

Saint *Adelaide* Academy



Preschool Handbook

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License #364820586

St. Adelaide Preschool Handbook 2023-2024

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Our Philosophy

We believe that each child is a gift of God. We know that it is a privilege to be the first educators of your child. Each child learns and grows at a different pace. Children learn best in an environment that is safe, structured, nurturing and fosters discovery.

Parents are the primary educators of their children. Parents and teachers must have a strong partnership to support healthy child development.

Our goal at St. Adelaide Preschool is to prepare young children for their kindergarten and elementary school experience. We support this development by focusing our program on the eight domains of learning:

- Socio-Emotional Learning (SEL)
- Language and Literacy
- Mathematics
- Visual and Performing Arts
- Physical Development
- Health Education
- Social Science
- Science

St. Adelaide Preschool sets the same Schoolwide Learning Expectations (SLEs) as the elementary school at the preschool children's level of understanding. They are:

- To be prayerful and respect others
- To learn and to listen
- To be responsible for our choices and take care of our world.

This helps our children to become Catholic stewards, scholars, and leaders!

Programs

Preschool and Pre-Kindergarten 3- and 4-year-old “Blue Ponies”

This program is developmentally appropriate for students who are beginning preschool. Students must be 2.9 years old and potty trained to start preschool. Learning is play-based with daily hands-on literacy and math centers to foster discovery. The monthly themes encourage learning and provide structure. This program is designed to expose children to basic skills and support them as they learn. Children participate in daily prayer and faith activities.

Socio–Emotional Learning – focus is on making and being friends, sharing, using our words to resolve conflicts, and expressing emotions in appropriate ways

Language and Literacy – focus is on exposure to a letter each week, oral language development, alphabet recognition, and story time/reading literature each week

Mathematics – focus is on exposure to numbers and shapes, counting, discovering patterns and other simple math concepts

Visual and Performing Arts – includes dramatic play, art, music, and movement

Physical Development – fine and gross motor skills, directional awareness, and personal boundaries

Health Education – safety rules, beginning to learn about the importance of nutrition and exercise, personal hygiene

Social Science – respecting the rights of others, following rules, learning to be a member of a classroom community

Science – discovering, observing, predicting, investigating, describing things in our world

Students who have never attended preschool usually begin in this program. Students may move into the Pre-Kindergarten 4-year-old program when they are 3.9 or older at the discretion of the Preschool Director.

Transitional Kindergarten 4-year-old “Red Ponies”

Children in this program are preparing for kindergarten the following school year. These children have a more structured academic time each day in addition to their play-based

learning times. This academic time focuses on language arts and math specifically. There is a daily religion lesson from “I am a Special 4-Year-Old” program. This program is full time only.

Socio-Emotional Learning – red ponies are learning to work as a group, expressing themselves with words in complete sentences and handling their emotions, establishing friendships

Language and Literacy – children are learning a “letter of the week” and are expected to remember the letter, they are learning to write their first name, they are listening to stories and practicing some beginning comprehension skills, they are drawing pictures

Math – counting orally, representing numbers with objects, naming shapes, describing patterns, beginning to write numbers

Visual and Performing Arts – dramatic play, music, art, completing projects, understanding real vs. fantasy

Physical Development – fine motor skill development, scissor skills, writing, gross motor skills like balance, catching a ball, skipping, mastering the swings

Health – personal hygiene, understanding safety first rules, identifying some healthy food choices, understanding exercise is important

Social Science – beginning to accept responsibility for choices, respecting others’ rights, wants to be a good citizen, following rules and taking turns

Science – observing, investigating, describing, making predictions

Students must be 5 years old by September 1st to enter kindergarten.

Hours of Operation

Our core full-time program hours are 8:00 a.m. to 3:00 p.m. Monday – Friday.

Children may arrive as early as 7:15 a.m. and must be picked up no later than 3:00 p.m. After 3:00, preschool students become part of the Extended Care program which is available until 4:30 p.m. Extended Care is \$5.00/hour and is billed separately from tuition. Children picked up after 4:30 p.m. will be billed at a rate of \$1.00 per minute.

Lunch/Nutrition

We offer hot lunch daily to our school through School Eatery for a fee. Children in the preschool may purchase hot lunch from this program. A menu is available through their app; you may select and pay for the lunches you want your child to eat. Otherwise, a lunch should be sent with your child daily. There is a morning snack period and an afternoon snack period (for those

that stay in Extended Care). Children may bring a snack from home or enjoy the snack we provide. We do encourage healthy foods and ask that you do not send candy or soda. Water is always available here at school. Please make sure your child eats breakfast before they come to school. We ask that children bring a water bottle from home labeled with their name. We will refill water as needed.

We are a peanut-free school. If your child has a food allergy, please inform us at the time of registration.

Tuition Rates and Fees

Annual Registration Fee -	\$125 per child
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Annual Fundraising Obligation -	\$350.00 per family
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Tuition (7:15-3:00)	\$5500 for the school year
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Tuition is broken down into 10 monthly payments: \$550.00 monthly, \$137.50 weekly

Tuition is collected through *Brightwheel* on a monthly basis from August – May.

Summer session is collected through *Brightwheel* for each 4-week session. There is a separate registration fee for summer session.

Extended Care is available daily at a rate of \$5.00 per hour (3:00-4:30).

Children picked up after 4:30 p.m. will be charged at the rate of \$1.00 per minute.

We do not credit for days absent or scheduled school holidays.

Children may bring their own lunch or preorder hot lunch provided through the School Eatery app.

Parent participation in preschool is achieved through donations on the first Friday of each month of cleaning supplies, snacks, and water. Parents are encouraged to join the PTG and become involved.

Communication

There are various ways we communicate to parents:

- Brightwheel is used for all communication between the teachers and parents. All personal information must be current including contact information.
- St. Adelaide Remind system (text to 81010, message @stadelaide on your cell phone). This text message system allows the school to send you information instantly and will be used in case of a disaster or emergency.
- Our website is www.stadelaideacademy.org - our school newsletter is uploaded monthly and includes schoolwide and preschool information.
- Parent board – in the classroom there is a parent information board with State Licensing required information as well as information about upcoming events and resources for parents. Teachers post their lesson plans monthly.
- Visit Official St. Adelaide Academy on Facebook and stadelaideacademy on Instagram!
- Parent conferences as scheduled in Fall and Spring

Contacts

Should you have questions or concerns, please do not hesitate to contact those listed. We are here to help you.

- Preschool teacher – Ms. Maria (909) 862-5851 extension 322
- Transitional Kindergarten teacher – Ms. Karla (909) 862-5851 extension 322
- Transitional Kindergarten aide – Ms. Valerie (909) 862-5851 extension 322
- Preschool Director – Mrs. Gallegos (909) 862-5851 extension/voicemail 307
- School Principal – Mrs. Malouf (909) 862-5851 extension/voicemail 301
- Pastor – Fr. Anthony Bui (909) 862-8669
- Office of Catholic Schools –Superintendent Dr. Torres (909) 425-5700
- **State of California Community Care Licensing (951)782-4200**

Sign In and Sign Out Policy

Children must be walked to the classroom door and signed in and out each day by an adult over the age of 18 (must be on the authorized list). There will be a daily health check before entrance into preschool. Children with a temperature or symptoms of illness may not attend until they are symptom free for 24 hours. Due to current requirements for health and safety parents/visitors are not able to come into the classroom. Sign in with your **full name** and not initials per licensing requirements.

Drop Off/Pick Up Procedures

Preschool parents must follow the traffic pattern through the south parking lot and park west of the preschool building and walk your child to the classroom. Once a health check has been conducted and you have signed your child in, you must exit through the south parking lot. The same procedure should be followed when you pick up your child. If you have school-age children, please drop them off and pick them up at their designated areas. Playground gates are closed and locked when the school session bell rings in the morning. Under no circumstances should parents park inside the gated area. You must buzz in through the front gate during school hours.

Birthdays/Holidays

Your child may have a birthday celebration at school, however this must be arranged and planned with your child's teacher. We do celebrate holidays at our preschool. If your family has a holiday tradition that they would like to share with the class, please communicate with your teacher so that we may incorporate lessons into our plan.

Naps/Bedding

Preschool students have a nap period each day after lunch. We provide a mat for each child. We ask that parents bring a crib sized sheet, and a blanket each week in a sealed large bag with the child's name. These should be taken home weekly on Fridays and washed and returned by parents on Mondays. Children who do not sleep will just rest. Bedding must be kept in separate and labelled bags and mats will be disinfected daily.

Parent Participation

Parents that have siblings in the elementary school are obligated to meet required parent volunteer hours for the school. Preschool parents who do not have children in the elementary

school are asked to donate one item to the preschool on the first Friday of each month in lieu of volunteering. Items that can be donated are baby wipes, small water bottles, paper plates, napkins, spoons/forks, snacks, or glue sticks. We will send out a newsletter for these monthly.

Parents may volunteer in the classroom and on our campus after they meet the following requirements of community care licensing and the Diocese of San Bernardino:

- A DOJ background check
- Safe environment online training with certificate of completion
- CMG Driver training with certificate of completion
- Negative TB test/Proof of immunizations
- A Statement of Good Health (licensing form)

We encourage parents to get involved in our school by attending the PTG (Parent-Teacher Group) meetings, volunteering for school events, and participating in school beautification days. Your teacher is available to help you find ways to get involved!

Bathroom Policies

Children must be completely toilet trained to be in our preschool program. The child should be in cloth underwear and not diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers/aides. Assistance with hand washing and fastening of clothing will be provided when necessary. We ask that you always provide a change of clothes in case of an occasional accident. If an accident occurs, a staff member will assist the child if necessary. Assistance may include wiping. Soiled garments will be directly placed in a Ziplock bag with a note attached to be sent home. Parents may be called to assist a child in the event of a toileting accident where the child cannot manage the cleanup.

In the event that a child is found not to be fully potty trained, as indicated by three accidents (inability to reach the toilet on time, wetting or soiling undergarments), at the discretion of the teacher and preschool director, the child will be asked to take a 2-week leave from the preschool to work toward readiness.

Field Trips

During the school year, the children in preschool will visit other places on campus or the church next door for activities and events. We consider these as “on-campus” field trips. We want to inform you of this and then ask for your permission to venture out of the preschool to other places on campus on occasion for these events or activities. We may visit:

- The school Fine Arts to do activities

- The school STEM Lab to participate in hands-on activities
- The Parish Center for special events
- The Church for a prayer service or Mass

Please be advised that the children will always be accompanied by their teacher to these locations.

We always take the back route to the Church on the sidewalks and enter the Church on the south side to avoid the children ever walking past the fountain on the Baseline side of the church. When we visit the Parish Center or Church, we use the Parish Center bathrooms, and we sit in a designated location at the back of the Church. If your child is signed into preschool, they must stay within these specified locations, even if you are with them.

Discipline Policy /Probationary Period

All children who enter our program have a 90-day probationary period so that we can make sure that we are able to meet their needs and that our program is a good match for your child. We re-direct children if needed, we have them sit out in a quiet spot if they need a break, and we use every situation as a teachable moment. Our classroom environment encourages respectful behavior and communication (using our words). All children have the right to feel safe at school. If your child hits, bites or otherwise inflicts harm on other children we reserve the right to ask them to leave the program. We work with families to correct these behaviors first and removal from the program is our last resort. There are some specific behaviors that could warrant written behavior referral, a meeting with the Director or Principal and dismissal from our program. Please see the addendum to the handbook for more information about behavior referrals.

Well Child/Health Check Policy

We have a well-child policy, which means that children who are sick with any illness that is contagious should not be attending school. This keeps all our children healthy and able to attend school. It is important that you have an alternate care plan for your child if they are sick. If your child is too sick to remain in school, we will contact you and they will remain separated from the other children in the school office until you pick them up. They should be picked up within 45 minutes of contact.

The following symptoms are examples of contagious illness:

- Fever
- Persistent cough/sneeze

- Excessive or colored discharge/mucus from the nose
- Rash
- Diarrhea/ Vomiting
- Discharge from eyes
- Lethargy/tiredness/inability to participate in program
- Headache

Under no circumstances can a sick child remain at school.

Children must be symptom free (without medication) for 24 hours prior to returning to school.

Incidental Medical Services Plan

The providers at St. Adelaide Preschool prefer not to administer any medications while a child is in our care. We do realize sometimes it is necessary to do so for the health and welfare of a child. Medications will be administered only with prescriptions from a doctor.

- Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The doctor recommended dosage must be on the label as well as the child's name. A consent form must be filled out. Consent forms will be kept with the medication. If a change in dosage occurs, a new label must be obtained.
- Over the counter (OTC) medications will be administered only if the medication is in its original container. A consent form must be filled out and kept with the medication. OTC medications also require a doctor's note with the specific instructions regarding dosage and duration the medication should be given.
- EpiPen require an allergy list that is to be kept in a child's file with a list of reactions to look for and a prescription from the doctor. We will post a list of known allergies in the classroom to keep staff and substitutes alerted to potential allergic reactions. A written consent from the parent will be kept in the file.
- Inhalers brought to school must be accompanied by a prescription and instructions. A written consent form will be kept in the file and signed by a parent. Doctor prescription is needed for inhalers.

Record keeping requires:

- Parental consent
- Prescription
- Record keeping of administration by staff

Storage – medications will be stored in a locked cabinet in the preschool room. Medications that require refrigeration will be kept in a locked box in the refrigerator.

Staff requirements for incidental medical services:

- Staff will administer medications as needed and will ensure that medications are brought on any field trips or during an evacuation due to an emergency situation.
- Preschool staff is trained in CPR and First Aid for emergencies. Staff will receive communication and training from the parent if inhalers or EpiPens are needed for a student.
- Gloves will be worn while administering medication to eliminate potential exposure to blood or bodily fluids. Hands will be washed immediately after removal and disposal of used gloves.

Parent requirements for incidental medical services:

- Parents are responsible for fully informing the staff of any and all medical allergies or conditions of their child and providing training information.
- Parents are responsible for providing medication and current doctor's orders and prescriptions for their child.
- Parents are responsible to ensure that the care providers understand symptoms and conditions to watch for and the proper use of inhalers or EpiPens for their child.

Uniforms/Dress Code

St. Adelaide Preschool follows the uniform policy of the Elementary School and Middle School. Uniforms are purchased online through [St. Adelaide \(inlandsports.com\)](http://St.Adelaide.inlandsports.com)

All uniform shirts, ties, jackets, vests, cardigans, and PE uniforms must contain the school logo. Students may wear the approved school PE uniform Monday through Thursday. Red Spirit shirts may be worn on Wednesdays.

Masks are currently optional at school.

Girls:

Required Mass Attire: a white blouse with a jumper or skirt. Polo shirts are not permitted. Cardigans or vests are the only outerwear permitted.

- Jumper – plaid; should reach the top of the knee; Shorts are worn under jumper/shift
- Light Blue or White Polo tucked in at all times
- T-shirt – only white (plain) may be worn under uniform blouse/shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – blue school logo (will be allowed)
- Pants/capris – navy twill (No Cargo-type, hip-hugger or slim fit)
- Shorts – must be a regulation short; length must be near but cannot cover the knee
- Socks – white, black, gray, or navy (must be visible, either anklets, crew, or knee socks)
- Tights – white, black, or navy
- Shoes – athletic or rubber-soled and must be secure to the foot (so they do not fall off); **black, white, or navy blue as main color (try to stay away from printed logos or markings); boots are allowed seasonally for rainy or cold weather**
- **Non-uniform jackets are not allowed in the classroom.**

Boys:

Required Mass Attire: All boys are required to wear a school tie, white dress shirt, navy pants. Cardigans or vests are the only outerwear permitted.

- Shirt –light blue polo; tucked in at all times
- T-shirt – only white (plain) may be worn under uniform shirt
- Turtleneck – white or navy blue to be worn under uniform shirt
- Sweatshirt – blue school logo or school team/program logo
- Pants – navy twill (no Cargo-type, hip-hugger or slim fit)
- Shorts – must be a regulation short purchased through the uniform company; length must be near but cannot cover the knee
- Socks – white, navy, or black (must be anklets, crew, or knee socks)
- Shoes – athletic or rubber-soled and must be secure to the foot (so they do not fall off). **black, white, or navy blue as main color; boots are allowed seasonally for rainy or cold weather**
- **Non-uniform jackets are not allowed in the classroom.**

Hair (All)

Hair should be washed and well-groomed and should not obstruct vision. Boy's hair should be no longer than the top of the uniform shirt collar. Length/height should be no more than three inches from scalp. Boys should not have ponytails unless tribal. Boys may not have moustaches, beards, or goatees. Girls may wear simple barrettes or hair ties. **No hats**, scarves, or bandanas. Dyed, shaved, or spiked hair or other fad/radical hairstyles are not permitted and must be corrected immediately.

Jewelry

Girls may wear a religious medal/chain or scapular. A watch may be worn. Only one set of single stud earrings are allowed and must be worn on the lobe. Earrings may not be large and may not dangle (safety issue). No bracelets or rings are permitted.

Boys may wear a religious medal/chain or scapular. A watch may be worn. Earrings are not allowed on boys. No bracelets or rings are permitted.



Daily Schedule



7:30 - 8:00 Health Check, Welcome, Child Choice

8:00 - 8:30 Child Choice Activities

8:30 -9:00 Circle Time/Religion

9:00 – 9:30 ELA/Rotations

9:30 - 10:15 Recess/Snack/ Bathroom Break

10:15 - 11:15 Math/Centers

11:15 - 11:30 Transition Time (Bathroom, Make Beds)

11:30 - 12:00 Lunch/Bathroom Break

12:00 - 1:45 Quiet/Rest Time

1:45 - 2:00 Transition Time/Bathroom Break

2:00 - 2:30 Story/Music/Movement/Whole Group Activity

2:30 - 3:00 Centers/Dismissal

3:00 – 3:30 Snack

3:30 -4:30 Extended Care/Child Choice Activities



Preschool Closed Dates: (dates are subject to change with notice)

Monday, 9/4 – No School/Labor Day

Monday, 10/9 – No School/Faculty WCEA Workday

Friday 10/27 – No School/ Faculty Inservice

Friday 11/10 – No School/Veterans' Day

Monday 11/20 – Friday 11/24 – No School/Thanksgiving Break

Thursday 12/14 – Minimum Day; No Extended Care

Friday 12/15 - Monday 1/1 – No School/Christmas Break

Monday 1/15 – No School/Martin Luther King Jr. Day

Monday 2/12 – No School/Faculty Inservice

Monday 2/19 – No School/President's Day

Friday 3/8 – No School/Faculty Retreat

Monday 3/18 – No School/Faculty WCEA Workday

Thursday 3/28 – Holy Thursday/Minimum Day; No Extended Care

Friday 3/29 – Monday 4/8 – Easter Break

Monday 5/27 – No School/Memorial Day

Friday 5/31 – No School/8th Grade Graduation

Tuesday 6/4 – Last Day of Regular Session for TK

Thursday 6/7 – Last Day of Regular Session for PS

Other events:

Please check the monthly school calendar as some dates may change and to keep yourself informed of school events.

Acknowledgment of Content

Please initial, sign and return your acknowledgment that you have read and understand the contents of the Preschool handbook.

Our Philosophy and Program _____

Hours of Operation _____

Lunch/Nutrition _____

Tuition Rates and Fees _____

Communication/Contacts _____

Sign In/Out Policy- full signatures _____

Drop Off/Pick Up Procedures _____

Birthdays/Holidays _____

Naps/Bedding _____

Parent Participation _____

Bathroom Policies _____

Field Trips _____

Discipline/Probationary Period _____

Well Child/ Health Check Policies _____

Incidental Medical Services Plan _____

Uniforms/Dress Code _____

School Calendar – closed dates _____

I give permission for my child _____ to visit other areas on campus as outlined in the field trip policy under the supervision of their teacher.

Parent Signature _____

Date _____