

Our Lady of Guadalupe Early Learning Center
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**Parent Handbook
2018-2019**

Table of Contents

Welcome	page 3
Purpose and Mission Statement	page 3
Admissions and Enrollment	page 3
Non Discrimination	page 4
Tuition and Fees	page 4
Fundraising Commitment	page 7
Financial Aid/Tuition Assistance	page 7
Arrival and Departure	page 7
Curriculum Philosophy	page 8
Sample Daily Schedule	page 10
School Calendar	page 11
School Closures	page 11
Parental Involvement	page 11
Illness and Medications	page 12
Medical Emergencies	page 12
Discipline Policy	page 13
Preschool Readiness	page 13
Kindergarten Transition	page 13
Disaster Plan	page 13
Uniforms/ Clothing	page 14
Supplies	page 14
Meals and Snacks	page 14
Transportation and Field Trips	page 15
Mandatory Reporting	page 16

Welcome

Welcome to all parents who have made the important decision to enroll your child in Our Lady of Guadalupe Early Learning Center. 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.

Philosophy and Mission Statement

Our Lady of Guadalupe Catholic School is guided by a philosophy derived from our Catholic heritage. We acknowledge and support the family as the primary educator of the child. As a contemporary Christian school, we affirm the importance of education for a full life of Christian faith. The goal of our Catholic school education is to foster Gospel values in our students, challenge and inspire them to academic excellence, and cultivate their development both in service and leadership.

We seek the kingdom of God and God's justice by acceptance of an ongoing dialogue with our neighbors whom we will faithfully serve in justice and love, regardless of race, color, or creed; we commit ourselves especially to the service of the poor and those in need. We celebrate our differences and warmly embrace those who join us from other traditions. We value and promote communication and self-expression.

Together we strive to equip our students with the compassion, morality, courage, critical thinking, and academic excellence necessary for responsible stewardship in today's society. We face this task as a community united and empowered by the grace of the Holy Spirit.

Our Lady of Guadalupe School fosters Gospel values, inspires academic excellence, and develops service and leadership. We face this as a sacramental community united and empowered by the Holy Spirit.

Admissions & Enrollment

Enrollment is allocated in the following order of priority:

1. Students of families who have children presently enrolled in the school.
2. Students of families registered in OLG Parish.
3. Students of families registered in a Catholic parish other than OLG.

4. Students of other families.

Students entering Pre-Kindergarten must be 4 years of age by August 31st.

Students entering PreSchool must be 3 years of age by August 31st.

All students must be fully potty trained before August 31st in order to be considered for enrollment.

Upon application we will need a copy of a birth certificate and a copy of current immunization records.

Registration is held each year in March for new families. The registration fee is \$150/student non-refundable deposit.

Notice of Nondiscrimination Policy Regarding Students

Our Lady of Guadalupe Early Learning Center admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. In the administration of its policies the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

Tuition and Fees

Fees:

A \$150 per student is due with registration in PreS/K. (for new families, payment of \$50 application fee will be applied to the registration fee). This assures a child's placement in the school, provides for initial expenditures for the classroom and is non-refundable.

A \$15.00 per student annual classroom Auction fee is due with registration.

Monthly payment commitment:

Families contract for 12 monthly payments that begin in August and end in July. Payment is due between the 1st and the 5th of each month. A \$10 late fee will be charged for any payments received after the 5th of each month.

All school fees are paid through the FACTS Management System.

Age Group	Days	Tuition	Monthly Payment
Preschool - 3 years old by April 30, 2018 or PreK- 4 years old by August 31, 2018	Half Days 8:00a.m. - 12:00p.m. or 12:00p.m - 4:00p.m.	5 days	12 months
		5,000	400.00
		3 days	12 months
		3,867	322.25
Preschool - 3 years old by April 30, 2018 or PreK - 4 years old by August 31, 2018	We offer a full day program 8:00a.m. - 4:00p.m. Monday - Friday	2 days	12 months
		3,222	268.50
		5 days	12 months
		9,500	792.00
We offer Extended Care options 7:00a.m -8:00a.m.	Monday - Friday for monthly rate must sign up at the start of school	3 days	12 months
		6,000	500.00
		4,000	333.00
We offer Extended Care options 4:00p.m. - 6:00p.m.	Monday - Friday for the monthly rate you must sign up at the start of school	Billed monthly	\$ 40/month per child
		Billed monthly	\$100/month per child
Drop in Extended Care	Must be arranged with the Director twenty four hours in advance, unless circumstances are beyond your control.	Billed monthly	\$ 10/day flat fee

*3 year old children MUST be potty trained. No pull ups after 10/1

Payment of school tuition is a serious responsibility for each parent. As stated in the parent's contract with Our Lady of Guadalupe Catholic School, tuition must be paid by the fifth day of each month. *Should a situation arise that a payment will be late or cannot be paid, the parent must contact facts or the school as soon as possible.*

The following policy will apply:

- a. Tuition is due on the fifth of each month.
- b. When a payment is returned, a notice is sent to the customer by email. The notice will provide details on the next action to be taken. Returned payments will be assessed a late fee of \$30, nonrefundable.
- c. A second attempt will be made 15 days after the first attempt. When a payment is returned, a notice is sent to the customer by email. The second returned payment will be assessed a late fee of \$25.
- d. A third attempt will be made 15 days after the second attempt. This will also be the same day the next month's fees will be due, so the same past due policy will apply as in letter b. above.
- e. Tuition and fees must be current prior to registration for the next school year.

Some Additional Notes:

- Families may opt to receive payment reminders 4 business days prior to the payment date. Communication settings can be changed on the family's FACTS profile page.
- If a family needs to change the financial account the payments are processing from, make the change at least two (2) business days before the date of the payment.
- If you want to make a payment sooner than it is scheduled, go to your FACTS online account to make a payment or call FACTS.
- To have a 3rd party make payments to your FACTS account, invite the 3rd party as an Authorized Payer from the online family account.

Fundraising Commitment

Each family must procure an item or items worth no less than \$200 for the annual school Auction, or pay \$200 by December of the current school year.

Support of Jog-a-Thon in the Spring, SCRIP sales and other Parent Org fundraisers.

Each family expected to contribute to the annual School Fund Drive. Your financial commitment should be based on your personal financial situation.

School fundraising is a tax-deductible donation to the school that closes the gap between tuition and the actual cost of educating each student.

Financial Aid or Tuition Assistance

Our Lady of Guadalupe School is committed to providing access to students from all socio-economic backgrounds. If tuition assistance is needed, Our Lady of Guadalupe has extensive need-based awards. For more information contact the school office or the Fulcrum Foundation website. Applications are made through FACTS.

Arrival and Departure

All children must be signed-in and signed-out daily.

PreS/K doors are open from 7:00a.m.-8:00a.m. for Morning Extended care.

At 8:00a.m., the doors will 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 4:00p.m. for full day students.

Afternoon Extended Care is offered from 4:00 - 6:00p.m.

If you are unable to pick up your child within 10 minutes of the scheduled dismissal time, they will need to attend the afternoon extended care. (arrangement made with director)

Any parent who has not picked up their child by 6:00p.m. will be billed at a rate of a dollar a minute until the arrival of parent. Any family who fails to meet the 6:00p.m. pick-up time three times a year may lose their privilege of using afternoon extended care service at the discretion of the director.

According to state law, children under five are not allowed to spend more than 9 hours a day in a preschool environment.

Curriculum Philosophy

Curriculum

The curriculum at Our Lady of Guadalupe Parish PreSchool and PreK was developed to prepare our students to be lifelong learners. It is based on social/emotional and early education developmental best practices for the whole child.

Social/Emotional

- Interacts well with others
- Participates in group activities
- Follows the rules of the classroom
- Shows self-confidence
- Seek emotional support from teachers

Religion

- Community Service (Service Projects)
- Treat others with kindness
- Live the way Jesus did (The Golden Rule)
- Participate in religious activities
- *God Made Me* curriculum

Reading, Writing and Speaking

- Develop an interest in reading and writing
- *Handwriting without Tears* curriculum
- Retells familiar stories
- Know that print has meaning
- Letter sounds and identification
- Writes name
- Speak audibly and express thoughts, feelings and ideas

Math

- Shapes and numbers
- One-to-one correspondence
- Sets and patterns
- Sorts by shape, color, size etc..
- Measurement

Science and Social Studies

- Cultural Awareness
- School Community
- Five senses and the human body
- Insects, animals and plants
- Seasons and weather

Specialists

- Music
- Physical Education
- Art
- Library
- Spanish

We believe parents are a child's primary educators and that we are in a partnership to foster their unique journey to understand, integrate and apply the knowledge of what they are learning.

Parents can best support our curriculum by reading classroom newsletters, emails and recalling with your child their unique learning experience that day.

Sample Daily Schedule for PreSchool

Extended Care (optional) Free choice	7:00 - 8:00 a.m.
Welcome and Learning Centers	8:00 - 9:00
Art or Group activity	9:00 - 9:45
Recess	9:45 - 10:15
Snack	10:15 - 10:45
Specialist	10:45 - 11:15
Circle time	11:15 - 11:45
Half Day Program Dismissal/ Free choice for Full Day	11:45 - 12:15 p.m
Lunch time	12:15 - 12:45
Recess	12:45 - 1:00
Rest time	1:00 - 2:30
Learning Centers	2:30 - 3:30
Snack	3:30 - 3:50
Full day dismissal/ Storytime	3:50 - 4:15
Extended Care: Free choice, Outdoor play/Art	4:00 - 5:30
Snack	5:30 - 5:45
Clean up and Closing Story	5:45 - 6:00

Sample Daily Schedule for PreKindergarten

Extended Care (optional) Free choice	7:00 - 8:00
Welcome and Learning Centers	8:00 - 9:00
Religion, Math, Science or Social Studies	9:00 - 9:45
Snack	9:45 - 10:15
Recess	10:15 - 10:45
Specialist	10:45 - 11:15
Circle time	11:15 - 11:45
Half Day Program Dismissal/ Free choice for Full Day	11:45 - 12:30 p.m.
Lunch time	12:30 - 1:00
Recess	1:00 - 1:30
Rest time	1:30 - 2:30
Literacy, Handwriting or Language Arts	2:30 - 3:00
Snack	3:00 - 3:30
Full day dismissal/ Circle time	3:30 - 4:15
Extended Care: Free choice, Outdoor play/Arts	4:00 - 5:30
Snack, Clean up and Closing Story	5:30 - 6:00

School Calendar

The PreSchool and PreKindergarten programs follow the Our Lady of Guadalupe School calendar.

School Closures

KOMO, KING, and KIRO Radio and TV will broadcast a notice in the event of an unscheduled school closure. The website will be updated with current information. If the weather warrants sending children home from school prior to scheduled dismissal time, school staff will refer to the family emergency card.

This year we are also piloting a new emergency communication system through Powerschool. This system should call and SMS/text family contacts of record in case of schedule changes or necessary emergency communications.

In case of an emergency closure during the school day, the following procedure will be followed:

1. Students will be released according to the instructions given by their families on the Emergency Form.
2. Teachers will release students to authorized persons unless verbal consent is given by the parent.
3. Each student must be signed out.

Parental Involvement

Parents are always welcome to volunteer in our classroom. Family members interested in volunteering in the classroom and/or with students, must complete a Virtus “Safe Environment” class as required by the Archdiocese of Seattle. For more information about Virtus requirements, visit this page: <http://www.seattlearchdiocese.org/sep/training.aspx>. To sign up for a Virtus class, you will need to make a Virtus account here: https://www.virtusonline.org/virtus/reg_0.cfm?theme=0

Commitment/Volunteer hours must be served by April 30th of the current school year. Any service time done after April 30th will be credited to the following year. Families will be charged \$25 per service hour not completed.

PreS/PreK Full time - 20 hours by April 30th

Part time - 10 hours by April 30th

Special Note: Any parent or volunteer who has contact with children must complete and pass a Background Check, and attend a Virtus class.

Commitment Hour Record Keeping: The Parent Organization is responsible for keeping records for commitment hours. It must be understood that no school records will be forwarded, report cards sent home, or family considered enrolled for the following year until the obligation is met.

Record keeping of hours begins on May 1st and ends on April 30th of the following year. Any hours received after April 30th will count towards the next school year. Log your hours online:

* To log your hours online, use the school website, www.guadalupe-school.org, On the home page, you will click on "Log Commitment Hours Here."

The activities that do not count toward the commitment hours are: attendance at events such as: Open House, Curriculum Night, Carnival, Christmas Program, Auction, Orientation, Spring Program, Conferences, School Meetings, school and parish social events.

Illness and Medications

Please do not send your child to school if he/she has a fever 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. This allows ample time to recover and stops the spread of illness to other children.

No medication can be administered by school personnel without the written permission of the prescribing physician or dentist. This includes all medication whether prescription or over the counter drugs. Medications are kept out of the reach of children.

Permission for Administration of Medication forms are available in the classroom.

Medical Emergencies

In 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 situation, 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

Our Discipline Policy flows from our school philosophy. We seek to develop a relationship with the child and the parents that will encourage open communication and mutual respect. Our Lady of Guadalupe School exists to provide a faith-centered atmosphere in which the total person is developed. Rules and regulations are made for the good of all the students and are observed so that each student is free to learn and develop as a person.

An overall goal of Our Lady of Guadalupe Catholic School is to teach that each child is worthwhile and deserving of respect. With this in mind, we strive to teach children self-discipline. By making each child accountable for his or her own actions, students will learn from their experiences and be empowered to grow with dignity.

Code of Conduct

I will be responsible.

I will respect myself and others.

I will choose to learn and allow others to learn.

I will allow the teacher to teach.

I will do my personal best.

If needed redirection of a child's behavior may be given by a teacher.

Preschool Readiness

The child must be fully potty-trained before August 31st and independent in bathroom hygiene.

Kindergarten Transition

Pre-Kindergarten students will interact with the greater school through field trips, assemblies and special occasions. We have a Jump Up day in June so they will be able to familiarize themselves with the classroom, routines and teachers of the Kindergarten. The teacher will evaluate the readiness of each child that is birthdate compliant.

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.

Uniforms/ Clothing

Children should dress comfortably, simply, and suitable 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 a coat with your child to school. Please make sure it has a **hood** on rainy days! Label any clothing your child may remove at school (coats, sweaters, etc.)

As children gain independence in the bathroom it's easier for them when they don't have tricky belt buckles or hard snaps to figure out. Dress them so they can use the bathroom without assistance.

A change of clothing should always be in your child's backpack in case of a spill or accident. These can be embarrassing for children and having their own change of clothing (including underwear) helps the change go unnoticed. The extra clothing should be placed in a large plastic bag marked with your child's name. Soiled clothing is placed back in a plastic bag in the child's backpack.

*We ask each student to bring a pair of rubber rain boots to leave at school for the duration of the school year. We go outside rain or shine!

Supplies

Supply lists for PreKindergarten will be provided at enrollment. Children are required to bring backpacks daily with their work/communication folder and a complete change of clothes.

Meals and Snacks

1. The program requires that parents provide all meals and snacks:
 - Your child will need to bring lunch daily.
 - Snacks will be provided and served daily at 10 a.m., 3:00p.m. and 5:30p.m.
 - Our snack menu will be posted on the Parent Information Board
 - See the DEL nutrition requirements below

Snacks meet the WAC 170-295-3140- 3170 guidelines.

Requirement	Lunch	Snack (at least 2 of the 4 components listed)
A fruit or vegetable or one hundred percent fruit or vegetable juice		X
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable). Juice must be one hundred percent fruit or vegetable	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- can be water or one of the required components such as milk, fruit or vegetable juice.	X	X

In the event of a student birthday, parents are allowed to send in special treats so long as they are store bought.

Transportation and Field Trips

Parents are asked to note carefully all arrangements for field trips. Written permission is absolutely necessary for any student to participate on a field trip.

We rely on parent drivers, they must have completed a Washington State Patrol background check, have current insurance with the approved amount and evidence of this on file and meet the Virtus Safe Environment requirements.

All drivers will be responsible to see that students assigned to their car leave and return in the same car. Each student must wear a seatbelt at all times (as the law states!) Washington state law requires car seats for all students, booster seats for children between the ages of 4 and 6 or under 60 pounds. Drivers may not stop to purchase treats for the students in their car.

The chaperones' role is to assist the teacher in supervising students.

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, he or she 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”.