

**FOR YOUR INFORMATION  
PLEASE READ THE FOLLOWING:**

Welcome to Our Lady of the Lake Catholic Preschool and Kindergarten for the 2016 - 2017 school year! In this policy book you will find a wealth of information to guide you through the current school year. Please take a little time to read through this policy book. If you have any questions about this information or regarding the implementation of these policies throughout the year, please feel free to contact your child's teacher or myself.

It is my pleasure to be the Director of Our Lady of the Lake Roman Catholic Preschool & Kindergarten. I welcome the opportunity to get to know all of you as we continue to work together for the benefit of your children.

God Bless,

Deacon Jeff Arner,  
Director

Our Lady of the Lake Preschool & Kindergarten  
1975 Daytona Drive  
Lake Havasu City, AZ. 86403  
Preschool Office: 855-2685  
Preschool Cell Phone: 716-2685

# *Our Lady of the Lake Catholic PRESCHOOL & KINDERGARTEN*

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## Philosophy

“Let the Little Children Come to Me,” is what Jesus says to all His children. Our purpose for establishing our school at Our Lady of the Lake is to allow each child to discover its own unique God-given talents and abilities. It is a time for individual encouragement and to establish wholeness through spiritual, emotional, physical, social and cognitive development. Our preschool and Kindergarten curriculum utilizes “hands-on” materials to present language, math, science, art, music, religion and computer enhanced educational materials. This curriculum will aid the child’s ability to observe, to discover, to concentrate and to make individual choices with his/her own thought process. Research clearly indicates that play can facilitate healthy development and is essential for children to develop various cognitive, social and emotional skills and abilities. Play may even provide the best context in which children grow and learn. These activities will serve to enrich and challenge in an environment where each child is respected and loved as an individual.

## Curriculum

Religion	Social Studies	Math	Personal and Social	Language Science
Art	Computer Programs	Music	Development	Physical Education

## Sign In / Out

Your child must be signed in and out each day with a full signature. All children must be picked up from the center by a parent or someone appointed, in writing, by the parent. **Only persons listed on the authorized pickup form will be allowed to remove children from the center.**

## Montessori-Based Religious Education

The Catechesis of the Good Shepherd will be used for the child’s religious formation. Each day begins with prayer and ends with prayer.

The Catechesis of the Good Shepherd is a simple and effective Christian message presented to children after they reach the age of three. Great truths are placed before children in ways they can touch and feel, absorb and understand. As in the parable of the mustard seed, the Catechesis is rooted in the ideas of Maria Montessori, the renowned educator. She envisioned that her pioneering approach to education would naturally adapt to religious education. Her technique uses child-sized materials, allows freedom within structure and creates an environment of care and beauty. Maria Montessori named this place where children learn of God as an Atrium. Another scholar, Dr. Sophia Cavalletti, became intrigued with Maria Montessori’s concept. She developed a Catechesis for children from age three to twelve. Cavalletti has found that even very young children have an instinctive hunger for God. When children are offered those aspects of an infinite God that meets this need and mesh with their development stage, they respond with delight and peaceful concentration. They open to God as spontaneously and wholly as flowers turn to the sun.

## Staff

We realize the most important ingredient is the teacher who teaches your child. They are responsible for nurturing your children at school and are very aware of how important a Christian loving atmosphere is to you as parents. Our teachers are selected with an emphasis on experience, certification, education, but most of all, LOVE for children.

We also utilize the church community and carefully screen any qualified volunteers to help in our school rooms.

## Goals

- To create an atmosphere of respect for the dignity of each individual and reverence to God
- To promote a positive attitude toward learning
- To nurture creativity and appreciation of the arts
- To foster both independent and collaborative thinking
- To build strong self-esteem, good citizenship, appreciation of differences and social harmony.

## Parent Participation

We encourage parents to participate in the classroom on special days, parties or chaperoning field trips provided you have taken the **mandatory Call to Protect Training**. Your child's teacher will welcome and love your support and help. We are always open to your input and suggestions to help us in our efforts to improve our curriculum and activities. If you have a special hobby, interest or craft that you would like to share, please let your child's teacher know.

## Age and Enrollment of Child

Children must be 3 years of age and fully potty trained prior to their first day of enrollment in our Preschool. Children must be 5 years old prior to September 1<sup>st</sup> to be enrolled in our Kindergarten.

Children must have on file, prior to their first day of enrollment, a record of complete physical, an updated immunization record, a completed registration form and any other state requirements that may apply.

All registration materials must be completed prior to enrollment. It is the responsibility of the parent to update the personal information in their child's file. This information includes but is not limited to address, home phone number, and pick up authorizations.

## Toilet Training

The child is required to be toilet trained prior to enrollment. Due to our Call to Protect policies, your child needs to be self-sufficient in the bathroom. We understand that "accidents" happen from time to time, so we request that parents provide a change of clothing for their child. If in the event of consistent accidents, however, **for the benefit of your child, we will ask you to remove him/her from the program**. The child can be reenrolled at a future point when he/she has exhibited sufficient self-control, but there will be a waiting period of at least three months.

# School Uniforms

## **Children should be wearing their school uniform every day.**

Please provide a change of clothing for when your child has an accident.

A lot of our activities are hands-on and could be very messy. We suggest that you have an old shirt for your child to use during those projects.

**Preschool**            **Girls** are required to wear a polo shirt with khaki shorts or pants, white socks or stockings and white or black shoes.

**Boys** are required to wear a polo shirt with khaki shorts or pants, white or black socks and white or black shoes.

**Kindergarten**    **Girls** are required to wear a polo shirt with khaki shorts or pants, white socks or stockings and white or black shoes.

**Girls** are to wear the **Plaid Jumper with Peter Pan white shirt collar on days that the children go to mass.**

**Boys** are required to wear a polo shirt with khaki shorts or pants, white or black socks and white or black shoes.

**Boys** are to wear **navy blue pants with their polo shirt and black shoes when we are going to mass.**

**Please label all your child's clothes and personal items for easy identification.**

**If your child is attending Preschool, full day provide a pillow, blanket and a crib sheet for napping.**

## Open House

We will have an open house in August so that we can be acquainted with one another and to meet other parents.

## Conferences

There will be a parent/teacher conference once a year, or as needed to discuss your child's progress. Please meet with your child's teacher if you are aware of any changes in behavior or routine that you feel would affect his/her school day. Please be assured that all information shared is **CONFIDENTIAL**. Feel free to call or set an appointment at anytime to talk with your child's teacher or the administrator.

## Field Trips

We believe field trips are essential to enrich your child's learning experiences. However, Arizona state laws have changed regarding transporting preschool age children to and from school activities. All children under five, by law, are now required to be in safety car seats. One person per car, other than the driver, must be CPR and First Aid certified. All field trips will be announced in advance and each parent will be required to transport their own child to/from the location. By law, all drivers must be 21 years of age or older, have a current, valid driver's license, and **MUST** have filled out the Driver Information form and the Off Campus Permission Form. All signed forms will be on file in the office. **THE SCHOOL/STAFF WILL NOT TRANSPORT CHILDREN!** Field trips are a fun and exciting way to see places and people that would not be possible in a classroom situation.

Exceptions – Swim Lessons (transportation by bus is provided.)

## Medical Emergency and Procedures

Should children become ill or be injured, they will be taken to the office. The school, however, does not employ a doctor or nurse. In case of a minor illness or accident, the school will make every effort to contact the parents or if available, the persons designated by the parents. This information is on the child's **EMERGENCY INFORMATION FORM**, which is to be completed, signed by parents, and **MUST BE RETURNED TO THE OFFICE BEFORE THE FIRST DAY OF YOUR CHILD'S CLASS**.

The following practices are followed if it would be necessary to call the paramedics or transport a child to the hospital. In the event of a serious medical emergency, involving an illness or injury, the child will be transported to the hospital emergency room. In such circumstances, a diligent effort will be made to contact parents, within 30 minutes of the injury, other designated individuals, or the child's physician.

To deal with the instance in which a child experiences a serious medical emergency where neither parent can be reached, the **school requires that parents complete the Medical Release portion of the Emergency Information Form**. This is intended to facilitate prompt medical attention for a child in the event that parents or guardians are not present or cannot be contacted to give authorization for emergency medical treatment. The completion of this form does not preclude the school's attempt to promptly notify parents or the child's physician, but would allow physicians and/or hospital personnel to initiate prompt care when most needed in the event of a medical emergency.

## School Emergency

In case of a school or classroom emergency, the teachers will notify the office, which will notify the appropriate emergency agency. The teacher will stay with the class or child, and if necessary in case of a school emergency, all children will leave the classroom by designated exit and proceed to the designated safe location.

## Illness and Absences

Parents are advised to keep a child at home during highly infectious first stages of a cold or other communicable disease. Children should not attend school with temperatures of 100 degrees or more, discharge from eyes or nose, cough, vomiting, diarrhea or rash. A child must be free of these symptoms for the last 24 hours, in order to attend school. If your child develops a contagious illness, please inform the office at once so the school can notify parents of children who may have been exposed. A child who develops a contagious illness must have a signed doctor's note stating they are no longer contagious in order to return to school. Please notify the school at **716-2685 or 855-2685**, if your child will be absent due to illness or will be missing class. **Please note: there are no make-up days or tuition refunds for your child's absences.**

## Holidays

Our Lady of the Lake Preschool & Kindergarten will **NOT** be open for all holidays which the Diocese of Phoenix recognizes and **Parents will be charged for these days:**

- |                           |                    |
|---------------------------|--------------------|
| † Labor Day               | † President's Day  |
| † Veteran's Day           | † Good Friday      |
| † Day before Thanksgiving | † Easter Monday    |
| † Thanksgiving            | † Memorial Day     |
| † Day after Thanksgiving  | † Independence Day |
| † Martin Luther King Day  |                    |

# Authorization for Release of Child

Parents wishing to have a child released from class for part of a school day are to notify the school office in advance of the appointment. Parents must come into the office before signing children out of school. The parent would then be directed to the child’s classroom. If a designated person other than the parent is to pick up their child, the parent must give written permission. This person must be listed on the Emergency Information Form and we will require **IDENTIFICATION** and a **SIGNATURE** before removing the child from the school.

# Liability Insurance and Medication

Our Lady of the Lake Preschool and Kindergarten carries liability insurance as required by the Arizona Dept. of Health Services.

# Weekly Preschool Tuition

**Tuition is due on the FIRST DAY OF EACH WEEK!!! Tuition is the same regardless of vacations, absences or the number of weeks in the school year.**

**If tuition is more than 2 weeks overdue a fee of \$25.00 will be added.**

DES Co-payment is due by the last day of the month! Families with two children fulltime, one is at full tuition and the second at half tuition.

If you have any concerns, financial difficulty or questions, please call or see the director.

Our Lady of the Lake Preschool will remain open during fall break. Tuition is the same regardless of how many days your child attends during these breaks.

Tuition will **NOT** be charged during *Spring Break, Summer Break, Christmas Break (includes New Year’s Day), Staff Days & Unscheduled days closed.*

# Preschool Weekly Tuition Rates

<b>Preschool Classes are:</b>	<b><u>Half Day</u></b> <b>(7 am – Noon)</b>	<b><u>Full Day</u></b> <b>(7 am – 6 pm)</b>
<b>Tuesday and Thursday</b>	<b>\$55.00/week</b>	<b>\$60.00/week</b>
<b>Monday, Wednesday, Friday</b>	<b>\$70.00/week</b>	<b>\$80.00/week</b>
<b>Monday through Friday</b>	<b>\$105.00/week</b>	<b>\$120.00/week</b>

# Kindergarten Tuition

Tuition is due the 1<sup>st</sup> of each month beginning on the first day of class until May. If tuition is late, more than 2 weeks, an overdue fee of \$25.00 will be added.

Afterschool care for Kindergarten is \$10.00 a day beginning at 3pm. Families will only be charged for the days used. Payment for the days used will be due the Friday of the last day of the month.

The monthly tuition rate for the Kindergarten is \$500 a month beginning the first day of school.

Tuition rates are due in advance of attendance.

**Non-payment of more than two weeks will result in suspension until other arrangements or payment is made.**

## Registration Fee

A registration fee of **\$25.00** for each student is required. All registration fees are due and payable at the time of registration. Please note that the registration fee is non-refundable.

**Any checks that are returned for insufficient funds, there will be a \$25.00 fee.**

Late charge: It is important that you pick up your child on time. **PICKUP TIME for morning students is 12 noon. Closing time and EVENING PICKUP is 6:00 pm. There will be an additional charge of \$5.00 for each 15 minutes late per family for late pickups.**

## Parent Support and Participation

To maintain the quality of our staff, programs, and to keep tuition down, we require the parents to participate in the following ways:

## Tax Credit Program

Did you know that you can contribute your state tax liability in support of Catholic education and get your money back when you file your Arizona state tax return? Tax credits reduce the amount of the tax you pay to the state: dollar-for-dollar up to your tax liability. A contribution may also reduce your Federal tax if you itemize your deductions. Please consider a contribution of \$2,062 for married couples and \$1,031 for singles to the Catholic Tuition Organization of the Diocese of Phoenix (CTODP) for scholarship support of students with financial need. It's your tax dollars—you decide where they go! You can even designate your money to Our Lady of the Lake Catholic Kindergarten, school number 126. You can pick up information regarding this tax credit in the school office or contact CTODP at (602) 218-6542 or [www.catholictuition.org](http://www.catholictuition.org).

You can apply online by going to [www.fairapp.com](http://www.fairapp.com) (school code is 700/ password is ctodp 700); mail or fax forms to FAIR, details on-line.

## Snack

Please make sure your child has been given a full and nutritious breakfast before attending school. One snack will be provided in the morning and one in the afternoon. **Full day students are required to bring a lunch and drink.** It is important to let us know if your child has any known or suspected food allergies. A menu will be posted on the parent bulletin board.

## Toys from Home

Children must leave personal items at home unless designated by the teacher as an item pertaining to the lesson. Parents are asked to help their child understand that it is not wise to bring items, which they may not want to share or which could get lost. Our Lady of the Lake will not be responsible for lost or broken items.

## Admission Requirements

The following forms **MUST BE COMPLETED** for each child **BEFORE** entering school; otherwise, the child cannot be admitted to the program: Registration Form, Emergency Information & Immunization Form, and Acknowledgement of Receipt of the Policy Book Form.

**Please allow 24 hours after submitting your completed paperwork before your child may attend school.**





## **Birthdays**

Birthdays are special to children, and if you notify your child's teacher of this special day, your child may bring a birthday snack to share with classmates to celebrate.

**Please arrange ahead of time and ask teacher for suggestions.**

## **Visitations**

We have an open-door policy at Our Lady of the Lake School. All parents are invited to visit at any time. All other visitors are asked to come to the office of the administrator so that we may answer any questions they may have or set up an appointment to observe our classes.

## **Donations**

We are always in need of donations to our school. If you have any items such as dress-up things (purses, hats, gloves, and shoes), dolls, playground equipment, and classroom items that are in good condition, we would appreciate your donating them to our school. These donations will help our teachers to play activities or make them available to the children during their supervised free choice time.

## **Guest Speakers**

In an attempt to keep our school progressive, we will be having guest speakers to share their talents and interests with the children. We will be sure to inform you as to when these speakers are scheduled to be at school so that you can have an opportunity to attend if you wish.

## **Transportation**

Transportation to and from school is the responsibility of the parents.

## **Statement of Rights – Licensing**

Our Lady of the Lake administrator retains the right to change, modify, cancel, suspend or interpret any of the Parent-Student Handbook policies and practices without advance notice, within its sole discretion and without statement of cause of justification subject to the approval of the Pastor.

Inspection & Licensing reports are available for review upon request.

Our Lady of the Lake Catholic Preschool is regulated by:

### **Arizona Department of Health Services:**

1500 East Cedar, Suite #22; Flagstaff, AZ 86004; [www.azdhs.gov](http://www.azdhs.gov).

State Evaluation forms are available upon request at the Religious Education office.

Phone (928) 774-2707 Toll Free 1(800) 615-8555

## **Discipline Policy**

The staff models positive behavior and uses positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation among children. By setting reasonable limits, we help the children understand what is expected of him or her. To teach your child to be self-disciplined takes time, patience and guidance. Our policy concerning unacceptable behavior (defined as a behavior that physically or verbally hurts another) is to treat the child with love and dignity while confronting him/her. **The child showing verbal or physically harm towards another will result in a conference with the parents/guardians and if it continues suspension for one week or termination of enrollment depending on severity.**



Presently children can earn “**Play**”dollars when they voluntarily share classroom toys with a classmate, willingly take turns, show compassion, willingly help without conflict, display proper behavior in church and for good manners. **Play dollars** are redeemed for items from the treasure box. Undesirable behavior results in losing a play dollar and/or trip to the office.

It is sometimes necessary to involve parents with any problems that cannot be solved in the above manner. It is our goal to keep our communication open at all times so that we may effectively work together to provide the safe, nurturing environment in which your child can learn and thrive.

## Termination of Enrollment

In certain circumstances, it may be necessary for the director to decide to discontinue a child’s attendance. Such a decision would be based on whether it is in the best interest of that child, the other children in the class and the overall operation of the school to terminate enrollment. Every effort will be made to correct problematic situations before a final decision is made. Termination of enrollment may be the result of any of the following:

1. **Verbal and/or Physical Abuse of the children, staff or property**
2. **Continued violation of policies**
3. **Disruptive or dangerous behavior**
4. **The center’s inability to meet the child’s needs**
5. **3 weeks of Non-payment of tuition**

**Whenever possible, written notification of one week will be provided to the parent in the event of termination of enrollment.**

## Schedule Changes

If you wish to change your child’s program schedule, you **MUST** request the change through the school office. It is not sufficient to only notify the teacher.

There is a **\$25.00 fee** for any schedule changes made after the first month of enrollment.

## Withdrawal Procedure

†	In order to withdraw from the program we <b><u>require a two-week written notice</u></b> . Verbal notice is <b><u>NOT</u></b> acceptable.
†	Any remaining balance total on tuition fee. Any refunds or adjustments will be made if applicable.
†	If you choose to withdraw during the months of December and/or June there will be no adjustments made.
†	It is important that if you are planning to withdraw your child to notify the preschool office. The office will notify the teacher.

# Acknowledgement of Receipt

I acknowledge that I have received, read, understand and will abide by the Our Lady of the Lake Catholic Preschool & Kindergarten Policy Handbook.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent / Guardian (Full Name)

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date