

St. Louis the King Catholic School

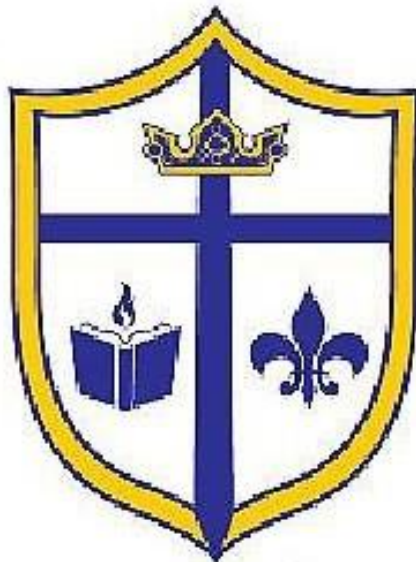
4331 W. Maryland Ave.

Glendale, AZ 85301

623-939-4260

www.slkschool.com

Providing a High-Quality Education in a Caring, Gospel-Centered Environment



Parent/Student Pre-Kindergarten Handbook 2023-2024

Welcome to St. Louis the King Catholic School!

Thank you for choosing to enroll your child in our Pre-Kindergarten Program. This is a time for your child to make new friends, build self-confidence, and enjoy fun, challenging activities that meet his/her developmental needs.

Please take time to read through the Pre-Kindergarten Parent/Student Handbook. This may answer any questions you may have and also help you and your child be prepared for the first day. If you have any further questions, please contact me at 623-939-4260 or joezielinski@slkschool.com.

We are excited to have your child in our school and we look forward to having you as part of the St. Louis the King Catholic School family!

Blessings,

Mr. Joe Zielinski
Principal

Vision

St. Louis the King Catholic School provides a Gospel-centered environment where students can grow in their faith and be challenged intellectually. While recognizing parents as their child's primary educator, the faculty are committed in preparing students for the demands of an ever-changing world. We strive to develop student self-discipline skills and recognize the unique talents God has given each child. We model and teach Catholic doctrine and values by providing students opportunities for prayer, worship, and service to others in our Church and society.

Mission Statement

St. Louis the King Catholic School provides a high-quality education in a caring, Gospel-centered environment.

Philosophy

Our Pre-Kindergarten program strives to provide a faith-based environment where children can grow into the person God has created them to be. Diocesan Curriculum Standards are designed for children to be actively involved in the learning process and be provided a variety of developmentally appropriate activities. The educational goal is for children to foster a love for learning, possess an attitude of inquiry and discovery, and build a sense of confidence in his/her ability to master new situations/tasks. Student personality and emotional growth is important. Children are taught verbal labels for feelings and are helped to explore these feelings in group discussions and with their teachers. The Pre-Kindergarten program is designed to provide students with opportunities for personal accomplishment to enhance his/her self-esteem. Carefully planned and supervised physical activities assure proper development of fine and gross motor skills as well as build strength and coordination. The development of student social skills is emphasized throughout the Pre-Kindergarten program.

Program Description:

St. Louis the King Catholic School's Pre-Kindergarten program helps children achieve their potential through lessons of academic enrichment, interpersonal relationships, and faith formation. Pre-Kindergarten is designed to provide developmentally appropriate social,

educational, and physical experiences that enhance the whole child. Guest speakers and participation in local activities are used to broaden children's understanding of their community.

Our program is affordable and serves families from all income levels. St. Louis the King Catholic School participates in the state funded childcare subsidies for families (DES) and supports families through community collaboration. Our Pre-Kindergarten program meets Arizona's state licensing rules and regulations.

Pre-Kindergarten is offered for children four to five years old. During the school year, this program is offered Monday through Thursday between 7:30 am and 3:30 pm. The Friday school schedule is from 7:30 am to 1:30 pm. Extended Care is available 6:30-7:30 am and 3:00- 6:00pm.

STUDENT LEARNING EXPECTATIONS

Students at St. Louis the King Catholic School C.A.R.E. by being a:

Christian Witness who:

- Has basic knowledge of Scripture, liturgy, and teachings of the Church.
- Shows reverence and participates during liturgies, prayers, and Sacraments.
- Serves others.

Active Learner who:

- Strives for academic excellence.
- Applies problem-solving and critical thinking strategies.
- Is self-motivated to do their personal best.
- Uses resources effectively.

Responsible Leader/Citizen who:

- Respects self, others, and things.
- Makes good moral choices.
- Demonstrates concern for others and our world
- Is aware of social justice issues.

Effective Communicator who:

- Uses written and oral communication skills effectively.
- Utilizes appropriate social skills.
- Works cooperatively with others.

Gesell Developmental Screening – The Gesell Developmental Screening is administered to each child prior to the start of Pre-Kindergarten. This screening provides the teacher with information on where the child is at developmentally as it relates to fine and gross motor skills, language acquisition, and cognitive reasoning.

Teachers/Staff

Our Pre-Kindergarten program is staffed by caring and friendly certified teachers. All teachers are fingerprinted, TB tested, CPR/First Aid trained, and attend on-going professional development. The teacher/student ratio is:

Three year old	1 teacher to 13 children	Class Limit-18
Four year olds	1 teacher to 15 children	Class Limit - 24
Five year olds	1 teacher to 20 children	Class Limit - 24

Curriculum

St. Louis the King Catholic School's curriculum is based on Diocesan Curriculum Standards. The Student Learning Expectations (SLEs) are integrated throughout the school day. The classroom environment is arranged with activity centers, which are developmentally appropriate. Teacher initiated enrichment activities include science, cooking, story time, music, and games. Group time for sharing and teaching social skills are held daily. Outdoor activities, rest, and snack/meal time are also part of the school day. Parents are highly encouraged to attend Curriculum Night at the beginning of the school year to learn how they can support their child in the Pre-Kindergarten program.

Hours of Operation

Monday-Thursday	7:45 am-3:00 pm
Friday	7:45 am-1:00 pm

Enrollment

Children will be admitted to St. Louis the King Catholic School only after registration is complete. Please note that the registration must be made in person at:

St. Louis the King Catholic School
4331 W. Maryland Ave.
Glendale, AZ 85301
Monday-Friday 7:30am-3:30pm
Registration must include the following:

- The Arizona Department of Health Services Emergency, Information, and Immunization Record Card (Note: State law requires every section of this form be completed)
- A Photo Copy of Child's Immunization Record
- A Photo Copy of Birth Certificate
- A Photo Copy of Baptismal Certificate
- Registration form
- \$100 Registration Fee
- Enroll in the FACTS Tuition Management System

The school office staff will review registration information. **An incomplete registration packet will not be accepted.** Parents and/or guardians must update registration information annually. Enrollment is available on a first come first serve basis. Enrollment is contingent on the child's ability to participate in the current program offered without undue burden/risk to the other students and staff involved. Parents may disenroll their child by providing a 30-day written notice to the school office. All changes must be done in person with the signature of the administrator to be valid.

FEES

Fees are charged regardless of attendance.
Prekindergarten \$36 per day contract / \$26 half day day

Admission and Release Requirements

For the safety of your child, we require a parent, guardian, or authorized party to go to the site daily to complete each child's Sign-in/Sign-out sheet. The authorized party must sign their full name, along with the date and accurate time on the Sign-in/Sign-out sheet. **ALL PERSONS SIGNING OUT WILL BE REQUIRED TO SHOW STAFF PROOF OF IDENTIFICATION AS REQUESTED.** A picture I.D. such as a driver's license or student I.D. card will be required as

proof of identify. Children and adults must leave the school once they have signed out. A child

enrolled in the Pre-Kindergarten program will be released only to those persons specifically authorized on the Arizona Department of Health Services Emergency, Information, and Immunization Record Card. **NO EXCEPTIONS WILL BE MADE WITHOUT THE ADVANCED WRITTEN PERMISSION OF THE PARENT OR THE USE OF THE PHONE CODE ON THE EMERGENCY CARD.** Parents and/or guardians may remove authorized persons from their Arizona Department of Health Services Emergency, Information, and Immunization Record Card by providing the school's director with written notification. St. Louis the King Catholic School may not remove lawful parents or legal guardians from the Arizona Department of Health Services Emergency, Information, and Immunization Record Card unless provided with court orders to do so.

Potty Trained

Students must be fully potty trained in order to be enrolled in the Pre-Kindergarten program.

Custodial and Legal Paperwork

The program shall be open to any parent who is able to prove with legal court documentation that they are the child's legal parent. If a parent is not allowed to have contact with the child, legal court documentation must be provided by the legal parent/guardian to the school office. If parents are divorced or not married, a copy of the legal parenting agreement must be provided to the school office. It is the parents' responsibility to agree and provide information of who is the emergency contact person(s). The state of Arizona will only allow one emergency card per child.

Payments, Registration, and Refunds

TUITION: \$7,500 per student (active, participating SLK parishioner)
\$20 a month snack fee.

REGISTRATION FEE: A non-refundable registration fee of \$100 will be charged for each new family and \$50 for each returning family. ***This fee is not applied toward the tuition payment.*** The registration fee reserves a space for your child. It is also used for the initial start-up, which includes processing costs.

PAYMENT STRUCTURE:

BILLING: Payments are made using the FACTS system linked to your checking account. Payments will be withdrawn each month.

INSUFFICIENT FUNDS: Returned checks or insufficient funds for bank draft or credit card will be charged a service fee of \$48 through FACTS. *Insufficient Funds/Delinquent Tuition Payment may be grounds for disenrollment*

Upon Arrival to School Daily: In an effort to promote a healthy environment for everyone, children, parents, and staff are required to wash their hands upon entering the classroom each morning, after using the restroom, before and after eating, and when coming inside from the playground or other program area.

Parent Responsibilities:

- Notify Pre-Kindergarten staff of changes to parent contact number and emergency contact.
- Provide a complete extra set of clothing in a zip lock bag with child's first and lastname.
- Adhere to the drop off and pick up times and properly sign your child in and out daily.
- Notify school office of all immunization updates.
- Communicates with teacher any physical, social, or behavioral changes in the child or family concerns as they pertain to the child's welfare.

Parent Participation & Information

We know it is important to your peace of mind to have regular information about your child's

experiences. As well, your participation and input are valuable to your child and to our school. This is not always possible during the rush of morning drop-off and afternoon pickup. Information is provided for parents on the Classroom Communication Board and in the Pre- Kindergarten Weekly Newsletter. Daily behavior sheets will be sent home at the end of each school day with the child.

Family Events

Parents are invited to visit the classroom during functions like Back to School Night and Open House. Families are encouraged to participate in special events that are offered throughout the year. Please read information on the school's website, SchoolSpeak, or the class newsletter for upcoming events and news.

SchoolSpeak – School/Home Communication

St. Louis the King Catholic School utilizes SchoolSpeak, a web-based school management system. Each parent will receive a username and password to log in. Important announcements and school-wide activities will be posted along with parent access to their child's progress report and report card. Parents can pay for school lunches and Extended Care through SchoolSpeak. The Pre-Kindergarten Weekly Newsletter is also posted on SchoolSpeak. This newsletter includes information on classroom activities and special celebrations. A monthly school newsletter is posted on SchoolSpeak along with a copy sent home. News alerts and emergency notifications will be posted on SchoolSpeak and sent to parents via text message and email through SchoolSpeak.

School Website

St. Louis the King Catholic School's website is continually updated with information. The school's website address is www.slkschool.com. The school calendar can be viewed or printed off of the school's website.

Parent/Teacher Conferences – A Parent/Teacher Conference is held in November. The purpose of the conference is for the teacher to review and discuss the child's progress with the parent. A report card will be sent home at the end of each trimester. Progress reports will be sent home during the middle of each trimester. Parent/Teacher Conferences are also held in the spring for students who may not be progressing. The teacher will notify the parent if such a conference needs to be made. A parent may request and schedule a conference at any time with the teacher.

Parent Visits – We hope you take the opportunity to talk to the administrator and teacher about your child's daily activity. If you would like to share a particular talent, have access to needed supplies or resources, or have suggestions, please let the administrator or teacher know.

New Parent Orientation – Parents are highly encouraged to attend the New Parent Orientation prior to the start of school. A review of the Parent/Student Pre-Kindergarten Handbook will also provide a good overview of the Pre-Kindergarten program. In addition, a parent may visit the school, request a conference with the Pre-Kindergarten teacher, or call the administrator at 623-939-4260 for more information.

Transitioning

New to Pre-Kindergarten: Transitioning into school for the first time can be a difficult process for some children. During the current school year new families are invited to attend our annual spring open house. Before entering into class each child is Gesell screened to meet the developmental needs of the child. After registration, new families attend orientation in August of the new school year, followed by a back to school night within the first few weeks of school. We believe communication is the best way to help the child/parent/teacher meet the needs of each other during this new and exciting time. After saying good-bye to the child, we ask the parent to remind the child he/she (or whomever will be picking up the child) will be back at dismissal.

Going to Kindergarten: The process for transitioning to kindergarten is a yearlong process, which includes reading books, talking about feelings, and working on building self-independent skills (ex. opening own lunch box). We work with the child and the parent to make sure the child is ready for this transition.

Leaving the School: By providing us a 30 day notice that your child will be leaving Pre-Kindergarten, we will be able to ensure there is closure for the child and their classmates. We will prepare a "Good-Bye Book" to go along with the child's portfolio.

School Uniform (please refer to SLK School's Parent/Student Handbook for specific uniform requirements)

Children are to arrive each day in the appropriate St. Louis the King Catholic School uniform. Play can be messy, or accidents can occur so please provide a complete set of clothes (shirt, shorts/pants, socks, and underwear). The school reserves the right to contact the parent for pick up if the child requires an extra change of clothes if none are available. To protect feet during play, children must wear shoes that cover both the toe and heel, i.e. athletic shoes. Children may not wear sandals or open toed shoes at any time.

Absences

Please contact the office at **(623) 939-4260** by **8:30 am** if your child will be absent from school. Your tuition pays for direct operating costs, (i.e. staff, snacks, materials, etc.) which are available to your child for each day they are enrolled. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether they attend or not. There are no deductions of fees for absences or vacations.

Holidays (please also refer to school calendar on the school website for additional school days off)

The program will not be in operation on the following days:

New Year's Eve & New Year's Day
President's Day
Easter Break
Labor Day
Thanksgiving Break
Diocesan Teacher In-Service Days

Martin Luther King, Jr. Day
Good Friday
Summer Break
Fall Festival Day
Christmas Break

Hot Lunch Program

St. Louis the King Catholic School participates in the National Food Lunch Program and follows its guidelines in providing a well-balanced and nutritious lunch. If eligible, students may qualify for a free or reduced lunch. Applications are available in the school office and on SchoolSpeak. Hot lunch is \$3.50 per day. White milk may be purchased separately for \$.50. All lunches or milk must be ordered online through SchoolSpeak. The monthly lunch menu is posted on SchoolSpeak.

Lunch and Snacks

A nutritious snack needs to be provided daily by the parent. Lunch may be purchased through the school or be provided by the parent. Time will be allocated for children to have snack and lunch. All meals sent with child must meet nutritional standards set by the U.S.D.A. and will be monitored by staff. According to Department of Health Services (AZDHS) standards, meals must consist of the following:

Food Component	Ages 3 – 5 years
Milk – fluid	$\frac{3}{4}$ Cup
Vegetable, fruit or full strength juice	$\frac{1}{2}$ Cup
Bread and Bread Alternatives	$\frac{1}{2}$ Slice
Meat or Meat Alternative	1 $\frac{1}{2}$ ounces

Parents will be notified or advised of any meals that do not meet the AZDHS nutritional standards. A nutritious breakfast is recommended prior to attending school.

Parents/children who wish to bring food to school to share, (i.e. birthday) need to check with the teacher before doing so. All food must be store bought.

Food Substitutions

Parents need to indicate on the Department of Health Services Emergency Information card if their child has any dietary challenges. The school will make every effort to accommodate food allergies, but cannot always provide substitutions; parents are responsible for providing snacks along with lunch that meets their child's dietary needs.

Extended Care Program:

Students arriving prior to 7:30 am or remaining after school must sign into the Extended Care Program. Parents who utilize the Extended Care Program are billed \$4.00 per hour per child. Students can be dropped off at the St. Agnes Center as early as 6:30 am and will be released to go to their classrooms at 7:30 am. Children who arrive after 7:30 am, but before 7:45 am are not charged, but must still report to the Extended Care Program and remain there until all students are released to their classrooms. For a more complete understanding of our Extended Care Program, please refer to our Extended Care Handbook located on the school's website at www.slkschool.com.

Medication

According to the AZDHS, children CANNOT administer or store their own medication. Please make arrangements to give your child any medications he/she may need before coming to school. In order for prescription medication to be given during school, a signed medication form is required. These forms are available in the school office. All prescription and non-prescription medication must be brought to the school office by the parent or guardian, in the original container.

Sick Children

Please call the school office if your child is sick and will be absent from school. If your child has been diagnosed with a communicable disease, please let the school office or the teacher know. Children who show the following signs/symptoms may not attend school for the first 24 hours or until the symptoms have disappeared. A written doctor's note must be provided to the school office indicating the child is no longer contagious and is able to return to school.

The signs/symptoms include, but are not limited to:

- Fever greater than 101 degrees
- Severe coughing - child gets red or blue in the face.

- High pitched croupy or whooping sounds after coughing.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pink eye – tears, redness of eyelid lining, followed by swelling and discharge of pus.
- Unusual spots or rashes.
- Sore throat or trouble swallowing.
- Infected skin patches.
- Earache.
- Lice/nits or any other infestation.
- Crusty, bright yellow, dry, or gummy areas of skin – possibly accompanied by fever.
- Unusually dark tea colored urine – especially with a fever.
- Grey or white stool.
- Loose or watery stool/diarrhea.
- Headache and stiff neck.
- Vomiting.
- Severe itching of body or scalp or scratching of scalp.
- Not feeling well enough to participate in the day's activities.
- Unusual mood or behavior that make it difficult for teachers to care for the other children.

Our school maintains a communicable disease log and has access on how to manage a communicable disease outbreak. If a child becomes sick during the school day, the school office will contact the parent or the emergency contact to pick the child up. It is expected that the child will be picked up immediately.

Consistently bringing a child to school ill and/or not picking the child up when called, may result in termination of enrollment.

Accidents

If your child has an accident and becomes injured, the teacher or school office staff will administer First Aid and/or CPR and call 911 if necessary. Parents will be contacted by phone for serious injuries. All injuries will be documented on an Incident Report and parents will receive a copy. In the event that a child must be taken to a hospital/medical facility, a school staff member will accompany the child if the parent cannot make it to the site (parent will be notified as to where the child will be taken). **It is the responsibility of the parent or legal guardian to provide health/accident insurance for their child while participating in all school activities.** St. Louis the King Catholic School does not provide health/accident insurance for children in child care programs. St. Louis the King Catholic School meets current state childcare licensing standards for liability insurance. Affordable health insurance for children in Arizona is now available through the "Kids Care" program, which is administered by the Arizona Health Care Cost Containment System (AHCCCS). If you do not have health insurance for your child, please call the Kids Care hotline at 1-877-764-KIDS (5437) or (602) 417-5437 to receive information and an application.

Physical Activity

Children will participate in at least 60 minutes of physical activity each day through structured games, music with movements, and a minimum of 60 minutes of unstructured play.

Weather Procedures

We go out daily, but heat sometimes limits our outside experience.

- Below 95 degrees: Children play will be determined by the activity or time allotted on the playground.
- 95-100 degrees – Children will not be outside longer than 15 minutes.
- 100-105 degrees – Children will not be outside longer than 10 minutes.

- 105 and above - Children will not be going outside- alternative inside activities will be provided.

Because the sun is most intense between 10am and 3pm, we limit the amount of time children are outdoors during those hours.

Sun Safety Policy

Children will be participating in outdoor activities throughout the year. To protect your child from sun overexposure, it is recommended your child wears sunscreen. Please apply sunscreen to your child about 30 minutes before coming to school.

Naptime

Pre-Kindergarten students will have a daily nap after lunch. Please send a towel labeled with your child's name to school for naps.

Toys/Items

Children may bring toys from home only during specified "Me Bag" time. Play guns, war toys, or toys that are excessively noisy or dangerous may not be brought to school. Children are restricted from bringing personal items from home, such as, but not limited to: electronic devices, personal toys, or collectables. St. Louis the King Catholic School is not responsible for lost, broken, or stolen items.

Student Discipline:

St. Louis the King Catholic School utilizes the Discipline With Purpose program. This program is based upon developmentally appropriate practices and includes strategies to teach students self-discipline skills. Please read to your child their responsibilities and note that continuous unacceptable behavior is documented in writing.

Child's Responsibilities:

- ☐ Respect yourself, others, and things.
- ☐ Contribute to the learning environment.
- ☐ Follow all school rules and classroom procedures.

St. Louis the King Catholic School views discipline as a means of encouraging self-control, self-direction, and self-esteem. Our efforts will be to guide children toward self-discipline through skilled techniques that include:

- ☐ Setting clear and specific expectations.
- ☐ Redirecting potential problems by offering appropriate choices.
- ☐ Enforcing limits with a related consequence.
- ☐ Helping children to problem solve.
- ☐ In instances where a child is having difficulties that could cause harm to self or others and the above guidelines have not resolved the problem, the parent may be contacted to pick up the child. It is important for parents to take a supportive role in working with the administration and teachers to create a positive learning situation for the child.

Student Behavior:

In the event discipline strategies are ineffective in modifying student behavior(s), suspension may result.

St. Louis the King Catholic School reserves the right to suspend/disenroll any child whose actions interfere with the quality of the Pre-Kindergarten program or are harmful to the emotional or

physical well-being of other children in the program. In the case of physical contact by a child, it can result in an automatic suspension from school.

Safe Environment Policy

St. Louis the King Catholic School administration and staff shall protect all children from child abuse and/or neglect. The administration and staff are state mandated reporters and are required to report any suspicion of child abuse to local authorities. Furthermore, the administration and staff are required by the Diocese of Phoenix to be compliant with its Safe Environment policies by renewing annually Diocesan Safe Environment certification. All school volunteers must have completed the Diocesan Safe Environment Foundation Class and renew it on an annual basis.

Community Resource Information

Community Information & Referral	800-352-3792	602-263-8856
AZ Dept. of Economic Security	602-542-4248	
Child Care Resource & Referral	800-308-9000	
Sick Child Care	602-234-3941	
Nutrition Services for Women, Infants & Children (W.I.C.)	800-252-5942	
ADHS Children's Info Center	800-232-1676	
Child Abuse Hotline	888-767-2445	
Parents Anonymous	800-352-0528	

Home Life

Any challenges or issues your child may have at home will probably affect his/her behavior at school. Please keep us informed so that we can be sensitive to your child's needs. It is important we work as a team for the best interest of your child. This will enable us to provide the best environment for your child's growth and development.

Pesticide Application Notification

Written notification will be posted at school at least 48 hours before pesticides are applied.

Emergency Procedures

In case of an evacuation emergency such as fire, bomb threat, or gas leak, children will be kept in the nearest safest area. Parents will be contacted as soon as possible to pick up the child. In case of a lockdown, the parent and/or the emergency contact will be called as soon as possible. The parent and/or emergency contact will be informed of the pick-up procedure. Students, teachers, and staff may be unable to exit the school campus until the area is safe as deemed by law enforcement. Monthly fire drills are conducted to ensure students and staff are knowledgeable in how to evacuate the building.

School Emergency Closure

In case the school cannot operate due to a natural disaster or a facility issue (ex. water line break), parents will be notified via text message or email through SchoolMessenger. If such a situation occurs during business hours, the parent and/or emergency contract will be contacted to pick up the child.

Program Quality

St. Louis the King Catholic School Pre-Kindergarten program is licensed and regulated by the Arizona Department of Health Services, Bureau of Child Care Licensure. Facility inspection reports are available upon request or at the state licensing office:

Arizona Department of Health Services
Bureau of Child Care Licensure
150 North 18th Avenue, Suite 400
Phoenix, AZ 85007
602-364-2539

Our Pre-Kindergarten program participates in the United Way Quality First Program.

Questions, Comments, Concerns

If you have any questions or concerns, please contact your child's teacher or the principal either by email or call the school office at 623-939-4260. We are happy to help in any way we can!

Tanya Leonard – Lead Teacher
Joseph Zielinski– Director/School Principal

tanyaleonard@slkschool.com
joezielinski@slkschool.com

Please refer to St. Louis the King Catholic School's Parent/Student Handbook for additional information on the school's policies and procedures. This can be found on the school's website at www.slkschool.com.



Go Lions

