-1990 ext. 166 or [mbentley@serraschool.org](mailto:mbentley@serraschool.org) immediately about the doctor's diagnosis. A notice will be given to other preschool families (with the child's name kept confidential) so that teachers and other families can watch for symptoms in their own children

### **Allergies**

Please provide the Preschool with a list of all known or potential allergies that your child has. We will document these allergies in each classroom and be certain the teachers and preschool staff are aware of the condition. If your doctor has prescribed an Epi-Pen for your child, please have your doctor provide written documentation of this and give this to Mrs. Bentley, along with an Epi-Pen for use in an emergency. Please be sure that your child's Epi-Pen will not expire during the school year and is in its original prescription packaging with your child's name on it.

### **Medication Administration**

The Preschool Director or her designee will administer Prescriptive and Non-prescriptive (over the counter) medications with appropriate written documentation.

**PRESCRIPTIVE MEDICATIONS may be administered if all the following conditions are met:**



- Medication must be unexpired, provided in the original container, with the prescription label attached (medication will only be administered in accordance with the label directions).
- **Written approval and instructions are provided by the parent/guardian.**
- Licensing Forms (LIC 622 and 9221), available from Mrs. Bentley must be completed by the parents.
- This documentation will be kept in your child's student record.

**NON-PRESCRIPTIVE MEDICATIONS may be administered if all the following conditions are met:**

- Medication must be unexpired, provided in the original container, and shall be administered in accordance with the product label directions on the non-prescription medication container.
- Written approval and instructions are provided by the parent/guardian.
- Licensing Forms (LIC 622 and 9221), available from Mrs. Bentley, must be completed by the parents.
- This documentation will be kept in your child's student record.

Medication will not be administered for the purpose of reducing fever in order for a child to remain at school. Forms which provide consent for medication administration and storage are available from Mrs. Bentley.

**Please note:**

**A child taking any new medication must be on the medication for at least 24 hours before returning to school.**

**Under no circumstances should any medication be left in your child's backpack, classroom, or cubby. All medication to be dispensed during the school day must be given to the preschool teacher and administered by the Director or her designee.**

**Incidental Medical Plan for Epi-Pens and Inhalers**

It is our policy to require that parents provide St. Junipero Serra Catholic Preschool with written documentation of the prescription for an Epi-Pen and/or an inhaler for use as needed at school. The medication must be provided to the preschool in the original container, with the child's prescription label attached. The prescription label must be dated. Prescription medication will only be given in accordance with the label directions as prescribed by the child's physician.

Written approval, instructions, and parent signature must be provided by the parent/guardian on LIC 9221 and LIC 622 forms. This documentation will be kept in the child's preschool student record located in the office of the Director's Assistant for the school year.

Copies of these forms are also kept with the Epi-Pen and/or inhaler in a baggie in the classroom emergency backpack. LIC 9221 form is filled out and signed by the staff member each time the Epi-Pen medication or inhaler medication is administered to the child. Unused medication will be returned to parents on the last day of school of each school year. When unused medication is returned to the parent, the staff member who returns the medication will sign the LIC 9221 form. This form is stored in the preschool student record.

The Epi-Pens and inhalers are kept in a plastic baggie labeled with the child's name in an emergency backpack that is carried by the preschool staff who is supervising the child. This includes when the child is on the playground or in any preschool classroom. The backpack will be kept in a cupboard that is above the reach of the children while the child is in a preschool classroom. The backpack will be kept in the unlocked, latched shed on a hook above the reach of children when the child is on the playground. A supervising staff member will carry the backpack while accompanying the child when moving from classroom to classroom or from the classroom to the playground.

All preschool staff members are required to be trained in the use of Epi-Pens and inhalers. If an emergency occurs and the Epi-Pen or inhaler must be used, the supervising staff member or another preschool staff member will call 911. The supervising staff member will administer the medication according to the prescription directions. Upon calling 911 and administering the medication, a staff member will notify the Director or her designee. The Director or her designee will call the child's



parent/guardian to inform them of the emergency, the condition of the child, what medication was administered, and what additional actions were taken. If an inhaler is needed, depending on the ability of the child to breathe, the above procedures could be followed.

A staff member will always contact the parent of a child if medication is administered using an inhaler on the day that it was given. Each time medication is given using the Epi-Pen or inhaler, the staff member who administered the medication will fill out Form 9221 indicating who administered the medication, when it was given, and sign their name. If an Epi-Pen is used, the parent will be required to supply a new Epi-Pen and provide new documentation for the new Epi-Pen. The child will not be able to return to school until a new Epi-Pen is provided with all the documentation required above.

If an emergency occurs and an Epi-Pen or inhaler medication is administered in that incident to a child, the Director or her designee will fill out LIC 624, Unusual Incident/Injury Report, and fax it to the state at 1-714-703-2831 within 24 hours of the incident. The Director will notify the Licensing Agency and responsible persons by the next working day. The Director will also submit the written report to the Licensing Agency within 7 days of occurrence. A copy of the report will be kept in the child's preschool record.

### **Sunscreen and Chap Stick**

Parents should apply sunscreen and chap stick at home before bringing the child to preschool. If additional applications are needed, please provide the sunscreen/chap stick with your child's name on it and a note signed and dated giving your permission and directions for preschool staff to reapply. Under no circumstances should sunscreen or chap stick be left in a child's backpack or cubby.

### **Hand Sanitizer**

Children may not bring hand sanitizer to school or hang it from their backpacks.

### **Medical Emergency and Disaster Preparedness**

In the event of a medical/dental emergency, we will dial 911 and/or the child will be transported to Mission Hospital, 27700 Medical Center Road, Mission Viejo, CA (949) 364-1400. In the event of an earthquake or natural disaster, we will stay on the property, if possible, and follow the St. Junipero Serra Catholic School Disaster Preparedness Plan. If we must evacuate to another location, most likely a park, school, or one of our parishes, we will attempt to notify you by email or text. We maintain earthquake supplies on the premises that contain blankets, batteries, first aid supplies, and emergency food supplies and water. The Preschool provides an earthquake kit for each child, as per emergency preparedness requirements. The kit is designed to maintain the student on a minimal level of nutrition and to maintain safety until pick up by the parent or guardian. Disaster drills are held on a regular basis. All St. Junipero Serra Catholic School Preschool staff are trained in CPR and First Aid.

### **Injuries**

The teacher or Director will handle minor injuries sustained at the Preschool. Providing water, band-aids, and ice will be the extent of first aid rendered. Minor injuries such as scrapes, cuts, bruises, and bumps are regularly reported to parents. An Ouch Report will be filled out in duplicate for the preschool file and for the parent to notify them of any injury that requires attention and care at home. Parents will be notified immediately in the case of head injury, severe bumps, cuts, or bites. Bites can and sometimes do happen. We treat each situation individually and appropriately. Biting can cause infectious disease and is not tolerated. However, your child's teacher will work closely with you on this matter.

### **Helmets**

Parents have the option of providing a helmet for their child to wear while riding toys outside. Please label the helmet with your child's first and last name. Staff will make sure the child wears the helmet while on the riding toys. Helmets will be stored in the shed on the preschool playground while not in use.

### **Uniforms and Non-Uniform Dress**

St. Junipero Serra Catholic Preschool students are required to be in school uniform every day, unless specified differently by the Preschool. All clothing must be purchased from the approved uniform vendor, Land's End. Refer to the school website for the required uniform and pricing. Preschoolers may wear any variation of the uniforms at any time. Formal uniform is never required for preschoolers. The formal uniform is optional. Any sweaters or jackets may be worn.

Tennis shoes or rubber soled shoes are required, and shoes must be close-toed. Shoes may be any color. They may have laces or Velcro. Any type of socks may be worn. Ped socks must be visible. Nail polish is not allowed except the week following the school's the Father-Daughter Dance. All outer clothing articles such as sweaters and jackets must have your child's name on them.

Occasionally, non-uniform dress days will be offered to the preschool students. Parents will be given written advance notice of these days. In addition, students may wear non-uniform dress on the day they celebrate their birthdays at the Preschool. Non-uniform dress includes non-uniform pants, shorts, dresses, skirts and tops (no inappropriate logos, halter tops, or spaghetti straps, please). Close-toed shoes and socks are required.

An extra set of clothing, along with shoes and socks, should be provided for your child to be kept in the classroom, in case of any accidents that may occur. These clothes do not have to be the school uniform and should include socks, underwear, shorts or pants, a shirt, and shoes. Please label all articles of clothing and place them in a large Ziploc bag with your child's name written on the outside of the bag. If this alternate clothing must be used, a set of clean clothes should be provided to the Preschool the next school day in a new Ziploc bag labeled with your child's name.

Your child should bring a backpack each day that is large enough to carry home an 11" by 13" folder. Please be sure to read all items sent home in the folder with your child. Please be sure to clean out the folder and send it with your child in the backpack each day. Return any hard copy written correspondence to the teacher in the folder in the backpack.

## **Curriculum**

The curriculum at St. Junipero Serra Catholic Preschool is derived from the needs, interests, strengths, and areas of continued development of the children as a group and as individuals. The program is committed to meeting children's needs in a safe and nurturing environment that invites students to wonder, explore, and develop through play.

The curriculum provides for developmental learning centers where children can interact freely and explore all that is available to them. The children are offered choices and provided time for leisurely exploration. Daily activities meet the child's creative, academic, social, emotional, physical, gross, fine motor, and spiritual needs. Religion, math, science, language arts, music, art, social studies, and dramatic play provide opportunities for learning and maintain the child's interest.

## **Subject Areas**

A variety of subjects are taught in the Preschool 3 Year-Old, Young 4 Year-Old, and Pre-K programs, including Religion.

**Religion** is taught every day. Prayers are said in the morning, at snack, and before departure. The children will learn the Our Father, the Sign of the Cross, the Hail Mary, and the Angel of God Prayer. The religious education program is designed to support parents in educating their children about the Catholic faith by helping them develop positive attitudes about themselves, their family, and friends. The program aims to share the news of God's love for children as unique and special people. The 3 Year-Old Program uses the religion curriculum *God Made Me* by Loyola Press, and the Young 4 Year-Old and Pre-K Programs use the religion curriculum *God Made the World* by Loyola Press.

**Art** - Fine and gross motor, sensory play, finger, easel, and other types of painting.

## **Language Arts and Math -**

The Young 4s and Pre-K classes use *Big Day for Pre-K*. This is a comprehensive, year-long curriculum organized into eight engaging themes to develop children's knowledge and skills through hands-on experience, purposeful play, and teacher-led instruction.

These eight themes include:

- **Ready for School** – Children learn the expectations, routines, and behaviors of school
- **My Family** – Children learn about family members, family roles, and unique qualities of families
- **Our Community** – Children learn about the role of the community in their lives and the importance of good citizenship
- **Awesome Animals** – Children learn about life science through the exploration of animals and animal life cycles
- **Imagine It, Make It** – Children learn how imagination and creativity shape our world
- **Growing Up Healthy** – Children learn about their bodies and how to take care of themselves
- **Nature All Around Us** – Children learn about their environment by investigating characteristics of the natural world
- **Moving On** – Children reflect on all the ways they have grown and changed during the year

The five pathways to readiness include:

- Social-Emotional Development
  - Self-Awareness
    - Controls body and respects personal boundaries in varied situations
    - Describes physical characteristics, preferences, and competencies
  - Self-Regulation
    - Follows classroom rules and routines consistently

- Remains focused on group activities for 10 or more minutes
    - Identifies feelings in self and others
    - Regulates behavior in a variety of contexts and settings
  - o Social Competence
    - Initiates social interactions and cooperative play
    - Initiates problem-solving strategies
    - Demonstrates caring and empathy
  - o Social Awareness
    - Shares easily and can resolve conflicts independently
    - Understands that others have different perspectives and opinions
- Oral Language Development
  - o Speaking and conversation
    - Engages in multiple-turn conversations
    - Shifts conversational topics as necessary
  - o Listening Comprehension
    - Asks and answers questions in conversation
    - Demonstrates understanding by appropriately responding before, during, and after stories
    - Follows complex multistep directions
  - o Vocabulary
    - Uses newly acquired words to describe objects and events
    - Uses a variety of words to express similarities and differences between objects or events
  - o Sentence Structure
    - Uses sentence structures with more than one phrase, including prepositional phrases
    - Uses irregular verbs and plurals correctly
- Emergent Reading
  - o Concepts of Print
    - Recognizes what is real and make-believe in books
    - Understands that there are different genres of books
  - o Phonological Awareness
    - Identifies initial and final sounds in words
    - Isolates and blends onsets (initial consonant(s) in a word) and rimes (vowel and consonants that follow the onset)
    - Blends three phonemes
  - o Alphabet Knowledge
    - Names 26 upper and at least 20 lowercase letters
    - Recognizes at least 20 letter sounds and produces 10 letter sounds
  - o Comprehension
    - Retells and sequences beginning/middle/end with added details
    - Uses information from stories to describe, compare, relate, and infer
- Emergent Writing
  - o Forming Letters
    - Writes the letter of a given sound
    - Writes his/her name with some correct letters
  - o Writing Conventions
    - Uses appropriate writing conventions
    - Writes in linear fashion
    - Separates words with spaces

- o Conveying Meaning
  - Writes letters and symbols to describe events or tell stories
  - Often has initial and ending letters to represent a word
  - Begins to write in whole sentences
- Mathematics Development
  - o Number Sense
    - Can rote count to 30 or higher
    - Can match numerals to sets 1-10
    - Uses ordinal terms (e.g., first, second)
    - Can produce a specified set size up to 20
    - Adds larger sets (sums to 10)
  - o Geometry and Spatial Sense
    - Understands that shapes retain their properties when flipped or rotated
    - Creates new shapes with other shapes using no outlines
    - Gives directions using location words
    - Understands that maps provide information about location
  - o Measurement
    - Uses non-standard measurement tools to measure length (e.g., three blocks equals one long block)
    - Begins to understand how to use standard measurement tools (e.g., rulers, tape measures)
  - o Classification and Patterns
    - Can sort by multiple attributes
    - Extends more complicated patterns
    - Interprets picture graphs

The three year-old classes use *Letter People*. A research-based, developmentally appropriate, comprehensive Preschool curriculum, *Let's Begin with the Letter People*, helps early learners develop the strong foundation they will need for reading and writing success in today's much more rigorous kindergarten classrooms. Program features:

- Thematically organized
- Integrated learning across language and literacy, math, science, and social-emotional development
- Explicit, easy-to-follow lessons
- Oral language and listening skills
- Print awareness
- Phonological and phonemic awareness
- Alphabet knowledge: letter identification and sound-symbol association
- Vocabulary development
- Writing and spelling

**Music** - songs, rhythms and rhymes, gross motor (large muscle), movement, sensory experience & listening discrimination

**Outdoor Play** – including sensory-motor development, games, and sportsmanship

**Religion** - hands-on experiences, religious stories, and songs

**Science** - experiments and awareness of the environment, living and non-living things

**Social Studies** - recognition of holidays and special events

**Handwriting** - introduction to basic handwriting skills, *Handwriting Without Tears*

### **Reading Readiness**

The ability to read and write does not occur naturally. Children need regular interactions with print. The classrooms are designed to enhance the children's exposure using manipulatives before paper and pencil activities. Important goals for reading readiness are listening, speaking, reading, and writing.

The preschool curriculum is based on a developmental approach, using three important kinds of knowledge:

- Age appropriateness – what we know about how children develop and learn in general.
- Individual appropriateness – what we know about the strengths, needs, and interests of individual children.
- Social and cultural appropriateness – what we know about the social and cultural contexts in which children live.

### **Value of Play**

Play is the business of young children. It is the primary vehicle through which they learn. The opportunity to play freely is vital to a child's healthy development. Play fosters intellectual development and permits the child to assimilate reality in terms of his/her own interests and prior knowledge of the world. Through play, children are free to experiment, try out possibilities, and practice different roles. Play stimulates creativity. It is inherently a self-expressive activity that draws on the child's imagination. Play further develops children's language, physical, and social development. Play is critical to all aspects of the child's learning and is an essential part of our program.

### **Birthdays**

Birthdays are special and important to each child as they give children a sense of themselves as growing individuals. The Preschool acknowledges each student's birthday with a "non-uniform dress" day. The child may wear non-uniform dress on the day they celebrate their birthday at school. Please refer to the Non-uniform Dress Policy under the Uniform section of this handbook.

### **Classroom Events**

Throughout the school year the Preschool classes usually celebrate different events such as Harvest Parties, Thanksgiving Feasts, and Christmas Celebrations, just to name a few. Each classroom session has budgeted for these events. Your child's teacher and room parents will communicate details of these events to you. If parents want to attend any preschool classroom events, they must be cleared as a preschool volunteer.

### **Field Trips**

The preschool classes have a budget for field trips. However, we do not take the preschoolers off campus for field trips. We bring the "field trip" to the classroom.

### **Preschool Extended Care Program**

#### **Statement of Philosophy**

The Preschool Extended Care Program supplements the preschool programs and supports Serra's families by providing high quality child care. The program activities are designed to enhance the spiritual, social, emotional, physical, cognitive, and creative development of children. Our qualified staff is dedicated to providing a safe and nurturing environment for all students. The Preschool Extended Care Program is guided by the philosophy of the school.

#### **Purpose**

The purpose of the Preschool Extended Care Program is to provide students supervision before and after preschool in a safe and nurturing environment. The Preschool Extended Care Program is viewed as a natural extension of the preschool's daily program. As such, the program is closed when the school is closed, including holidays, Christmas and Easter break, and summer vacation.

## Objectives

The objectives for the Preschool Extended Care Program are:

1. To provide an extended care program for preschoolers in a Catholic environment.
2. To offer a variety of activities which enhance the preschool curriculum.

## Admission Requirements

The Preschool Extended Care Program provides services for those students who are enrolled in a St. Junipero Serra Catholic Preschool program. Students may only attend preschool extended care on days they are registered for a preschool program. For example, children who attend preschool in a T/TH program may only attend preschool extended care on Tuesdays and Thursdays.

## Hours of Operation

The Preschool Extended Care Program hours are: 6:45 a.m.-7:10 a.m. and 11:15 a.m.-6:00 p.m.

## Snacks and Lunch

Children in preschool extended care should bring a lunch, an afternoon snack, and drinks, in addition to their morning snack. Parents provide all snacks and lunches which must be peanut-free. **Please place your child's morning snack, lunch, and afternoon snack in separate bags labeled with your child's name and "morning snack", "lunch", or "afternoon snack" noted on the outside of the bag.**

## Fee Schedule

The Preschool Extended Care Program is self-supporting, thus fees are charged in addition to your child's educational cost. There are three payment options available: Drop In, Hourly and Flat Rate.

**1) Drop-In Rate Plan** – There is no yearly Registration Fee or PSEC Fee Agreement required for this plan. The cost is \$21.00 per child, per hour, charged in quarter-hour increments. **A minimum of 30 minutes will be billed for any preschool extended care usage.** You will receive a billing email at the beginning of each month from FACTS for the previous month's usage. The amount due will automatically be deducted from your bank account on file on the due date. This plan is recommended for occasional or emergency use.

**2) Hourly Rate Plan** – There is a one-time \$55 Registration Fee per child for this plan, and the PSEC Fee Agreement must be completed, signed, and returned to Mrs. Michelle Bentley. The cost is \$15.00 per child, per hour, charged in quarter-hour increments. **A minimum of 30 minutes will be billed for any preschool extended care usage.** You will receive a billing email at the beginning of each month from FACTS for the previous month's usage. The amount due will be automatically deducted from your bank account on file on the due date. Your one-time registration payment will be automatically drafted through FACTS upon completion of the Fee Agreement.

**3) Flat Rate Plan** – The Flat Rate plan allows unlimited usage, both in the morning and afternoon on the days your child is registered to attend preschool. There is an annual \$55 Registration Fee per child for this plan, and the on-line PSEC Fee Agreement must be completed, signed, and submitted on-line. You will receive an email from FACTS once your payment plan has been set up by the Accounting & Finance Office. Preschool extended care fees will be automatically deducted monthly on the 20<sup>th</sup> of each month beginning in September, or semi-annually in September and January, or annually in September, depending on which payment plan you choose. Your annual registration payment will be automatically drafted through FACTS. The Flat Rate plan has been divided to be paid in 9 equal monthly installments. The monthly payments do not equate to monthly usage. The Flat Rate fees have been pro-rated for the entire year to include non-operational days and are paid in equal, monthly installments, taking into consideration that there are periodic holidays, in-service days, and vacations. Therefore, there will be no reduction of fees for the months where holidays, in-service days, and vacations occur. ***This plan is recommended for students who will use over 2.75 hours of care per day (2 days/week preschool program), over 2.75 hours of care per day (3 days/week preschool program), or over 2.5 hours of care per day (5 days/week preschool programs).***

The fees for the flat rate plan are:

2 Day Program Fee Per Child: Annual: \$3,049.20	Semi-annual: \$1,524.60	Monthly: \$338.80
3 Day Program Fee Per Child: Annual: \$4,237.20	Semi-annual: \$2,118.60	Monthly: \$470.80
5 Day Program Fee Per Child: Annual: \$6,157.80	Semi-annual: \$3,078.90	Monthly: \$684.20

**Please note: If students are registered for the flat rate plan after the first day of school, the program amount will be subject to a recalculation based on the remaining days of school.**

The PSEC Fee Agreement (required for hourly and flat rate plans) is available on the St. Serra website.

PLEASE NOTE: Preschool Extended Care rate plan changes are limited to one rate change per student per school year, and the rate change must be received on or before March 31st.

### **Late Pick-Up Fee**

A late pick-up fee of \$20.00 per child for each 15-minute increment or fraction of 15 minutes will be charged if the staff is kept past 6:00 p.m. If this does occur, a call will be made to the parents. If there is no response, a call will be made to persons listed on the emergency information form.

### **Discipline Policy**

The Preschool Extended Care Program is an extension of the preschool and follows the preschool's behavioral guidance described on page 5. Registration of your child or children in the Preschool Extended Care Program is equivalent to a commitment on the part of parents and students to follow this policy.

### **Emergency Policy**

- In the event of an emergency, all possible measures will be taken to contact the parents first.
- If the parents are contacted, we will follow their plan of action. If we are unable to contact the parents, we will call persons listed on the emergency information form.
- If the emergency is life-threatening, we will make arrangements immediately and then will contact the parents. ***It is extremely important to notify the Preschool Extended Care Program of any changes in phone number, employment, etc.***

### **Rest Time**

State licensing laws require a rest period for any full day preschool classroom. Children will need to spend some quiet time resting on their cots, but each child will be treated uniquely based on his/her needs. We will provide your child with a cot and a sheet with your child's name on it. Your child may bring a cot-sized pillow, small blanket, and a small stuffed animal to preschool for rest time. These items will be sent home at the end of each week for laundering. Please remember to return the items the next school day. ***Pacifiers may not be brought to school.*** Please send your child's rest time items labeled with your child's name in a reusable tote bag (no plastic, please). **All of these rest time items must fit in your child's cubby.**

### **Preschool Extended Care Program Information for the 2024-25 School Year**

The Preschool Extended Care Program provides before and after school child care to all enrolled *preschool* students ***in the preschool classrooms and preschool playground area. This is separate from the TK-8 Extended Care Program.***

The Preschool Extended Care Program is for preschoolers enrolled in a morning program at the Preschool who would like a longer school day. The hours are 6:45 a.m. - 7:10 a.m. and 11:15 a.m. - 6:00 p.m., Monday-Friday. The curriculum for this program provides sensory activities, arts and crafts, dramatic play, story time, and outdoor play time for preschoolers. Children bring their own lunch, as well as an additional snack to Preschool Extended Care. The preschool children do not interact with students in the TK-8 extended care program. Parents must sign their preschool child out of the Preschool Extended Care Program upon departure each day.



The **Morning Preschool Extended Care Program** hours are 6:45 a.m.-7:10 a.m., Monday-Friday. During this time the children will participate in quiet activities in Preschool Classroom A. At 7:10 a.m. the children are taken to their preschool classroom.

The **Afternoon Preschool Extended Care Program** hours are 11:15 a.m.-6:00 p.m., Monday-Friday. This program includes lunch and snack times, rest time, arts & crafts, indoor and outdoor play, and small group activities in the Preschool classrooms.

The Preschool Extended Care Program schedule is:

- 11:15 a.m. Preschool students who are not going home when preschool ends eat lunch (students bring their own lunch) and have outdoor play time on the preschool playground.
- 12:30 p.m. Preschool students have rest time (some students nap and others have quiet time on their cots). Cots and sheets are provided by the preschool, and students may bring a small pillow, small blanket, and small stuffed animal in a cloth/reusable bag (no plastic) for rest time. All items are sent home at the end of each week for laundering.
- 2:00 pm Dismissal for siblings in TK-2. Remaining students continue to nap.
- 2:40 p.m. Dismissal for siblings in grades TK-8. Remaining preschoolers have indoor play time and activities.
- 3:10-6:00 p.m. Remaining preschoolers eat snack (students bring their own snack), have indoor and outdoor play time, and do arts & crafts activities in Preschool Classroom D.

Preschool students who will be picked up when an older sibling is dismissed can register for Preschool Extended Care in order to be picked up at the same time as their siblings or carpools.

## **PRESCHOOL CONTACTS**

### **ST. JUNIPERO SERRA CATHOLIC PRESCHOOL**

**23652 Antonio Parkway  
Rancho Santa Margarita, CA 92688  
(949)888-1990**

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Teacher and Extended Care

TBD

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Mrs. Ellen Burrola  
Assistant Principal

[eburrola@serraschool.org](mailto:eburrola@serraschool.org)



ST. JUNIPERO SERRA CATHOLIC PRESCHOOL  
Parent Handbook Receipt

I, \_\_\_\_\_ (please print your name), have read, understand and agree to comply with the philosophy of the Preschool, and the policies and regulations of the Parent Handbook. I understand that preschool policies and procedures may change throughout the year, and will supersede information contained in this Handbook. Parents will be notified of any changes in policies and procedures.

I also agree that my child will abide by the rules and policies as set forth in the Handbook.

I understand that these policies and regulations are based on the guidelines of the Diocese of Orange, St. Junipero Serra Catholic School, and state preschool licensing requirements.

PRINT Family Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Your Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student Program \_\_\_\_\_

**PLEASE RETURN THIS PAGE TO YOUR CHILD'S PRESCHOOL TEACHER.**