

St. Aloysius Early Learning Center Student-Parent Handbook 2022-2023

611 E Mission Ave, Spokane, WA 99202

Raising "Leaders in Action Modeled on Christ"

This book has been prepared to acquaint students, parents and guardians with a general overview of the school, its philosophy, schedules, procedures and policies which serve as guides. St. Aloysius Gonzaga Catholic School reserves the right to amend this handbook. During COVID, some policies and procedures may be impacted. This handbook is a guide, but the school is also held to Diocesan policies. Contact the administration if you have a specific question.

HOURS OF OPERATION:

Monday - Friday 7:30 am - 5:00 pm

AGES: 6 weeks to 5 years

www.stalsschool.org

Full Day Preschool/Pre-Kindergarten Structured School Hours:

8:00am -3:30pm

Half Day Preschool/Pre-Kindergarten Structured School Hours:

8:00am-12:30pm

School Telephone: (509) 489-7825

Co-Principals:

Program Supervisors:

Business Manager:

Angie Krauss and Dawn Manfred

Nicole Shaw and Shannon Brevik

Dena Hanson

Mission Statement

St. Aloysius Gonzaga Early Learning Center is an integral part and ministry of the St. Aloysius Catholic parish community. Our mission, in the Jesuit tradition and in partnership with parents, is to develop and harmonize the intellectual, spiritual, emotional, and physical capacities of each child. Our ultimate goal is to prepare our children to become leaders in action, modeled on Christ.

Diocesan School Mission Statement

With Jesus as our Savior our schools make available a Catholic Education to all who desire it and strive to educate, evangelize and form globally responsive servant leaders, in light of Gospel values.

Our key values are:

- Care for all Creation
- Commitment to Cooperation, Collaboration and Community
- Commitment to the role of parents as primary educators
- Education and Formation of the Whole Child
- Honor Diversity
- Option for the Poor and Vulnerable
- Respect for the Life and Dignity of the Human Person

St. Aloysius Gonzaga Early Learning Center Curriculum Philosophy Statement

At the St. Aloysius Gonzaga Early Learning Center (ELC) we provide a wide range of hands-on interactive materials, allowing children to experiment and explore their surroundings. We strive to stimulate creativity and build a positive self-image in each child. The St. Aloysius Early Learning Center community creates and upholds a safe and nurturing learning environment. We believe that learning occurs at every moment of a child's life and it is our privilege to provide these opportunities.

Children have the right to be safe, comforted, respected, express emotions, make choices and above all be heard. We will provide a caring, loving, and supportive environment in which all children can build and form relationships. We adhere to the Catholic Diocese of Spokane and *Washington State Early Learning and Developmental Guidelines* in curriculum planning.

Our ELC community supports children to develop spiritually, morally, intellectually, socially, and physically to their own greatest potential. Our ELC is Christian-based, and we focus on learning to know and understand how we are loved by God by celebrating and acknowledging Jesus' life as well as His teachings. We believe family is the child's first and most important teacher. Therefore, we welcome families to be part of this environment, where families are allowed to explore and experience the same journeys as their children, while receiving support, encouragement, through a partnership with all staff at St. Aloysius Early Learning Center.

St. Aloysius Gonzaga SLEs

Our ultimate goal is to graduate students that are: “Leaders in Action Modeled on Christ”. This goal can be accomplished by striving toward our School Wide Student Learning Expectations (SLEs):

The 3 Rs

1. Respect

Demonstrates respect in spiritual settings

Demonstrates respect for self

Interacts positively and respectfully with others and school property

2. Responsibility

Demonstrates effort toward academic growth

Accepts personal responsibility for decisions/behaviors

Makes productive use of time

3. Reflection

Makes reflective choices and solves problems based on the teachings of Christ

ST. ALOYSIUS K-8 SCHOOL STAFF

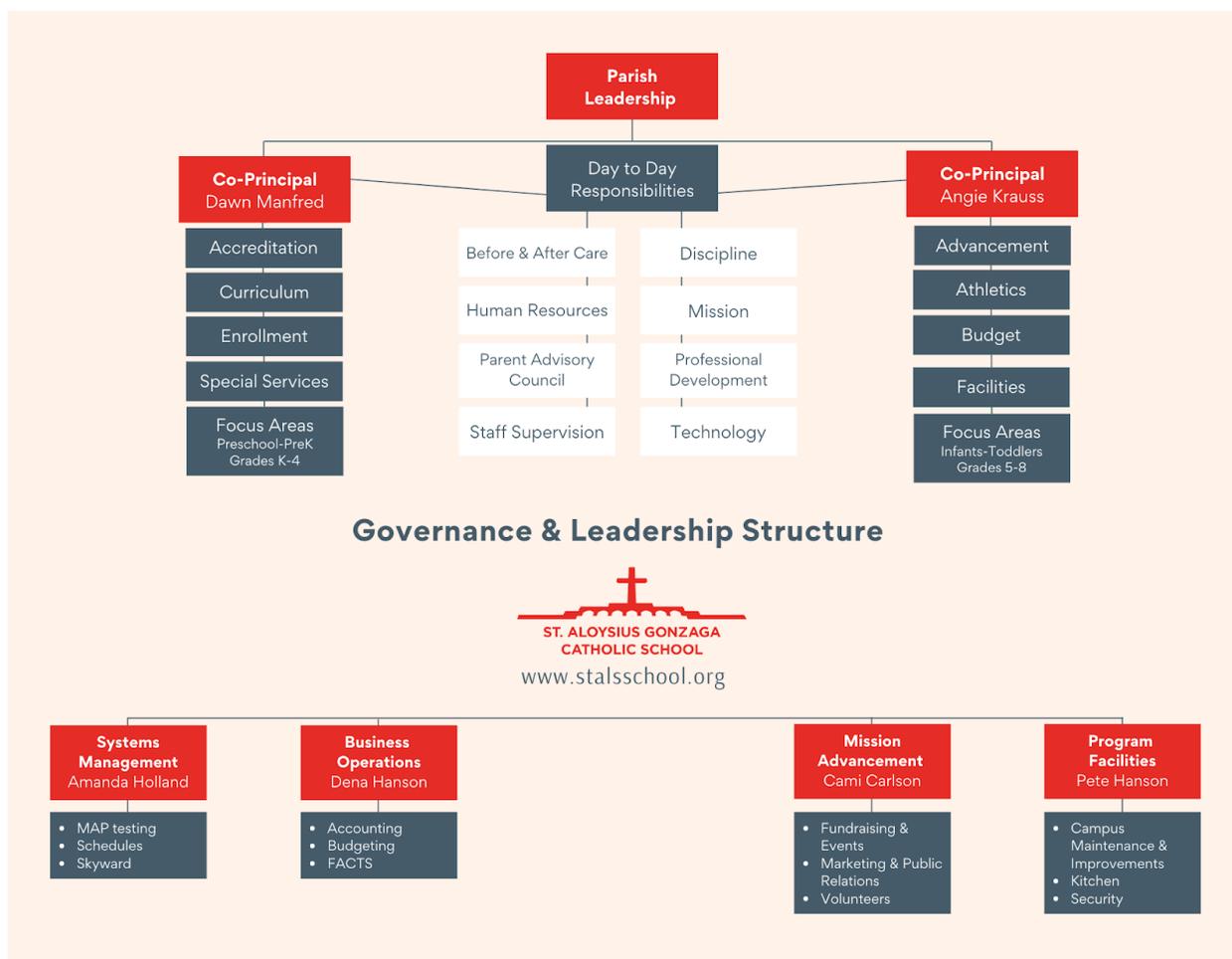
| | |
|--------------------------------|--|
| Parish Priests | Father Tom Lamanna S.J. Father Dan Neveras S.J. |
| Co-Principal | Angie Krauss |
| Co-Principal | Dawn Manfred |
| Program Assistant | Nicole Shaw |
| Program Assistant | Shannon Brevik |
| Mission Advancement Department | Cami Carlson/Bri Barbieri/Sandi Druffel/Aleisha Webb |
| K-8 Teachers | Susie Kraut: K Rhonda Croft: 1 Erin Beall: 2 Pat Mills: 1/2 MAC Kinley Schmidt: 3 Mary Kay Williams: 4 Keri Manfred: 3/4 MAC Melissa Chavez: 5 Cece Padon: 6 Katie Sofio: 5/6 MAC Kit Devita: 7 Dane Conroy: 8 Amanda Holland: Middle School Kathy Sells: Middle School Michel and Sonia Somwe: Music Nate Alford: PE Erin McKernan: Art |
| Front Office administration | Alma Ligouri |
| System Coordinator | Kelli Kelly |
| Bookkeeper | Dena Hanson |
| Program Facilitator | Pete Hanson |
| Facilities | Kelly Cooper, Gary Thronson, Sean Glenn |
| AfterCare Coordinator | Janet Asion |
| Volunteer Coordinator | Aleisha Webb |
| Kitchen Staff | Dale Yates, Tina Santorsola, Stacey Ketchum |

Co-Principal Philosophy: The Co-Principals are professional faith leaders, instructional leaders, administrators and communicators in the school community. The Co-Principals are accountable to the pastor(s) and the Diocesan Superintendent of Schools for the administration and supervision of the school in conformity with Diocesan and local school board policies.
(POLICY 2210.1)

Each Principal hired in a parish or inter-parish school of the Diocese of Spokane shall be a Catholic who actively participates in the sacramental and pastoral life of the Church.

In the event of a Co-Principal’s absence, the partnering Co-Principal will assume his/her administrative responsibilities.

The Co-Principle division will have one Principal who will be head of the Preschool, Prekindergarten, Montessori, and K-4 program; and one Principal who will be head of the Infant, Toddler, and 5-8 program. See Governance Structure below:



ST. ALOYSIUS SCHOOL HISTORY

The first parochial school of St. Aloysius was established in 1916, in a brick building directly south of the Church. From 1916 until 1940, under the care of the Sisters of the Holy Names, classes for St. Aloysius School were held in this building. Prior to this date, boys of grade school age attended the preparatory school at Gonzaga and the girls attended the preparatory school at Holy Names Academy.

In the winter of 1940, the first unit of the present parochial school on Mission and Standard was completed. For the first four school months of that year, classes were held in the abandoned Webster School while Father Paul Sauer, S.J., supervised the completion of the new school.

In spite of the careful planning, it was soon evident that the new school was too small. The parish was growing too fast for it. In 1941, additional classes were held in the new basement. The following year another class was conducted in the old rectory, and in 1943 still another class was moved across the street in the basement of the Heath Library. All available classroom space was taken and used, and the parish continued to grow.

In 1950, under the direction of the pastor, John Prange, S.J., the second unit of the school was completed. At this time, the Sisters of the Holy Names new residence on Sinto and Astor were also completed. The Sisters moved in, after being housed for twenty-four years in their old residence on Boone Avenue.

The Montessori preschool program began in the 1980's. The Montessori philosophy continued into the school's kindergarten. In 1985, Educare was established to assist working parents in caring for their children before and after school hours.

In 1993, through the efforts of many parents, friends, and parishioners, one of the school's classrooms was renovated as the school's chapel. The quiet and peace of this special room offers teachers and students a place for classroom liturgies. In the fall of 2002, full day Kindergarten and Montessori Kindergarten options were made available. In the fall of 2003, Educare changed its name to St. Aloysius Early Learning Center and Extended Care, and added toddler care to its repertoire of services. The renovation of the school's stage provided a room for toddlers. In this same year, the school added a multiage primary classroom.

In Fall of 2018, we welcomed for the first time infants to our school, thanks to our supporting community! We opened 2 infant classes and 3 toddler classes in our new Garco Building. In 2021, STEM labs were open for use and enjoyment of our student body.

St. Aloysius Gonzaga School is accredited through Northwest Association of Accredited Schools and Western Catholic Education Association. The School also meets all state guidelines for an elementary school.

Today St. Aloysius Gonzaga School serves nearly 500 students, infant through eighth grade, with a modern curriculum and an enriching religious program.

Policies and Procedures:

Family Engagement/Partnership Communication Plan

Whether your child is starting with us at the age of six weeks or five years of age, we want them to feel comfortable and happy as well as motivated to learn. It is our wish that you and your child become familiar with St. Aloysius Early Learning Center before you leave your child with us for the first time.

If a parent/guardian has some specific concerns or suggestions you would like to discuss with our administration, staff, or your child's teacher we urge you to reach out via phone, email or in person. It is imperative that the staff attend to the children first and not be pulled away from the group for which they are responsible, so we do urge you to utilize email or make an appointment to meet with teachers. Each child admitted is subject to a one-month probationary period.

Parents are our partners. We support and strengthen the family as we work, play and communicate with one another. We know that parent involvement through volunteer opportunities, daily informal conversations, notes, phone calls and conferences with the child's teachers benefit us all as partners. We welcome families to share cultural traditions, languages, skills, and talents with the children, families, and staff of the center. Communication is vital to our partnership in caring for your child(ren). WAC 110-300-0085(4)(a)

We ask parents to tour our center and completely fill out the registration packet, which contains details regarding behavior, family life, favorite activities, and more prior to enrollment. This information is read by the Director and staff members who will be working with your child(ren). Having this information gives us an opportunity to make connections right from the start.

New enrollees pay full registration, plus first month tuition in advance. Fees and tuition are non-refundable and due at time of registration with completed paperwork to secure a spot for your child. Families are required to review and update paperwork annually, and to pay registration, snack and supply fees one time per year with a yearly renewal date of July 1st. Children can be registered at any time during the program year, as room is available.

Classroom newsletters will be provided each month. In addition, the weekly message of upcoming events may be found in the Monday News sent via email.. Your child's teachers can be reached through email or a phone call during nap time (unless an emergency).

Non-Discrimination Policy

St. Aloysius Early Learning Center, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. St. Aloysius Early Learning Center does not unlawfully or unjustly discriminate based on race, color and national and/or ethnic origin, age, sex or disability in administration of admission and educational policies or Center-administered programs.

Confidential Information

We adhere to confidentiality requirements and cannot disclose any personal student/family information.

Student Records

Every child enrolled at St. Aloysius ELC has a current file that includes registration, emergency contact, and health information and is kept in a secured, confidential location. Parents/guardians may request access to this information and are strongly encouraged to keep the ELC office apprised of updates to their child(ren)'s personal information.

Records Requests

Occasionally we are asked to provide copies of sign in/sign out sheets or other records. We will provide these upon request from the appropriate parent. Up to ten (10) pages will be provided free of charge; beyond that a fee may apply. We will try but cannot guarantee that our staff will be able to produce these pages within the requested time. Please see a Program Supervisor for more information.

Licensing Requirements

The St. Aloysius ELC is inspected annually via the DCYF office to ensure compliance with all applicable foundational quality standards as set forth by Washington state law. A copy of these inspection reports may be found in the ELC front office.

Hours of Operation

Monday-Friday 7:30 a.m.-5:00p.m.

Full Day Preschool/Pre Kindergarten class - **Hours: 8:00am -3:30pm**

Half Day Preschool/Pre Kindergarten class - **Hours: 8:00am -12:30pm**

Please Note: The center will be closed on the following holidays: Labor Day, Veterans Day, Thanksgiving and the Friday after, Christmas Break, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Easter Monday, Memorial Day, Juneteenth, and Independence Day. We are also closed four days in August, and one day in the spring or fall for teacher in-service and for parent/teacher conference day in February. The Montessori program has additional closure dates. Please see our ELC/Montessori School Calendar for more information.

Admission Policy

St. Aloysius Gonzaga Catholic School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this School. St. Aloysius does not unlawfully or unjustly discriminate based on race, color and national and/or ethnic origin, age, sex or disability in administration of admission and educational policies.

Registration

For families whose children are already in attendance at St. Aloysius Gonzaga School, registration forms are sent out in the spring.

New families apply directly to Cami Carlson for admission. Once a child has been enrolled as an infant and completes the first year, future continuous enrollment is provided through the eighth grade.

In the event that enrollment exceeds the capacity of any grade, the following procedures will be followed for new families interested in attending St. Al's school:

At the close of the registration period, the applications for registration will be reviewed and students with a satisfactory application will be accepted according to the priority list below. Catholic families registering after the registration period will not displace families registered on time.

Students shall be admitted to St. Aloysius Gonzaga School according to the following order:

1. Siblings of children presently enrolled in the school
2. Children of registered and active members of St. Aloysius Parish ***
3. Employees of Gonzaga University
4. Children of Catholic Parents who are active in a parish other than St. Aloysius ***

5. Non-Catholics who are enrolled in St. Aloysius Gonzaga preschool

*** Registered parishioners will be required to meet with the parish administrator/pastor and obtain a letter of parish verification.

All students are required to have a record of health, which includes an updated record on immunizations. If this matter is not complied with, attendance at school must be refused.

Fairshare or State Information?

Publicity, Photography and Video Release

Throughout the school year, students may attend programs, activities, field trips and events along with normal classroom routines that support their education, promote community service or encourage positive behavior. Occasionally, staff, parents and local media cover these events by taking photographs or video. This may include newspaper, television, websites or other media production. This also includes our school's website and our school's social network pages. Parents will opt in or out at registration time by signing the publicity, photography, video media release paperwork. A parent may change this at any time by signing a new media release form.

SOCIAL MEDIA, SOCIAL NETWORKING AND WEBLOGS

The Diocese uses social media as a valuable tool for business and ministry and employees may be required to use these platforms as part of their job responsibilities. Please be mindful, to protect the privacy of **ALL** students, it is highly discouraged to post school group pictures on social media.

Change of Address or Telephone

Please notify the office of any new changes. It is a necessity that we have a number where you may be contacted at all times or a contact number for someone who will be able to handle emergencies in regards to your child(ren).

Billing Procedure

All families need to set up an account in FACTS management for payments. Through FACTS families will receive an email reminder each month before payment is processed. FACTS will charge a \$30 fee if payment does not process or is reversed. Additional fees (meals, field trips, extra activities) will be billed monthly. We reserve the right to terminate any childcare when accounts are past due.

Late Pickups

Please arrange for an authorized person to pick up your child by 5:00pm each night. An automatic fee of \$25 per child will be added to your bill every time your child is picked up after 5:00pm. Please be aware that if we are unable to reach a parent or emergency contact once we are closed, or if late pick-ups become a regular occurrence, St. Aloysius ELC is required to contact Child Protective Services and your child's care may be terminated.

Special Needs Policy

St. Aloysius Early Learning Center recognizes that children with special needs are children first, created by God and entrusted to our care. They have the same needs as all children – a place where they feel physically comfortable, loved and secure; opportunities to play and learn; people who care about them, and activities that allow them to be successful. Our childcare staff realizes that each special needs child is unique, and we strive to provide resources and programs that meet these needs. WAC 110-300-0085(4)(a)

St. Aloysius is a general education Early Learning Center. Enrollment and accommodation requests for special needs children are assessed individually to determine if our program and available resources can provide the care, safety and security the child needs, and allow the child to thrive. We are obligated to base this enrollment decision and

accommodations on the center's resources and consistent with the level of training of our staff.

Vacation/Sick Time

Our program and licensing regulations require us to schedule staff based on the number of children enrolled, therefore tuition refunds or credit for sick, vacation or holidays will not be granted. *You are paying for your child's spot in our center, not the amount of days attended.*

Withdrawal Policy

We require two weeks' notice when terminating care. We appreciate your help with this as it helps prepare your child(ren) and the staff for transitions.

Signing in and out

Per *WAC 110-300-0455* children must be signed in/out on the Procure computer kiosk and on the teacher clipboard with a full legal signature and the time. The Procure computer is located on the reception counter downstairs and in the front entryway of the infant/toddler building. **Children cannot be signed in prior to 7:30 a.m.**

Only those persons aged 18 years or older specified on the child's registration forms will be allowed to pick up your child if not the legal parent/guardian. You may make different child pick-up arrangements in writing. Photo I.D. is required anytime a person picking up a child is not recognized by the staff, no exceptions. Children will not be released to a parent or any other person who appears to be under the influence of drugs or alcohol.

Responding to Requests from Parents or Other Community Members to Appear in Court

The Catholic Schools and Early Learning Centers of Eastern Washington have a long-standing practice of recommending that teachers and other school staff appear in court or provide information on behalf of a student and/or parents only when the request comes directly from a court official as part of a legal proceeding. These requests often involve custody or other family conflict situations.

Most often, these requests come from parents or their attorneys to provide information such as child academics, progress, attendance, or parent involvement in the school. While these requests are well-intended, if the request is initiated by either side's respective attorney then the request is not inherently neutral. If the request is initiated by a court official the request can be met. We also do not want to place the school administrator, teacher, or school staff member in a position of having to answer questions or provide information in settings where all sides are not represented.

If the school/Early Learning Center receives a request to appear in court, we will inform the parent that we will remain neutral and any request of information regarding the child must be in the form of a subpoena.

Emergency Closures

If it should happen that the school must close for an emergency, such as extreme weather conditions, storms, gas leak, fire, etc... please listen to the TV/radio for pertinent information and announcements, you will receive a call from our Emergency Call center (IRIS); we will also post closures and late start on our website www.stalsschool.org and social media pages. If in doubt, check for staff being present before dropping off.

Health Policy

A copy of our complete Health Plan Policies/Procedures is available for review at our ELC front office.

Immunization

To meet state health requirements and to protect all children and staff in our center, children need to be fully immunized for their age with DaPT, IPV, MMR, HepB, Hib, PCV and Varicella before they can begin care in our program. We keep a Certificate of Immunizations Status (CIS) form on file that must be medically verified and signed by your health care provider. Immunizations will be reviewed monthly.

To request an exemption, a parent/guardian must provide a completed and signed Certificate of Exemption.

Illness

Ill children will not be accepted for care. Please keep your child home if he/she is sick with a fever (101° or above or 100.4° for infants under two months of age), has diarrhea, is vomiting, has an earache, congestion, runny nose, or a contagious disease/rash of any kind. Parents are advised to make an alternative plan for care in the event the child becomes ill and is not able to attend the ELC. Parents will be notified to pick up any child who becomes ill. Your child will be comforted and properly attended to until they are picked-up. Please make every effort possible to pick up your child within one hour. **Children need to be fever, diarrhea, vomiting, free etc... (without the use of fever reducing medications) for at least 24 hours prior to returning to school if applicable.** If antibiotics have been prescribed please keep your child home 24 hours as well. In any case of serious or unexplained illness, a doctor's medical clearance may be required prior to admission back into care. Please also refer to our Sick Policy for a more detailed list of symptoms including those from COVID-19.

If the Staff or Administrators of the St. Al's Early Childhood Center have concerns about a child's ability to safely return to care, we reserve the right to request a note from the child's health care provider.

Wellness Check-up

We encourage parents to arrange a physical examination for their child who has not had a health care check or physical examination within one year before enrollment in the ELC. The date of your child's last physical examination will be kept in his or her file.

Nutrition

St Aloysius Early Learning Center offers breakfast, lunch, and morning/afternoon snack through the National School Lunch Program. Menus for the month are posted in each classroom, are available in reception areas, and can be found on our website under the kitchen tab. If your child has special nutritional needs, please contact our Program Supervisor during the enrollment process to make any necessary arrangements.

USDA Meals and Snacks at St. Aloysius Early Learning Center

Our USDA meal time patterns* are as follows:

- ❖ Breakfast Components:
 - o Fluid Milk**, Vegetable or Fruit, Grains/Bread or cold dry cereal or cooked cereal.
- ❖ Lunch Components:
 - o Fluid Milk**, Vegetables and/or Fruit (2 servings), Grains/Bread, Meat/Meat alternatives such as cheese, egg, beans or yogurt.
- ❖ Snack Components:
 - o Food from two different food component groups: Fluid Milk**, Fruit or Vegetables, Meat/Meat alternative or Yogurt, Grains/Breads.

*Meal pattern requirements for children ages 1-12 years are posted in each classroom and on the parent information board in the child care entry along with the weekly menu for your information.

**Milk Substitutions can be made with a Milk Substitution Form signed by both the Parent(s) and Health Care Provider.

Please note: Under our Child and Adult Care Food Program (CACFP) (USDA) contract, outside food may not be brought into the center except on special occasions to be shared with all of the children in class. Food must be store bought and in the original container with full ingredient listing. For food allergies, staff will monitor foods brought to the center to be sure allergenic foods are not included.

Infant Feeding

Infants under 1 year of age are fed on demand and will be held when bottle fed. A bottle will never be given while

lying down or in a crib. Bottles will never be propped. Parents will label each bottles with masking tape with child's name, date, and the bottle contents (formula/breast milk).

Bottle Feeding

Parents will pre-fill all bottles and label them with child's name, date and contents. All bottles must have caps. Nipples will be covered when not in use to reduce risk of cross contamination and exposure. Bottles that babies have fed from will not be placed back into the refrigerator or re-warmed. (Bacteria from baby's mouth is introduced into milk and begin to multiply once bottles are taken from the refrigerator and re-warmed.) All bottles will be discarded after 1 hour of being out of the refrigerator, to prevent bacterial growth. Unconsumed portions will be thrown away. Bottles will be sent home at the end of the day for cleaning.

Contents of Bottle

1. Infants will be fed breast milk or iron-fortified formula until they are one year of age.
2. Written permission from the child's doctor will be required if an infant is to be fed Pedialyte or a special diet formula.
3. **No medication will be added to breast milk or formula.**
4. No honey, or products made from honey, will be given to infants less than 12 months of age, because of the risk of botulism.
5. Bottles will only contain formula or breast milk. Juice will be given only in a cup.
6. Bottles must be manufactured with a #1, #2, #4, #5. **No#3 bottles allowed.**

Breastfeeding

You may utilize our private Family room to help support breastfeeding. We gladly accept frozen breast milk for feeding when mom is not available. Frozen breast milk will be thawed in the refrigerator or under warm water and warmed as needed. We will never use a microwave to heat up bottles. Unfinished bottles will be discarded after 1 hour to prevent bacterial growth. Unconsumed portions of breast milk will not be re-heated for re-use. Unused thawed breast milk will be returned to the family at the end of the day. We will store frozen breast milk up to 30 days. Frozen breast milk must have child's first and last name, and the date received.

Infant/Toddler Solid Food

Parents will provide food from home for all children less than 12 months of age. Children 12 months and older will be served breakfast, lunch and snack though the National School Lunch Program, unless parents request not to.

Nurse Consult

Our nurse consultant visits our infant rooms monthly to assess the health and well-being of all our babies as well as provides training and assistance to our staff regarding questions or concerns they may have pertaining to infant care. The nurse will review our Health Policy annually.

Diaper Changing/Toilet Training

Children will be changed every 2 hours or as needed, on the changing table located in the infant and toddler rooms. Parents will provide diapers, baby wipes, extra clothes, and diaper creams as needed. Parents must fill out and sign a medication request form in order for our classrooms to apply cream. Teachers encourage toddlers, whom are showing interest in toilet training, to use the toilet at diaper changing time. We understand that toilet training can be a stressful time and we are happy to help with this developmental process. Parent communication about your child's toilet training is instrumental to success. During your child's transition period from diapers to underwear, parents are required to send underwear to school for your child's use.

Rest Period

Infant

Children 12 months and under are allowed to follow their own sleep patterns.

- Infants will sleep in individually assigned cribs.
- Staff will actively supervise infants by visibly checking often and being within sight and hearing range. Light levels will be high enough so children can easily be observed when sleeping.
- Infants will be placed on their back to sleep. (Infants sleeping on their stomachs are at higher risk of sudden Infant Death Syndrome, (S.I.D.S.)).
- Sleep sack is recommended.
- Crib sheets will fit the mattress snugly and securely in all corners and sides.
- Cribs will not contain bumper pads, pillows, soft toys, fleeces, cushions or blankets.
- Bedding will be sent home weekly or when soiled.
- Infants will only be allowed pacifiers that are not attached to a stuffed animal.

Toddler

Children 12-36 months are allowed to follow their own sleep patterns. In addition, a rest time for your child is provided from 12:00-2:30. If your child should awaken before 2:30 a quiet activity will be provided for him/her until the remainder of the children have awoken. Parents are to provide a fitted crib sheet (the size of a toddler cot), a small blanket, and a small pillow if your child is accustomed to sleeping with one. These items are to be taken home once a week for laundering. A backpack for bedding storage is required.

Preschool/Pre-Kindergarten

Children five years or younger and in care for more than six hours are offered a rest period. Rest time begins between 12:30-1:00p.m. and extends until 2:20 p.m. (depending on your child's classroom). Each child will be assigned their own mat. Parents are expected to provide their child with a blanket and a crib-sized sheet (well marked with the child's name). Please take items home once a week and launder. We disinfect mats/cots daily. Additionally, if the child has a special stuffed animal, it may be brought and stored in the child's cubby. Children who do not nap will be asked to read or play quietly for 20 minutes on their mat to allow others to fall asleep, and then may choose a quiet activity.

Daily Schedule

Daily schedules as well as weekly curriculum are posted inside and outside of classrooms, on our classroom webpages, and sent home to families in our welcome packets. This creates a consistent routine, a sense of security and predictability for children. Each class has its own individual schedule, but all include circle time, art, story time, small and large group time, rest time, recess, free choice, breakfast, snacks, and lunch. Please ask your classroom teacher for detailed information about your child's schedule and daily lesson plan.

Informal and Formal Assessments

Developmental assessments of your child will take place in the fall of each program year and/or upon enrollment at our center. In addition, your child's teacher will compile information through observation and collection of work samples about your child's progress throughout the year. Your child's teacher will be happy to discuss assessment results with you when completed, and a copy will be sent home with parents.

Screening

St. Aloysius Gonzaga Catholic Early Learning Center utilizes Ages & Stages Questionnaires (ASQ) as a screening tool. Children are screened within 45 calendar days of when the child first attends the program, and re-screening occurs annually. We attempt to screen the child in their home language, whenever possible. The results of the developmental screening are on file for each child that has attended the program for at least 45 days and the screening is dated within the last calendar year. Screening results are shared with all families and use the family's home language when possible.

Individualization

Goals are developed for each child based on both formal assessments and informal observation and documentation. We also partner with families for data-sharing in the late winter during parent-teacher conferences to develop these

individualized plans based on the assessments. Each child in the program has documentation of this plan from within the last calendar year.

Ongoing Assessments

Ongoing assessment is completed utilizing FunShine Express. Formal and/or Informal assessments are completed three (3) times per year in the Fall, Winter and Spring; ongoing observation and documentation is kept on file for all children that have attended the program for at least 90 calendar days and dates are included on the assessment. FunShine Express is our aligned assessment tool and aligns with WAKids. All Lead Teachers are trained in the formal assessment or have evidence of at least four hours of general training in assessments.

Curriculum

Our curriculum, FunShine Express, is aligned to the Washington State Early Learning Guidelines, as shown through the Curricular Alignment Tool (CAT). Teachers have ongoing training in administering the curriculum.

Instructional Leadership

On-site early learning program leaders provide job-embedded professional development for Lead Teachers to support improvement in curriculum and teacher-child interactions monthly. Job-embedded professional development (JEPD) strategies must be grounded in day-to-day teaching practices, with the teachers assessing and finding solutions as part of a continuous improvement process. It may occur in real-time or shortly before or after the practice took place. JEPD can include mentoring, one-on-one support to improve curriculum and interaction, in-service trainings with follow up support for implementation, peer learning communities or feedback from an observation.

Infant/Toddler Curricular and Philosophy Goals

We strive to meet the developmental needs of the whole person. True to our mission, staff directs special attention to infants' and toddlers' physical, mental, spiritual, and character development in the following ways:

- ❖ Physical development-Infant and toddler aged children need to be protected from illness and environmental hazards. They need to be encouraged to steadily increase their physical skills, to develop their gross and fine motor coordination and develop self-help skills (jumping, climbing, dancing, painting, self-feeding, and self-serving).
- ❖ Mental development-Through consistent, vigilant, and loving care, infants and toddlers gain a solid beginning in language development. They learn to communicate feelings, needs, wants and desires both verbally and nonverbally. They develop a sense of being understood. Through sensitive continuous supervision, parents and caregivers enable children to follow their natural curiosity by exploring their environment, pursuing goals and solving problems.
- ❖ Character development-A healthy emotional relationship with parents and caregivers enables infants and toddlers to learn to trust themselves and others. They develop social responsiveness and the ability to have enduring relationships with others. Mobile infants and toddlers are encouraged to experiment so they gain a sense of emotional and impulse control over their bodies and surroundings, which is vital to trying new challenges, and developing self-confidence and self-respect. Through this process children become increasingly aware of their self-worth.
- ❖ Spiritual development-Although the very young child does not have the maturity to understand and internalize values, we can take advantage of the early years to model the Christian values of caring, honesty (and trust), respect and responsibility and begin to lay a foundation. Caregivers work with parents, helping them to understand their role in teaching children values through the years. As we are a ministry of St. Aloysius Parish, we will impart the rituals and traditions of the Catholic church as developmentally

appropriate.

Preschool/Pre-Kindergarten Goals

- ❖ Healthy habits-Given increased concerns about the health of Americans, it is critical to help young children develop and feel passionate about-lifelong healthy habits. Cultivating healthy habits in early childhood falls into three key areas: nutritional choices, physical activity, and personal safety. Most important is the healthy environment that adults design and organize for children. At St. Al's ELC, you will find adults who have strong relationships with children and families modeling healthy eating and activity habits. You will see children enjoying a variety of healthy food choices, asking for water as their preferred beverage, and discussing the impact of healthy food on their growing bodies. You will find children enjoying fun, safe, and rigorous activities in the Activity Center, and on the playground as well as in the classroom. You will likely hear adults and children engaged in conversations about keeping themselves, their friends and family members safe. Through our Conscious Discipline rule one is: *It's my job to keep you safe. It's your job to help keep you safe.*
- ❖ Social, Moral, and Spiritual development-The latest in brain development highlights the importance of developing connectedness with others. It is through these connections that children develop a foundation for spiritual and moral growth and social skills. At St. Al's ELC you will find staff demonstrating, teaching, and celebrating Christian values of caring, honesty, respect and responsibility. You will find children playing and talking with friends and developing a foundation for positive relationships. It is also common to see children creating a card for a classmate or relative, singing holiday songs, or cleaning up the property and planting flowers. As we are a ministry of St. Aloysius Parish, we will impart the rituals and traditions of the Catholic Church as developmentally appropriate.

Religious and Cultural Activities

As we are an integral part of St. Aloysius Gonzaga Catholic School and Parish, we embrace the Diocesan preschool religion standards into our daily routines as developmentally appropriate. We celebrate holidays and events found on the liturgical calendar for the Catholic Church. Some activities will include a song or prayer before meals and activities; we also highlight the Advent, Lenten, and Easter season each year in our curricular planning. We believe it is important for the children and our community to explore and learn about many cultures outside of our own from around the world. We also welcome and incorporate the cultures and traditions of the families and children enrolled into our daily routines and program and encourage our families to share their traditions with us on a regular basis. WAC 110-300-0085(4)(a)

Strengthening and Supporting Families

Following our Mission Statement, we believe family is the child's first and most important teacher. Therefore, we welcome families to be part of this environment, where families are allowed to explore and experience the same journeys as their children, while receiving support, encouragement, and a partnership from all staff at St. Aloysius Early Learning Center. Throughout the year, we utilize many strategies for engaging, supporting and strengthening families including special events, monthly newsletters, Monday Morning News emails, and regular communication. We welcome informal and formal meetings with parents. We also use goals from Conscious Discipline to honor families in the classroom, and create opportunities for families to practice classroom rituals at home. The Strengthening Families Questionnaire helps us to create goals which are documented on the family engagement action plan and dated within the last calendar year. Documentation of progress toward goals from the family engagement action plan are on file. Documentation on reflection on completed goals from the family engagement action plan are on file.

Transitions

When we believe your child is ready for transition from one classroom to another we will talk to both parents/guardians. Together, we will discuss your child's readiness based on the following factors: the child's social, emotional, and physical development; his/her chronological age; the results of developmental screening and/or assessments; and feedback/observations from teachers and parents. Before your child begins his/her transition, parents will receive a two week notice to help prepare for the transition, via a printed letter. There may

be a week of half day transitions and a week of full day transition. Although we try and stick with our time frame we understand that every child is different and may have different needs. Our goal is to assist you and your child(ren) through the process to make it as smooth and easy as possible. WAC 110-300-0085(4)(a)

Our transition policy includes:

- Meet and Greets to help transition new families into the center
- Steps for transitions within the center (i.e. between classrooms)
- Transitions out of the program
- Transition to kindergarten (see below)

Kindergarten Transition

Every year as part of the spring registration process, all families of pre-kindergarten children are invited to attend a kindergarten orientation meeting. During this meeting families learn about the goals and expectations for kindergarten. In addition, children in our pre-k classrooms are provided with a tour of the kindergarten classrooms at St. Aloysius Gonzaga Catholic School. WAC 110-300-0085(4)(a)

Injury

If your child has a minor injury (a bump, scratch, etc.) the incident will be noted on an “incident report” and you will receive a copy from your child’s caregiver. If a child hits his/her head or has an injury that may require medical treatment, parents are notified immediately. **Parents are notified of all head injuries big or small.**

In an emergency we will:

1. Contact the parents. If parents cannot be reached we will contact other persons indicated as emergency contacts on registration paperwork.
2. We will determine the need for First Aid and will administer as needed. *Our staff is trained in Pediatric CPR and First Aid.*
3. If necessary we will call for an ambulance. A staff member will stay with the injured child, including transport to a hospital if necessary, until a parent/guardian or emergency contact arrives.
4. Serious injuries which require medical attention will be reported to the licenser immediately and the Diocesan office.
5. School insurance is available to help defray out of pocket medical expenses in the event of an injury on school property. See Dena Hanson, school Business Manager, 509-489-7825 ext 205 for more information.

Asthma and Allergies

The Early Learning Center shall have on file, a care plan for all students who suffer from asthma, diabetes, acute allergic reactions, and other life threatening illnesses. This plan must be developed and signed by the parents in collaboration with the child’s physician and must be acceptable to the school.

Medication

Diocesan/Department of Children, Youth and Families (WAC 110-300-0215) policy on First Aid and staff dispensing medications require the following:

1. A Medication Request Form must be completed for each student receiving **any kind of prescription or non-prescription medication** at the ELC. **A request must be signed by the child’s parent/guardian and by a physician or dentist (if a prescribed medication), must be current and unexpired**, and must be valid for a period not to exceed one school year. (Forms available at the front desk or administrator’s office.)
2. All medication (prescription or non-prescription) must be in its original container, labeled with child’s name.
3. Early Learning providers must not give medication to a child if the provider has not successfully completed:
 - An orientation about the early learning program’s medication policies and procedures;
 - The department standardized training course in medication administration that includes a competency assessment pursuant to WAC 110-300-0106 or equivalent training; and

- If applicable, a training from a child's parents or guardian (or an appointed designee) for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
4. Children do not self-administer medication at any time.

Head Lice Policy

Head Lice guidelines at St Aloysius ELC and the Catholic Diocese of Spokane (Policy 7.1) are as follows:

- Head lice must have been under treatment for 24 hours and all live eggs have been removed from hair.

Child Abuse Reporting Law Requirements

All staff members are required by Washington State Law and by licensing requirements to report immediately to the police or Child Protective Services and the Diocesan Office of Education any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation.

Disaster Preparedness Plan

Each classroom has a disaster plan on their clipboard. This plan covers the following topics: staff numbers, reporting information, emergency locations, internal communication plan, school shelter area, evacuation of building, accidents, bomb threats, hostage / intruder on campus / dangerous person, fire, medical emergencies, child abuse, earthquake, lost child / kidnapping, hazardous materials, suicide or death, weapons and explosives, assault, poisoning, drugs and alcohol. These plans are available to preview upon request.

Should the school be evacuated, children will be taken to Fourth Memorial Church 611 E Indiana. Parents will then be notified through the IRIS (Immediate Response Information System) on details on how to pick up their children.

Controlled Substance

In keeping with our philosophy, we maintain a drug, cannabis, alcohol, vaping and tobacco-free environment. Smoking/vaping is not permitted in or on any St. Aloysius ELC property.

Teaching Staff

The ELC employs full and part-time persons. All staff in the ELC must be screened by the Washington State Patrol and the Department of Social and Health Services and complete the Diocesan New Employee Orientation Training. Additionally, staff must have their TB test, First Aid, CPR, and Blood Borne Pathogens and HIV/AIDS training, MMR, 30 Hour Child Care Basics training, and a minimum of 10 annual continuing education hours. In addition, many of our teachers hold advanced degrees in early childhood education.

Our staff members also participate in and are actively involved in the Early Childhood Education professional community. Some examples are: becoming a member of NAEYC and/or the state affiliate (WAEYC), attendance at local workshops and classes sponsored by the Spokane Regional Library District and/or Community-Minded Enterprises, and through grant and pilot project work with ESD 101, the Diocese of Spokane, our local community colleges, and the Department of Children, Youth, & Families.

Group size/Ratio

Per the Department of Children, Youth, and Families, WAC 170-295-2090, we maintain the following required staff to child ratios and maximum group sizes:

- Infant room: 1 staff to 4 children with a maximum group size of 8
- Toddler room: 1 staff to 7 children with maximum group size 14
- Early Preschool: 1 staff to 10 children with maximum group size 20
- Preschool and PreK: 1 staff to 10 children with maximum group 20
- Kindergarten up to 12 years: 1 staff to 15 children with maximum group size 30

Toys

Our toys and equipment have been specifically selected to be stimulating and educational as well as fun for children. We ask that you **do not** allow your child to bring toys from home unless it is for “show and tell” time. If toys are brought from home, the toy will be kept in their cubby or on a shelf until the child goes home. All toys brought are at the parent’s risk. If your child has something special he/she would like to bring for show and tell, please let his/her teacher know and special arrangements may be made to keep the item in a safe place. St. Aloysius has a NO GUNS policy.

Birthdays

Birthdays are a special time for your children. You may send a treat on this day. Please check for the correct number of children present so that all children will receive a treat. If treats are brought to school, they must be store bought. Homemade items are not allowed due to allergies. **We encourage healthy snacks; please check with your child’s teacher prior to bringing treats.**

Parent/Teacher Conferences

Parent Teacher Conferences are held annually in the late winter, and as needed to be arranged with the classroom teacher. As conference time approaches, parents will be notified in their child’s classroom newsletter on how to register for a conference time. WAC 110-300-0085(4)(a)

Behavior Management and Guidance Policy

Self-discipline is our goal for the children. Teaching children to respect themselves, others, and materials is also our goal. There are many ways to help children learn for themselves these important life-long skills. This learning will occur when adults show respect for each other and for children. WAC 110-300-0085(4)(a)

We, as a staff, will:

1. Acknowledge each child’s goodness even at times when mistakes are made.
2. Never use corporal punishment.
3. Never do for a child what he/she can do alone.
4. Use I messages to communicate such as “I noticed you raised your hand like this...” instead of “You shouldn’t...”
5. Recognize the child’s appropriate behavior and then encourage that behavior.
6. Be specific and honest when complimenting an appropriate child behavior (I like the way you are sharing with your friends).
7. Recognize the effort and process more than the product.
8. Take time to train specific behaviors (how to clean up, how to get ready for lunch, wash hands etc.)
9. Be clear and reasonable in expectations.
10. Remember that children have thoughts and feelings.
11. Teach conflict resolution, not by taking sides, but by guiding to resolution and reconciliation.
12. Give gentle reminders to state rules or suggest acceptable behavior. You will hear staff saying “It is my job to keep you safe. It is your job to help keep you safe”.
13. Traditional “time out” becomes “taking a break” when a child has made an inappropriate choice. Each classroom has designated a safe space inside the classroom for the children to practice calming strategies. When he or she is ready to make an appropriate choice, the child may then rejoin the group.
14. Spanking or other forms of physical punishment, verbal abuse, or humiliation are absolutely never permitted.
15. If a child is hurting other children in the classroom and/or being disruptive to the point of requiring one-on-one care, a parent may be called to remove the child for the remainder of the day. Continued disruptive and/or aggressive behavior will result in a parent /teacher/Director meeting to outline a behavior plan. Further steps may be taken, if necessary, depending on the situation.
16. The ELC Director and Principal have final discretion in all decisions regarding enrollment and classroom placement.

Emergency Removal, Suspension, and Expulsion Procedures

In most circumstances, a child will be given an opportunity to solve his/her problem with the help of the school staff. If the problem is serious or re-occurs, parents will be notified to be part of the problem solving. Parents may request to be informed of any disciplinary action involving their child.

Our center utilizes a five-step program to prevent suspension and expulsion including:

1. Teacher dated observations of the child's behavior
2. Strategies teacher will try to help each child have success
3. Conference with parent, teacher, administration to discuss concerns and make a plan
4. Strategies for home and school with a timeline for strategies
5. Referral for outside assistance as necessary

Students shall be subject to discipline, emergency removal, suspension, or expulsion for misbehavior, including but not limited to:

- Behavior that is physically or emotionally harmful to self or others
- Damaged or destruction of school property
- Threatening or bringing onto school property any weapon, such as a gun or knife, or any object that resembles a weapon
- Persistent failure to comply with rules or directions of teachers or other school employee or volunteer

In some of these cases administration may request a risk assessment to be completed before returning to school.

Protocols for Risk Assessments:

1. Parent(s) are contacted
2. A student will need to stay out of school until a risk assessment is completed and shared with the administration. If ongoing counseling is recommended the school will ask for permission to verify attendance of counseling appointments.
3. Parish leadership is informed
4. A re-entry meeting is conducted with administration, parents, and student

Parents may use the appeal process of the Diocese. Such an appeal shall be addressed to the administrator who shall notify the pastor or appropriate personnel. In case a situation should arise in which an officer of the law wishes to speak to your child(ren), every effort will be made to contact parents before an interview. In the absence of a parent, the administrator or administrator representative will be present at such an interview.

Outdoor Play

All children will have regularly scheduled outdoor playtime (weather permitting). During winter months children will be taken outside depending on weather conditions. Children will not go outside if the wind chill temperature is below 18°. During summer months we will watch the temperature. Children will have limited play outside when temperatures reach 90° and above. Please send appropriate well marked clothing. Boots are necessary for snow and mud. The school Activity Center is only used as a substitute when the weather poses a danger to children and staff, and/or for designated Healthy Play Activities. Water will be accessible at all times.

Cold Weather Procedures

During winter months children will be taken out for limited amounts of time depending on weather conditions, the age of the children, and provided the wind chill temperature is above 18 degrees.

For days when the temperature falls below 18 degrees, or in inclement weather, we will provide large motor activities indoors in the Activity Center.

Parents are asked to bring appropriate clothing to suit weather conditions. This should include hats, boots, gloves/mittens & heavy coats in the winter months.

We also ask that children bring shoes or slippers to wear inside so that boots can be taken off while indoors. This

minimizes the amount of dirt and mud that is tracked into our classrooms and enables us to keep indoor spaces clean.

Summer Heat Policy:

During the summer months, outside play will be planned with much of the time spent in shaded areas. Water will be available at all times for every child and staff while outside and in the classroom.

Suggested attire needed for outside play:

- ❖ Light-colored loose-fitting clothing
- ❖ Wide-brimmed hat that covers the neck, face, and ears
- ❖ Sandals or shoes firmly attached to the feet. (We do not recommend flip-flops, jellies or other loose fitting slip-ons)
- ❖ Sun-block for children 6 months and older.

Infants and children are at risk for heat illness due to inefficient sweating, a higher metabolic rate, and their inability to care for themselves and control their environment. Sun exposure will be limited in extreme heat to avoid or minimize the risk of heat related illnesses including dehydration, heat cramps, heat exhaustion and heatstroke.

St. Aloysius Early Learning Center will adhere to the following guidelines:

- ❖ **80-89 Degrees: Be Aware:**
 - o Limit Sun exposure
 - o Drink lots of water
 - o Rest frequently
- ❖ **90-95 Degrees: Take Precaution:**
 - o Limit outside time to 30 minutes at a time
 - o Drink lots of water outside and upon returning to classroom; even if not thirsty.
 - o Rest frequently in the shade
- ❖ **96 & above: Be Proactive**
 - o We will not go outside between 12 noon and 4pm.

If temperature falls back to 95 degrees and below, follow Take Precaution guidelines.

If bad weather or poor air quality prevents children from going outside for large muscle activities we will provide indoor activities in the Activity Center.

One Final Note

St. Aloysius Gonzaga Early Learning Center is an integral part and ministry of the St. Aloysius parish community. The ELC has Co-Principals and Program Supervisors whom are responsible for the implementation of all programs, staff training, and student registration. If you have any questions, comments, or suggestions, please feel free to contact the Program Supervisors or the Co-Principals to schedule an appointment.

The Minimum Licensing Requirements for Child Care Centers documents is available for reference at all times and can be found in the Program Supervisors' office.

St. Aloysius Early Learning Center

611 E. Mission Ave.

Spokane, WA 99202

(509)489-7825 Fax (509)487-0975

The St. Aloysius Early Learning Center strives to provide a secure, loving, stimulating atmosphere for your child. St. Aloysius Early Learning and Extended Care Center is a nondiscriminatory organization

PARENT AGREEMENT

I have received and reviewed the center's policies and procedures included in this Student-Parent Handbook document dated September 2022.

Parent Name (Printed)

Parent Signature

Date

