
St. John Vianney Catholic School

Extended Care Statement of Services

539 La Pasada Boulevard

Goodyear, Arizona 85338

Phone (623) 932-2434

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www.sjvazschool.net

ADMISSION POLICIES

In accordance with the policies of the Roman Catholic Church of Phoenix, St. John Vianney Catholic School admits Catholic and non-Catholic students of any race, color, national or ethnic origin to all the rights and privileges, programs and activities made available to all students.

Priority for admission will be given to returning students first. Priority is then given to siblings of returning students and then the registration process is opened to the general public.

AGE REQUIREMENTS

St. John Vianney requires that students must be

- 3 years old by September 1st to enroll in the three year old program
- 4 years old by September 1st to enroll in the four year old program

Gessel Assessment All Preschool students will be assessed to monitor their developmental and academic growth. A \$50 Assessment fee is charged at the time of assessment for each student being tested.

TOILET TRAINING

All students must be toilet-trained by the first day of school. This means that the child knows when he/she needs to use the toilet and can do so on his/her own. We realize that there will be times when a child may need assistance in the bathroom and the teacher and or teacher aide will assist. Three fecal and/or urinating incidents is cause for disenrollment. Pull-up disposable pants are considered diapers and are not permitted, per the Department of Health Services licensing regulation #R9-505 . We ask that you provide a spare set of clothes (labeled with your child's first and last names) at school, contained in a clear plastic bag, should a child need to change clothes due to being soiled (ie. getting wet from the water table or wetting themselves).

EARLY CHILDHOOD EDUCATIONAL GOALS

Early childhood education provides the transition from home to a school atmosphere. The early learning years provide the basis for future learning.

Learning experiences and play activities encourage spiritual, intellectual, social and physical growth in a spirit of gospel values.

The child should:

1. Become aware of the fact that he/she is a child of God and will develop and grow in a relationship with Him.
2. Come to understand that all are children of God, and as Catholics, our focus is to serve each other.
3. Develop basic social skills including increased independence.
4. Enjoy being part of a group and accept the need to share and cooperate.

5. Respect the rights of others and at the same time express his/her own rights and needs.
6. Develop a positive self-image and acknowledge his/her self worth.
7. Demonstrate the desire to learn.
8. Secure a trust in adults other than his/her parent.

EARLY CHILDHOOD PROGRAM CURRICULUM

St. John Vianney Preschool curriculum encourages children to initiate their own learning experiences in a prepared "active learning" environment with the guidance of supportive teachers. The adults support and challenge children who are engaged in productive, problem-focused learning activities. The content of the curriculum is based upon a series of key experiences that the teachers incorporate into the classroom setting. The key experience categories are Personal Social Development, Creative Representation, Music and Movement, Language and Literacy, Classification, Serrations, Science, Social Studies, Numbers, Space and Time. The children experience events, materials and ideas through developmentally appropriate direct hands-on experiences.

The Catholic Catechesis in the Preschool is based on the tenant that God and the Child have a unique relationship. The role of the teacher, or catechist, is to help the child fully experience his/her encounter with God. The teacher's role is to present a particular concept and journey together with the child as he/she responds to the presentation. The child will experience God's mysteries in concrete ways through hands-on materials. This methodology highlights the Mass, Baptism, the Infancy Narratives, Parables of the Kingdom, and liturgical celebrations.

REPORT CARDS

Report cards are distributed four times each year. The following grading scale is used for preschoolers.

- O - Understands concept
- S - Understands concept, but not always consistent
- I - Partially Understands
- U - No understanding of concept
- N or Blank - Not applicable

ATTENDANCE POLICIES

SCHOOL HOURS

The main gate opens at 7:30AM. If a student arrives before this time he/she must be dropped off at the Cafeteria using the North Side entrance on La Pasada Blvd. Students are not to arrive before 7:30AM. There is no supervision on the school campus before that time. School begins at 7:40AM (1st bell) with students lining up and walked to Church in preparation for Morning Assembly which will begin at 7:50 AM. Students arriving after 7:50 AM are considered tardy and should go directly to the Church. School dismissal is at 3:00 PM for all grades. Friday students are dismissed at 12:40pm.

We ask that parents notify the school by 8:15 AM of their child's absence. The phone number is (623)932-2434. A signed and dated note from the parents explaining the reason for the absence is required once the child returns to school.

If students are signed out by a parent prior to lunch, it will be considered a half day's absence.

TARDY/ABSENCES POLICY

To eliminate excessive tardiness, every five unexcused tardies per quarter will equal one unexcused absence.

The required number of school days for the school year within the Diocese of Phoenix is 180 days. If your child has missed 18 days or more, they will be at risk of loss of scholarship funds.

No Preschool the 1st Friday of each month, (this is so the teacher's can keep the classroom clean and in good repair) NOTE: there are a few exception where a Friday will fall later in the month so check the school calendar.

SCHOOL DISMISSAL AND STUDENT PICK UP PROCEDURE

PRESCHOOL ARRIVAL AND DISMISSAL PROCEDURE

Parents of a preschooler (or adult responsible for the child) need to walk the child to the preschool classroom and sign in with their FULL NAME (no initials, please) on the sign-in sheet, indicating the time the child was dropped off. The child will not be allowed to stay in preschool unless they have been signed in. At dismissal, the parent will come to the classroom and sign the child out on the sign-in sheet. If someone other than the parent is to take the child, the person must be listed on the child's emergency card. If an emergency situation arises and, at the last minute, a parent cannot pick up his/her child, please call the school office and INFORM the teacher about the situation. Anyone other than the parent, picking up a student, MUST show their driver's license, every time they picked up the child. The teacher will record driver's license number on the sign-in/out sheet.

Persons picking up or dropping off a child must be eighteen (18) years or older. **NO EXCEPTIONS WILL BE MADE.**

All students will be picked up from their classrooms. This is to allow the teachers the time needed to memorize names and "faces" of those people listed on the student's emergency cards AND complete an ID screening during the first two weeks. After the first two weeks, parents will continue to pick students up at the classroom for safety reasons.

Please note that only those who are identified on the Emergency Card (completed at time of registration), may pick up a student or provide a ride home. No one should take another child home without the parent's permission and knowledge.

Parents are to park their cars in the parking lot. Parking at the curb to wait for your child is not appropriate and causes the possibility for student injury. Parents are not to park in the Handicapped parking spaces unless there is a handicap. These spaces are needed for those who truly have difficulty in walking. There is an additional reserved parking spot which is purchased each year at the SJV Fall Gala. Please do not park in the spot marked for the Fall Gala winner.

DISCIPLINE FORMAT FOR PRESCHOOL Our goal is to help young children develop acceptable behavior and self control. The staff will maintain consistent, reasonable limits for the children as they model and support appropriate behavior.

Our teachers and staff follow the Child Day Care Regulation (#R9-5-518) which requires:

1. Explaining rules to children and alternatives to acceptable behavior;
2. No physical punishment. No emotional or mental stress which would prove frightening to a child.
3. Isolation (time out) with supervision not to exceed three (3) minutes.

4. No punishment will be associated with toilet training.
5. Food cannot be withheld as a means of punishment.

The staff plans a rich variety of activities, which provides an environment that requires little discipline intervention. However, if the child is unresponsive to guidance concerning inappropriate behavior, the parents will be asked to have a discussion about the school rules with the child.

CLASSROOM RULES

We believe that our students should always keep in mind strong Christ-like values. Therefore, we teach them to reflect upon Jesus and what He would say and do. Every classroom has the following questions posted:

What would Jesus do?

What would Jesus say?

Additionally, our behavior expectations are as follows:

1. We use kind words
2. We keep our hands, feet and teeth to ourselves
3. We use our inside voices and listening ears.
4. We share our toys
5. If we take materials out, we put them away

PRESCHOOL CLASSROOM DISCIPLINE

- BLUE** I was assume today.
- GREEN:** I followed the rules all day.
- YELLOW:** I did not follow all the rules today.
- RED:** I had a difficult day. (Teacher will talk to parents.)

In extreme cases, students may be sent home. This is to be determined by the child's teacher and the Preschool Director.

These rules are to be followed during school hours including morning and after school care.

GUIDELINES FOR EXCLUDING FROM PRESCHOOL

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the preschool class setting until:

- A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children in the room
- The symptoms have subsided.

For the mildly ill child, exclusion should be based whether there are adequate facilities and staff available to meet the needs of both the ill child and other children in the group.

FEVER Auxiliary or oral temperature: 100 F or higher; especially if accompanied by other

symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.

RESPIRATORY	Difficult or rapid breathing or severe coughing:
SYMPTOMS	Child makes high-pitched croupy or whooping sound after he/she coughs. child unable to lie comfortably due to continuous cough.
DIARRHEA	An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain, or vomiting.
VOMITING	Two or more episodes of vomiting within the previous 24 hours.
EYE/NOSE	Thick mucus or pus draining from the eye or nose.
DRAINAGE	
SORE THROAT	Sore throat, especially when fever or swollen glands in the neck are present.
SKIN PROBLEMS	Rash – Skin rashes, undiagnosed or contagious Infected sores—Sores with crusty, yellow or green drainage, which cannot be covered by clothing or bandages.
ITCHING	Persistent itching (or scratching) of body or scalp.
APPEARANCE	Child looks or acts differently; unusually tired, pale, lacking
BEHAVIOR	appetite confused, irritable, difficult to awaken.
UNUSUAL	Eyes or skin – yellow (jaundice)
COLOR	Stool – gray or white
URINE	Dark, tea colored These symptoms can be found in hepatitis and should be evaluated by a physician.

COMMUNICABLE DISEASES

Arizona State Law (#R9-5-519) requires that any communicable disease be reported immediately. We are required to inform all of our families of any exposure, as quickly as possible. Children showing any symptoms during the day of a : fresh cold; rash; sore throat; diarrhea; head lice; inflammation; vomiting; fever; etc., will be immediately isolated from the group. Parents/guardians or persons responsible shall be notified at once and necessary arrangements for prompt removal of the child should be made. Therefore, it is the parent's responsibility to notify the teachers of their location during class time in case of an emergency.

VOLUNTEER HOURS

All families are **required 30 hours per year** of stewardship service to the school. Although all SJV families are encouraged to participate in parish ministries and other activities, it is expected that the required volunteer hours that are submitted to the school office be focused on service to the school by immediate family members and not the students themselves. **Make sure to document your stewardship service hours in the school office.**

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for the first report card period. Parent /Teacher conferences for the third quarter are also scheduled during the spring semester.

Throughout the year, an appointment for a conference can be made with teachers by sending a written request through notes or email. From time to time a teacher may also request a conference with the parents/guardians through a note or a phone call home. Parents should not expect teachers to take time from their instructional day or at dismissal for the purposes of discussing a child's progress in school, therefore please schedule an appointment to ensure that the teacher has sufficient time to prepare to discuss the needs of the student.

FIELD TRIPS

Field trips are occasionally scheduled for the preschool classes. Permission slips are required to be completed, signed and returned by the parent/guardian before the child may participate in the field trip. The parents are required to also sign licensing field trip form on the day of a field trip. Parents will be responsible for any fees for field trips. Please be aware that for a variety of reasons, we are unable to grant refund should you be unable to attend a pre-paid field trip

Children are required to travel with the teacher by school bus. Children cannot ride with parents.

FINGERPRINTING/CPR/ 1ST AID

Every member of St. John Vianney's preschool staff is fingerprinted and licensed with the State to work with the children. A current first aid and CPR card is held by at least one staff member in the classroom during operating hours.

TOYS

Children must not bring toys and other possessions to school. The children will be given an opportunity to bring an item to share with the class during "show and tell". We will notify you when that will be.

WELLNESS POLICY

LUNCH AND MILK PROGRAM

Students may bring their lunch from home or purchase a lunch at school. St. John Vianney participates in the Federal Milk Program, Free or reduced lunch and milk will be provided to students who are eligible. Information including criteria for eligibility and application for participation in the program will be available on Super Saturday and upon request.

In accordance with the Diocesan Wellness Policy, fast-food lunches, cupcakes, sodas, energy drinks or candy are not permitted for lunch or after school program.

BIRTHDAYS

The Diocese of Phoenix has adopted an official policy regarding wellness. This policy helps us to support healthy eating habits for ourselves and our students. The policy does not allow for home baked goodies (cupcakes, cookies,

etc.) to be brought into the classroom for class parties or student birthdays. In trying to support healthy eating habits, we suggest that alternative items such as fruit and vegetables, yogurt, holiday pencils or birthday souvenirs be brought for celebration instead of unhealthy food items with high sugar content. This policy also includes physical and nutritional activities. There will be only three exceptions where minimal nutritional value foods will be permitted.

PESTICIDES POLICY

R9-5-310. Pesticides A. A licensee shall make written pesticide information available to a parent, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises, containing: 1. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide; 2. The date and time of the pesticide application; 3. The pesticide label and the material safety data sheet; and 4. The name and telephone number of the pesticide business licensee and the name of the licensed applicator. B. A licensee is exempt from the provisions in subsection (A), as prescribed by A.R.S. § 36-898(C).

LIABILITY INSURANCE

St. John Vianney Catholic School has coverage as required by the Arizona Department of Health Services R9-5-308 insurance requirements with the Catholic Mutual Relief Society.

LICENSING INFORMATION

St. John Vianney Preschool is licensed by the Arizona Bureau of Health Services, Division of Assurance and Licensure Services, Bureau of Health and Child Care Review Services, Office of Child Care Licensure, 150 N. 18th Avenue, Suite 400, Phoenix, Arizona, 85007, (602) 364-2539. Inspection reports are available upon request in the preschool classroom. See the Preschool Director for more information.

Licensing requirements for volunteering at St. John Vianney Preschool:

A volunteer MUST be 16 years of age or older and provide the Licensee with documentation of all of the following:

- Current and continuous enrollment in a high school or a high school equivalency class. If graduated, must provide a high school equivalency diploma.
- Volunteer name, date of birth, home address, and telephone number. 📅 Volunteer starting date of volunteer service.
- The name, telephone number and mailing address of an individual to be notified in case of an emergency.
- Copy of current Immunization record attesting to immunity against measles, rubella, diphtheria, mumps and pertussis.
- Document required by R9-5-301- documentation of a negative Mantoux (TB) skin test or other tuberculosis screening test recommended by the U.S. Centers for Disease Control and Prevention before starting volunteer work.
- The form required in A.R.S. 36-883.02(C)-Criminal History Affidavit signed and notarized. Licensee will provide document.
- Documents required by R9-5-203(A) (2) or R9-5-203(B)-a valid fingerprint clearance card issued within 7 working days before beginning volunteer work.
- Documentation of training provided by a Licensee as required by R9-5-403, 18 hours of Early Childhood training per year.
- Documentation of the requirements in A.R.S. 36-883.02(D)-two good faith references, checked by

Licensee before beginning volunteer work.

- Within 10 days of the starting date of volunteer service, volunteer shall complete training provided by Licensee.
 - As part of the required 18 hours of training, a volunteer shall submit to the Licensee documentation of training received as required.
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