

St George Parish Pre-School
5117 13th Ave South
Seattle, WA 98108
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<http://www.saintgeorgeseattle.org>

**Parent Handbook
2025-2026**

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A LETTER FROM THE PASTOR

Welcome to you, parents, who have made the important decision to enroll your child in preschool at St. George Parish School. We are a school community dedicated to passing on our Catholic faith and values in an exemplary academic setting. I have the utmost respect for our school principal, Monica Wingard, and our wonderful staff. Over and over you will be invited to experience more deeply the mystery of this faith and grow intimately with God and one another. You will have many opportunities to serve as you share your gifts and talents.

This booklet is provided to help you better understand your role as a parent in the life of your child's education. This handbook will help answer questions you may have or questions that may arise during the school year. This handbook is only for your reference: we encourage parent/staff communication anytime. While we have tried to capture most of the expectations in policy form, it is important to remember that we are in a Catholic school and that the larger norms of the Church must be followed.

In our Roman Catholic tradition, parents are seen as the primary educators in the practice of faith. When a child is baptized, for example, the parent is asked to publicly commit to raising the child in the practice of the faith. In fact, Catholic schools were first established here in the United States for the primary purpose of educating children and parents in the faith of our Church. It is this emphasis on faith, and the moral teachings that flow from our faith, that provide the framework for our excellent education.

The framework that allows for a good teaching environment begins with you at home. Consider the importance of the following in your life:

- ☐ Attending Church each Sunday to establish a pattern of worship in your family.
- ☐ Blessing of food before and after meals as a sign of family gratitude to God.
- ☐ Sharing your money and time with the Church so that others might hear and believe.
- ☐ Teaching children how to pray, both memorized prayers and spontaneous prayers to God.
- ☐ Caring for your marriage, including respectful communication.
- ☐ Example-setting by you, your spouse, and other adults in your family.
- ☐ Setting clear expectations for the children in the household.
- ☐ Caring for the poor and marginalized in our community as a sign of God's love for all.

The more your child sees these behaviors in you, the more likely your child will acquire Christian habits and develop a relationship with Jesus Christ. If you should find yourself away from the Catholic Church or find yourself without any church, I hope you will contact us, so we can assist you. In the meantime, let us pray for one another and for our children in the coming year. Thanks for being at St. George Parish School.

Yours in Christ,
Fr. K. Scott Connolly, Pastor

2025-2026 Preschool/PreK Staff

Fr. Scott Connolly	Pastor
Monica Wingard	Principal
Cristina Sacramento	Preschool/PreK Director
Elgita Camilon	Preschool Teacher
Besrat Werede	Instructional Assistant, Preschool
Edwin Serquinia	Instructional Assistant, PreK
Nia Camilon	PreK Teacher, Instructional Assistant
Barbara Morgan	Librarian
Brandon Higa	Music Teacher
Michael McKenzie	PE Teacher
Janet Luna	Spanish Teacher (PreK)
Jillian Wilkins	Substitute Instructional Assistant
Patty Rodenberg	Arts and Crafts volunteer

Purpose and Mission Statement

SCHOOL LOCATION

St. George Parish School is a Pre-school through 8th grade Catholic elementary school. It is located at 5117 13th Ave South, Seattle, WA, 98108

SCHOOL PHILOSOPHY

Mission

The community of St. George Parish School forms missionary disciples who continue the work of Jesus Christ as leaders in faith, academics and service.

Vision

To live like Jesus in an ever-changing world.

Core Values:

- **Faith-** Jesus is the center of who we are. We inspire all to develop a personal relationship with Jesus Christ and to spread that love to our community.
- **Social Justice** – Service is the way we express God’s love. We are called to act with justice, be merciful, and walk humbly with Jesus. We love one another like Jesus loves us.
- **Diversity** enriches our perspectives and strengthens our community.
- **Collaboration** - Our children’s success lies in the partnership of faculty, families, students and community. We are stronger when we work together.
- **Growth mindset** – All students have the potential to grow. Life-long learning is developed through curiosity, reflection, perseverance and self-advocacy.
- **Equity** - Students are given the tools they need to succeed.

Enrollment

Non-Discrimination Policy

We do not discriminate based on race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion or disability.

Enrollment is allocated in the following order of priority: Catholic, non-Catholic. Children entering pre-school must be three (3) years of age by August 31. Children entering pre-kindergarten must be four (4) years of age by August 31. Children must be fully potty trained, independent in the bathroom and fully vaccinated before August 31 to be considered for enrollment.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, **students must present proof of having had the immunizations as required by Washington State law.** The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician’s license number.

All immunization documentation will be collected through our on-line platform called Finalsight BEFORE students can attend school.

TUITION COMMITMENT

Registration and fees

Registration is held each year in February for families already in the school, and in March for new families. All families must pay a registration fee of \$325 per child through Finals site. The fee is used toward the cost of instructional supplies, and costs related to enrollment in online platforms used by the school. All contract fees are non-refundable. If the contract and fee are not turned in by the designated contract/covenants date (generally two weeks after the State of the School Address) the contract fee will increase.

St. George Parish School collects tuition through a platform called Finals site. **Each Preschool and PreK family is billed 10 monthly payments** that begins September 1 of the calendar year. Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due on or before the **first (1st) day** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. If a family fails to pay tuition on time, the school principal will initiate the following procedures:
 - a. If at the end of **ten (10) days** the tuition account is not current, the parent will be notified by Finals site and a late fee of \$50 per week will be added to the total tuition balance. If the account reports at NSF, a \$25 NSF will be assessed to the account automatically through Finals site.
 - B. St. George Parish School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records until all financial obligations are met. St. George Parish School offers three tuition options to school families:
 - a. Tuition paid in full by August 1st
 - b. Preschool -PreK has 10 equal payments (Sept.-June)
 - C. St. George does not offer tuition assistance for Preschool or PreK. We do take WCCC and CCAP subsidies.
 - D. **Electronic banking is mandatory for all school families.** Automatic payments are to be set up on the Finals site website. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. George Parish School.
1. Each family signs a tuition covenant/contract using Finals site agreeing to the rights and responsibilities each must promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. George Parish School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
 2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
 3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
 1. All Preschool and PreK families are automatically part of the Parents Club that support the ongoing relationship of school staff, parents and children. There are two volunteer representatives from each class room called **Room Parents** who will speak for the Preschool and PreK classrooms at the monthly Parent Club meeting. Families are invited to a variety of **community events**. **In support of the Parents Club mission, each family will be billed \$30/child in the third week of Sept.** for PTA events, technology and Room Parent budget.
 4. Tuition Schedule

Age Group	Days	Tuition	Monthly Payment
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Preschool , age 3 by August 31 PreK age 4 by August 31	Half day 8:00 AM-12:00 PM Monday-Friday	\$6,900/year	\$690.00
Preschool , age 3 by August 31 PreK age 4 by August 31	Full day 8:00AM - 4:30 PM Monday-Friday	\$12,000/year	\$1,200.00
Extended Care options 7:00 AM-8:00 AM			\$50/month per child
Extended Care options 4:00 PM-5:30 PM			\$100/ month per child

FUNDRAISING COMMITMENT

Fundraising commitment: Each family is contracted to meet a yearly \$750 fundraising commitment. Families may meet their \$750 fundraising commitment either through the Jog-a-thon or by procuring or donating auction items. Families may also pay off the commitment directly with \$750. All fundraising fees are due by January 30 of the current school year. Families will be billed in February for any remaining balance owed.

Jogathon

One fundraiser at SGPS School is the annual Fall Jogathon. Families solicit, collect and submit sponsorship donations from their personal network using our on-line platform ONE CAUSE.

Auction

1. The auction is SGPS School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school. The PTA in collaboration with an Auction Team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used by the SGPS procurement team to purchase quality items for the auction. (Please see SGPS Financial Policies for additional information).
2. SGPS REVENUE ALLOCATIONS
 - a. The proceeds from auction shall be designated as follows:
 - i. 90% for School Operating Account.
 - ii. 100% of the proceeds from a "Raise the Paddle for the Georgian Fund" will be directed towards tuition assistance.
 - iii. 10% for Long-term Development in the Endowment Funds
 - b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

ANNUAL FUND COMMITMENT

Every family is **required** to support the St. George Parish School's *Annual Fund*, which helps with the current and future viability of the school by donating funds to the St. George Endowment Fund. Families must meet the donation requirement before enrollment for the subsequent school year.

SERVICE HOURS COMMITMENT/PARENT INVOLVEMENT

Each family contracts to provide 30 hours of service to the school each year. This encourages families to contribute time and service toward school programs, activities, and events to fulfill the needs of both the students and the school staff. It also promotes and strengthens the community relationship between the school families, school staff, and the parish. Each Preschool and PreK family is required to donate 30 hours a year starting **May 1 - April 30**. If you are unable to complete 30 hours of service, you will be billed \$30 per hour for each hour not completed in May.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours on the monthly school calendar and submit the calendar at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include but are not limited to: Parents' Club meeting attendance, volunteering as room parents, working in the classroom, chaperoning on field trips, and helping with the school fundraisers. Parents can also garden around the grounds, ministers for the masses, or serve on school and parish commissions.

All parent volunteers must be compliant with the Seattle Archdiocese Safe Environment policies. This entails a background check, attendance of a virtual three-hour class called *Protecting God's Children* and the reading with signed of signature of the Safe Environment documents. Go to <https://archseattle.org/for-parishes/safe-environment/safe-environment-volunteer/> to fulfill these Volunteer Requirements.

Our WA state preschool licenser also requires different background check through MERIT. Please contact the classroom teacher for additional information.

Arrival and Departure

All children must be signed-in and signed-out daily by parents on the class roster.

Preschool doors are open from 7:00AM-7:45AM for Morning Extended Care.

At 7:45AM, the doors will be open for regular arrival. Prompt arrival and pick-up is important. Please try to bring your child to school on time, so he/she may take full advantage of the entire preschool program. School dismisses at noon for half day students and 4:00 PM for full day students. Students who have brothers and sisters in the main school may be picked up after 3:00 PM by their parent for convenience sake.

Extended Care is offered from 7:00 AM - 8:00 AM and 4:30PM-5:30 PM for parents who require extra child care. We provide both extended care options for flat monthly fees for your convenience. **According to state law, a preschool aged child is not allowed by law to spend more than 10 hours in a day in a preschool environment**, so parents need to plan care accordingly.

Any parent who has not picked up their children by 5:30 PM will be billed beyond the Extended Care rate for \$5.00/minute/child until the exact time of arrival of parent. Any family who fails to meet the 5:30 PM pick-up time two times within a year may lose their privilege of Extended Care service at the discretion of the director.

Curriculum Philosophy

Curriculum

The curriculum at St. George Parish Pre-School was developed to prepare our students for later learning. It is based on the educational and emotional development, needs, interests and spiritual understanding of the preschool aged child.

Religion

- Core of all lessons
- Treat others with kindness
- Live the way Jesus did
- Importance of prayer in daily life
- Participate in religious practices
- Community service

Reading and Writing

- Whole language approach
- Beginning Phonics Skills
- Verbal Self-expression
- Re-tell favorite Stories
- Cross-aged reading
- Develop a love for reading and writing
- Writing numbers, letters and their own names

Math

- Numeracy, quantities of numbers and counting
- Ordering and patterns
- Sets and classifying
- Shapes

Science and Social Studies

- Plants and animals
- Seasons and weather
- Holidays
- Cultural Awareness

Enrichment subjects

- Social emotional
- Music
- Physical Education
- Art
- Library
- Spanish

Each day the students will participate in a variety of engaging activities across diverse content areas. We believe parents are the primary educators, and work in partnership with families to ensure each child's unique right to be an educated, morally responsible person.

Parents can best support the implementation of our curriculum by actively reading classroom newsletters and bring the classroom learning into the home. Parents are highly encouraged to volunteer in the classroom and chaperon field trips to get a first-hand experience of our school environment and culture.

Sample Daily Schedule for Preschool

Extended Care: Free choice	7:00AM - 8:00AM
Welcome, Morning Business, Free Choice	8:00-8:45
Morning Meeting	8:45-9:00
ELA	9:00-10:00
Snack and Outdoor Play	10:00-10:30
Math/Social Studies/Science	10:30-12:00
Half Day Program Dismissal/Free choice for Full Day	12:00 PM-12:15 PM
Lunch time and Outdoor Play	12:15-1:00
Rest Time	1:15-3:00
Free Choice	3:00-3:30
Snack and Outdoor Play	3:30-4:15
Full Day Dismissal	4:00-4:15
Extended Care: Free Play, Outdoor Play/ Arts and Crafts	4:15-5:30
Snack Time	5:30 -5:45
Clean up/ Closing Circle Time	5:45-5:30 PM
Music, P.E., Library classes and Spanish (PreK) will be provided weekly within the half-day session. Please see specific class schedule as posted on August 31.	

St George Parish Preschool follows the academic calendar of St. George Parish School as well as the school closure policies due to inclement weather. See Appendix

School Closures

In case of inclement weather, St George School/Preschool will announce any delays or cancellations on our school website by 6:30AM. Parents will also receive an emergency text via cell phones. If Seattle Public Schools are closed due to weather, you can assume we will be closed, too. In addition, we will communicate with families by email, if available, and cell phone text in the likely hood of a fire or earthquake, information concerning the closure of school, the staging of students until parents can arrive for pick up. **NO CHILD WILL BE LEFT ALONE!**

In cases of weather delay where we have a 10:00 AM START, there will be NO Morning Care. Students may arrive at 9:45AM, but no earlier, as staff will be running late, too.

Ultimately, our highest priority is the safety of our students, files and staff. Regardless of the official start status of the school, we always defer to parents in the use of their own best judgment about whether, and when, it is safe for their children to come to school. When weather conditions dictate that families cannot accommodate the regular school schedule, the school will respect those decisions and consider those *excused* absences or tardies.

Illness and Medications

When a student is absent from school, a parent should call the school or email by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. George Parish School students.

Please do not send your child to school if he/she has a fever of 101°F (38°C) or higher, is vomiting, has diarrhea, fifth disease, lice/nits, or a bad cough. When children come to school with these conditions, other students are exposed. If a child comes to school and, in the opinion of the teacher, is sick, we will call you to come and pick up your child. If your child is sent home due to illness, he/she cannot return to school until he/she has been symptom-free for **24 hours**

WITHOUT the use of fever reducing medicine. This allows plenty time to recover and stops the spread of illness to other children. Children with excessive coughing will be required to wear a mask until symptoms subside.

Any medication prescribed or over-the-counter, to be taken during school hours must be administered through the preschool office and will only be given if it is accompanied by both of the following:

1. A doctor's prescribed medication with a pharmacy sticker on the bottle
2. A completed *Permission for Administration of Medication* form from the parent and the doctor explaining the times and dates the medication is to be administered. Such forms are available in the school office.

Students using any over-the-counter medications, **including cough drops and inhalers**, must have a completed medication form from the parents giving directions for use. Medications are kept out of the reach of children.

Medical Emergencies

In the case of a medical emergency the parents will be contacted immediately. Parents must provide written consent for the licensee to seek and approve medical care in an emergency, a court order waiving the right of informed consent, or alternate plans for emergency medical and surgical care if the parent cannot be reached. This information is included on the Medical Information and Authorization form signed by the parent and stored in the child's file.

Discipline Policy

Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student, parents/guardians behave in a manner, both on and off campus that is consistent with the Christian principles of the school. These principles include, but are not limited to, any policies, principles, or procedures set forth in the St. George School Handbook.

These Christian principles include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. St. George Parish School forbids the disrespectful treatment or threatening of school personnel in written or oral form. This applies to both students and parents.\
3. These expectations for students and parents/guardians apply during all school-sponsored programs and events (e.g. Extended Care, CYO athletics, field trips, etc.).
4. Conduct that takes place outside of St. George Parish School that impugns the good ne of the school may result in disciplinary action at the discretion of the principal.

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Parent-Teacher Relations

LISTEN: to what the students have to say, but remember, it is only one side of the story.

DISCUSS: the situation honestly and calmly with the teacher and child, whenever possible.

CONFER: with the principal when the situation involves more extensive decision-making or solving than can be done on the parent-teacher level. If the situation is still not resolved, a written description of the problem and the steps taken to resolve it must be mailed/given to the pastor. Phone calls, voice mail, or e-mail messages are not an appropriate means of communication in such instances. A process for settling conflicts has been established by the Archdiocesan Catholic School Office.

We believe that if students are to reach their full potential, a spirit of cooperation between the school and the home must exist. The school reserves the right to exclude students whose parents violate this spirit of cooperation.

Student Responsibilities

Students are expected to model Christ's teachings as outlined by our Student Learning Expectations and the mission of our school. It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, *and in no way deprive other students of their right to an education.* To accomplish this, the student must observe the following standards of behavior.

General

- Students will respect the person and property of others.
- Students will respect school property, including books, desks, bathrooms, school buildings and playgrounds. A student is required to pay for all damage done by him/her to school property.
- Students will cooperate with teachers, adults and other students.
- Students will follow school rules and procedures.
- Students will be honest and courteous. No lying, cheating or stealing.
- Students will use acceptable Christian language.
- Students will oppose behavior in other students whose manner does not conform to our school rules.
- Students will not leave the school grounds without written permission from a parent or guardian.
- Students will not bring valuables to school.
- Students will not chew gum anywhere on school property.

In the Building

- Students will line up quietly according to classroom routines.
- Students will comply with earthquake and fire evacuation procedures as directed by an adult.

Playground

- Students will play in the area designated for their class and nowhere else.
- Students will cooperate with and include all other classmates.
- Students will find positive ways or seek teacher assistance to resolve conflicts on the playground.
- Students will return promptly when the bell rings.
- Students will report any strangers to the nearest school adult.

Student and School Relationship

A Catholic school has a distinct atmosphere of care and respect among students and staff. Christian justice and mercy temper disciplinary procedures that protect the rights of all students and teachers and respect the dignity of all.

Pupils must observe good order, be diligent in study, respectful to teachers and classmates, be clean and neat in person and attire, and obey the regulations of the school. Pupils are responsible to the school staff for their behavior in school, at school-sponsored activities, and while going to and from school.

COMMUNITY: Students, faculty and parents at St. George Parish School participate in a community with roots and reputation in the neighborhood, church, and Seattle communities. Each of us needs to act in a way that demonstrates respect for ourselves, other people, and St. George Parish School. We must be proud of who we are and what St. George Parish School stands for in this community.

AGREEMENT: Registration at St. George Parish School expresses an agreement on the part of the parent and student to abide by the academic, procedural and behavioral requirements of the school. St. George Parish School has the right, therefore, to review the progress of each student with a view toward determining continued participation in St. George Parish School.

STUDENT RIGHTS: Students and family have the right to be treated with respect by everyone. Students have the right to learn in class. Students have the right to safety. Students have the right to be heard when there are needs, concerns, or sides to be presented.

TEACHER AND PARENT RIGHTS: Teachers and parents have the right to be respected in how they are treated, spoken to, and referred to by all. Teachers and parents have the right to be heard. Teachers and parents have the right to be contacted about students when there are issues that impact their dealing with the children. Teachers and parents have the right to rules, policies and procedures that enhance their work with the children.

STUDENT RESPONSIBILITIES: Students have the responsibility to treat others with respect. Students have the responsibility to allow others to learn in class. Students have the responsibility to follow rules that insure safety for all.

TEACHER AND PARENT RESPONSIBILITIES: Teachers and parents have the responsibility to speak, act and refer to one another with respect. Teachers and parents have the responsibility to listen and attempt to understand. Teachers and parents have the responsibility to keep the lines of communication open and active regarding the students. Teachers and parents have the responsibility to support, abide by and enforce rules, policies, and procedures of the school.

Guidelines for Disciplinary Policy

Students must work cooperatively with the principal, the teachers, and their classmates toward the attainment of our student learning objectives.

All students will be informed of additional classroom rules.

For occasional misbehavior, the consequences will be directly related to the infraction and given by the teacher or supervising adult. The consequence may be a warning, or a time out.

If a child's behavior does not improve after the first warning, the child may be given a second warning or time out.

If a child's behavior does not improve after the second warning, or the inappropriate behavior could harm another child, the child will be removed from the activity and the teacher will explain to the child why he or she has been removed. The child will be redirected to another activity for a short period of time to allow the other students to complete their tasks without disruption.

Each day the children will receive a Daily Report from their respective teachers that share their highlights and/or struggles for the day so that parents can support the students in being productive members in the classroom

Preschool Readiness

We only accept children who are fully potty-trained before the start of school. Students must be able to manage bathroom hygiene independently. Students must also be fully vaccinated.

Kindergarten Transition

Parents of preschool students are welcome to tour the K-8 facility and familiarize themselves with the academic program offered. They are considered members of the St. George Parish School PTA and are encouraged to participate in all the activities and events sponsored by the school and PTA.

Preschoolers will take several field trips to the main school throughout the year to take part in assemblies that are age appropriate for them: e.g. high school band and choir concerts, theatrical plays from the 5th Avenue Theater and multi-cultural presentations. They will also get to tour the kindergarten classroom, the library and the gymnasium to familiarize them with the future settings and the teachers of kindergartners. All field trips will be with the consent of parents.

Disaster Plan

Our Disaster Plan is located on the Parent Information Board for review and will also be reviewed with parents during the Preschool Orientation in August. We conduct monthly fire drills and quarterly disaster drills including lock down and earthquake drills. Parents will also receive an emergency text via cell phones in the event of a real emergency or an email following up a precaution such as a Lockdown.

Uniforms/ Clothing

Children should dress comfortable, simply and suitably for the weather and preschool play. We paint, use markers, play with playdough and explore outside. We go outside rain or shine so always send your child to school with a coat. Please make sure it has a **hood** on rainy days. Label any clothing your child may remove at school (coat, sweaters, etc.) Students are not allowed to wear sandals or open-toed shoes to school.

As children are expected to be independent in the bathroom, dress them so they can use the bathroom without assistance. It is easier for them when they do not have tricky belt buckles, or hard snaps to figure out.

On the first day of school, send in a complete change of clothes for your child in case of a spill or accident. It can be embarrassing for children and having their own change of clothing (including underwear and socks) helps the change go unnoticed. The extra clothing should be placed in a large plastic bag marked with your child's ne. Soiled clothing is placed back in the plastic bag and put into the child's backpack for home.

Students who participate in the full day program will have their own sleep mat. Students may bring a blanket and/or snuggly for rest time each day. Those items will be sent home each Friday for laundering and are to be returned on Monday.

Supplies

Children are required to use a backpack for the daily transportation of school work and communication folders for home. Children are required to bring a reusable water bottle and water to class daily.

Meals and Snacks

The preschool program will provide lunch (Full Day) and snacks. We will provide a milk option daily at snacks and meals.

- Snacks are eaten daily at 10:00AM and 3:30 PM
- Lunch is scheduled at 12:15 PM daily for our full day students
- Our meal and snack menu will be posted on the Parent Information Board.
- See the DEL nutrition requirements below.

Meals and snacks meet the WAC 170-295-3140 guidelines

Requirement	Lunch	Snack (at least 2 of the 4 components listed.
A fruit or vegetable or 100% fruit or vegetable juice		X
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable. Juice must be 100% fruit or vegetable juice	X	
A dairy product (such as milk, cheese, yogurt or cottage cheese)	X	X
A grain product (such as bread, cereal, rice cake or bagel)	X	X
Meat or meat alternative *such as beef, fish, poultry, legumes, tofu or beans)	X	X
A liquid to drink (water or one of the required components such as milk or fruit or vegetable juice)	X	X

In the event of a student birthday, parents can send in special treats so long as they are **store purchased**. Parents are asked to give staff one week's notice if they would like to bring in a snack for said purposes.

Transportation and Field Trips

Field trips are integrated into theme projects. Field trips allow students time to explore the world around them. To provide field trip experiences the need for parent chaperones is necessary. Parents must have an Extended Background Check before volunteering.

We use buses for transportation. Parents will need to provide written consent for transportation to and from preschool using the Archdiocesan Field Trip Form. Pertinent information including field trip location, date of trip, departure and arrival times and any other additional information on which the parent may need to be advised will be marked accordingly. Parents who meet the Virtus Safe Environment and WA state requirements are encouraged to chaperone.

Mandatory Reporting Law

We follow the state reporting laws regarding Child Abuse and Neglect. If there is "reasonable cause to believe that a child has suffered abuse or neglect, staff members shall report such incident, or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW 26.44.040".