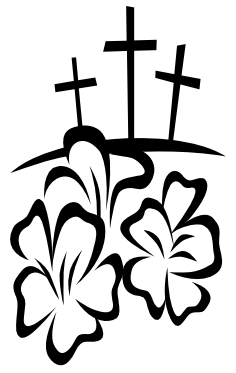


# To Live, Love and Teach with Jesus Christ as our Model



## HOURS OF OPERATION

Holy Rosary Preschool is open year round, Monday through Friday from  
7:15am to 5:45pm.

## PHILOSOPHY

A student attending Holy Rosary Preschool lives, loves, and learns with Jesus Christ as his or her model. Students receive a complete education in a loving, accepting environment which promotes religious, academic, cultural, social, psychological, moral and physical growth. Holy Rosary Preschool and Holy Rosary School are united as one family to create a smooth transition from Pre-K to Kindergarten, for your child's life long success in spiritual and academic growth.

We provide a nurturing, loving and creative environment where each child is respected. We provide a safe and creative environment through age-appropriate material and activities. We remember that all young children are unique and each one brings different needs and gifts. All children develop academically and socially at different paces. We strive to provide a wide range of experiences for your child through a balance of play and an enriched curriculum. Our curriculum includes lots of hands-on learning, materials for science, math, art, music and letter concepts. We promote social skills through teaching effective communication, and listening skills. We encourage self-esteem and respect for others with values and morals. By fostering independence we allow your child to make choices when appropriate and encourage them to help others as well. Each child is respected for their difference and taught that they are special in the eyes of God and of all those around them.

## DISCIPLINE

One of our goals is to help your child develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. We encourage children to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build individual esteem and avoid any shaming practices. As such, we accomplish order and thus discipline through close supervision, gentle guidance and re-direction. When all else fails, we will utilize a brief timeout. This practice is rarely employed and never overused. We do not condone or employ corporal punishment as a means of discipline. Occasionally, parents of a child will be informed on any discipline problems that cannot be handled by our Staff or Director. In an extreme situation the child may need to be picked up for the remainder of the day and returned at the discretion of the Director.

## SIGN IN/OUT

When dropping off and picking up your child it is very important to sign your child in and out. Only an adult (who is at least 18 years or older) may sign a child in or out. The Sign in/out books are located in the hallway. Signing your child in and out each day is required by Holy Rosary Preschool and State Licensing. If your child is to be picked up by someone other than yourself, please notify the office and make sure that they are on your Emergency Card pick up list. Anyone other than yourself will be required to provide a picture ID in order to pick up your child.

## HOLIDAYS 2005-2006 SCHOOL IS CLOSED

Wed-Fri., Aug 31-Sept 2	Camp preparation
Mon., Sept 5	Labor Day
Fri., Nov 11	Veterans Day
Thurs & Fri., Nov 24-25	Thanksgiving Holiday
Thurs-Wed., Dec 22-27	Christmas Holiday
Fri., Dec 30	New Years 2006
Mon., Jan 16	Martin Luther King Jr. Birthday
Mon., Jan 20	Presidents Day
Fri., Feb 14	Good Friday
Mon., May 29	Memorial Day
Tue., July 4	Independence Day

## HOLIDAYS AND BIRTHDAYS

Each class will be celebrating various holidays throughout the year. A party sign up book will be placed next to the Sign in/out book if you wish to contribute to the parties. Parents are welcomed to celebrate their child's birthday with their child's class. It is the parent's responsibility to supply goodies for the celebration.

## SNACKS

Holy Rosary Preschool will be providing two healthy snacks a day, a morning snack and an afternoon supplemental snack. Parents must provide their child with a healthy and nutritious lunch. Snacks are prepared in compliance with governing federal and state guidelines to assure nutritional value. A menu is posted at the beginning of each month. Hand washing and manners are also apart of this time. For the health and safety of the children we do not allow Cup O' Noodles, TV dinners or Top Roman unless it has been pre-cooked. Candy and soda is not acceptable in a child's lunch.

## PARENT PARTICIPATION AND FUNDRAISERS

Through out the year the school is involved in many fundraisers. These fundraisers help to support the Holy Rosary Preschool and Holy Rosary School and enrich both schools in learning materials and in the physical environment.

Scrip is a fundraiser that is a huge success for the school at no cost. Please see Miss Joy for questions and information on Scrip.

## MASS

The Pre-K classes take turns throughout the year attending Mass. Please see your child's teacher for specific Mass dates on their class. Parents are more then welcomed and encouraged to attend these Masses with their child's class.

## CLOTHING

Please provide us with one set of extra clothes in the event a change is required. Please make sure to dress your child in age appropriate clothing that is comfortable for your child to play in and get dirty. Please always remember to dress weather appropriately and to label all of your child's clothing. For the safety of the children we do not allow flip flop or dress shoes. All shoes need to have a back and fit comfortably. A child in the 2 year old class and in diapers will need to supply enough diapers and wipes for their child to be changed at least every 2 hours everyday.

## POTTY TRAINING

We will help to assist you and your child is the special time of Potty Training. Our 2 year old classroom is set up to encourage the potty training independency with a changing table and a child size bathroom. Please provide enough wipes and extra clothes during this time. Our teachers will work with the parents in creating a smooth routine for potty training.

## REST TIME

Rest time is from 1:00 to 3:00. Children are not required to sleep but are required to rest quietly at this time. Parents will need to provide a crib size sheet (cots are provided) and a blanket. Bedding needs to be taken home at least every Friday and washed if it becomes soiled.



## ILLNESS

For the health and safety of all the children in our care we appreciate your cooperation with our Health Policy. Children who become ill during the school day will be sent home. In all cases, Holy Rosary Preschool reserves the right to send home a child of suspicious or prolonged symptoms. Please notify the office if your child is diagnosed with anything contagious.

### INSERT HEALTH POLICY

Prescribe and over the counter medication can be administered at school if the following is provided:

- prescription medication is prescribed by a physician (may require documentation)
- prescription medication is in original container and labeled with the child complete name, medication name, recommended dosage, time intervals for administering, method of administering, expiration date, prescribes name and license number.
- Over counter medication must be in original container with manufacturer's label and directions for administration.

All medications will be stored in a locked box and labeled. Medication Release forms need to be filled out completely for administering medication.

## MEDICAL EMERGENCIES

Minor "owies" such as scrapes and small cuts will be rinsed with water and we will apply a Band-Aid. In the case of a bigger "owie" parents will be immediately notified. All efforts will be made to contact you or someone on your emergency contact list. Depending on extent of an injury, parents may be asked to pick up their child. In the case of an extreme injury where medical treatment may be needed, the Medical Consent Form will be used for medical treatment at Woodland Healthcare or any emergency treatment that may result by dialing 911. For damaged or

loose teeth parents will be called immediately. In the case of an object such as a stinger or splinter pierces the skin, parents will be called immediately to remove the object. Neither teachers nor the Director may remove any object that has pierced the child's skin. The teacher(s) who viewed and /or treated the child's injury will fill out an "owie" report for the parent(s).

### SAFETY

Our parking area can be a very busy place at certain times of the day. Please help us in providing a safe environment.

### CONFIDENTIALITY

Information relating to your child is confidential and will not be release unless written authorization is proved by a parent or legal guardian. In the event of a situation involving a court order for either parent, please provide a copy of the most recent court order to be placed in your child's file. This document will only be used in case of emergency. Any suspicion of Child Abuse will be reported to the Director for immediate investigation and action with the appropriate authorities.

### LICENSES

We are licensed by the California State Department of Social Services.

### WHERE TO CALL

Please feel free to contact Miss Joy or Mrs. Ray at the office if you have any questions.

530-668-2447

or

[www.holyrosarypreschoo@sbcglobal.net](mailto:www.holyrosarypreschoo@sbcglobal.net)

