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ADMINISTRATION

Pastor	Fr. Cristobal Subosa
Principal	Mrs. Ladonna Lambert
Pre-school-Director	Mrs. Linda Camping
Administrative Assistant	Mrs. Valerie Lozoya

INFORMATION

SHA School Office	(951)654-2013
Principal	(951)654-2013
Preschool	(951)654-2105
SCRIP Office	(951)654-7594
SHA Web Site	www.shaeagles.org

A parent information board is located in the lobby. Information and a monthly list of activities are posted on the board.

We ask that parents discuss any problems that arise, with the teacher first. Further inquiries may then be made with the director or principal. The staff will be happy to schedule individual conferences when needed.

AFFILIATION

The Saint Hyacinth Academy Preschool is an auxiliary pre-kindergarten program of St. Hyacinth Academy. Its primary mission is to prepare children for the Pre-K_8 educational program of St. Hyacinth Academy. The policies of the pre-school are in accordance with the policies of the Diocese of San Bernardino and Saint Hyacinth Academy. Because preschools must be licensed through the state of California, some policies may not be consistent with those of the K-8 program. This handbook highlights important information about the program.

MISSION STATEMENT

In support of parents, the primary educators of their children, we accept our call to be Catholic Leaders and educators, and to share the need for stewardship and social justice. We aspire to teach as Jesus did and to walk with each child in their faith development; assisting them to attain their full potential.

PHILOSOPHY

The community of St. Hyacinth Academy believes that each child is uniquely created by God. Each child, possessing many dimensions in need of development. We welcome children regardless of their faith, social status, ethnic and racial backgrounds.

We believe that while the primary responsibility for the development of each child belongs to the parent, the Catholic school is one of the major forces assisting them.

We aim to create an environment which stimulates learning, promotes growth, and allows each child to attain their potential.

We believe that as social beings, each child has responsibilities and rights. To become a steward of society, each child must be taught respect, responsibility, and reverence.

We believe we are challenged to form a Spirit- directed faith community, mirroring Christ's loving care and forgiveness. By working together to accomplish this, we will be witnessing the Good News to those around us, there-by communicating God's presence in the world.

STUDENT LEARNING EXPECTATION

To live as an active Catholic who:

- * continues to learn about God
- * shares and lives their faith
- * does as Jesus would
- * prays daily

To live as a lifelong learner who:

- * becomes a good listener
- * helps others
- * learns how to solve problems
- * is excited to learn about new things

To live as an effective Communicator who:

- * can share through words and pictures
- * listens to the ideas and opinions of others
- * uses the tools of technology responsibly

To live as a responsible citizen who:

- * respects others and makes friends
- * always tells the truth
- * makes right choices everyday
- * serves his or her community with their time, talent, and treasure

STUDENT GOALS

Our goal is to provide a developmentally appropriate (play based) curriculum for children, which stimulates learning through hands on experiences in a loving, Christian environment. Children will be introduced to social concepts such as respect, pride, and independence, problem –solving skills, and a love of learning. All children will be encouraged and guided in developing various skills through the daily activities. We believe God uniquely creates each child. All children are welcome regardless of their faith, social status, ethnic or racial backgrounds.

STAFF DEVELOPMENT

The teaching staff has units in early childhood development and over 10 years of teaching experience. Our staff continues to attend workshops and conferences providing continuing education.

ADMISSION POLICY AND REGISTRATION

Admission to St. Hyacinth Academy Pre-school is open to all children who are three years of age by September 1 to six years. Children must be potty trained. Enrollment forms are available at the Pre-School or School Office, Monday thru Friday. 8:00a.m. to 3:30p.m.

Enrollment is limited. If classes are full, students may be placed on a waiting list at the request of the parent.

NON-DISCRIMINATION CLAUSE

In accordance with the policy set forth by the Diocese of San Bernardino, St Hyacinth Academy Pre-School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the respective schools. The school does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of their educational policies, administrative policies, financial assistance, and athletic or other school administered programs.

The administration of St Hyacinth Academy reserves the right to refuse registration or re-registration and to require a student to withdraw when parents are uncooperative and do not stand in support of school policies.

OPERATION POLICIES

SCHOOL HOURS:

The Pre-School is open from 6:30a.m. to 6:00p.m. Monday thru Friday during the school calendar year. Class instruction starts at 8:00a.m. The Pre-School is closed on legal holidays, religious holidays, and summer vacation outlined by St. Hyacinth Academy. We offer a ½ day program from 8:00a.m.to 11:30 a.m. and an extended day program from 7:30a.m.-3:00p.m.

SIGN-IN/OUT PROCEDURES

Arrival:

Please enter through the Sixth Street entrance of the Pre-School. A parent or authorized person must enter the school with the child, wait for the teacher to welcome you and conduct a brief health check of the child. The parent/guardian may then sign and record the time of arrival.

Dismissal:

Only those persons authorized, in writing, will be permitted to pick up a child. **NO ONE UNDER 18 YEARS OLD WILL BE PERMITTED TO SIGN A CHILD OUT-** No Exceptions. Those persons who are not familiar to the staff will be asked to present identification. The authorized person will sign and record the time of pick-up in the Sign in/out log.

Tardiness:

Students who are late for school are at a disadvantage because they lose valuable time to prepare for class work and miss important instructional time. Give your child the advantage of valuing promptness, by being on time for school each day.

Tardy policy:

Children are considered tardy after 8:05a.m. Class starts at 8:00a.m. Children

who are tardy more than 3 times in a month will not be admitted into class and must be taken home for the day. We are a school, not a babysitting service.

FINANCIAL POLICIES

Tuition and Fees:

An Annual Registration Fee is \$65 per child and is non-refundable. Tuition is based on the sessions attended. We offer half day, full day and extended day programs. Extended Service cards are available at a discounted cost of \$2.50 per hour if purchased through the school or pre-school office. If an ES card is not used, there is a \$3 fee for each hour or portion thereof and a \$5 administration fee for children who are brought earlier or picked up later than their scheduled session; there is a \$1 fee per minute after 6:00p.m. (To a maximum of \$20 per hour) which will be collected at time of pick-up. There are no credits, make-up days or exchanges in the event your child is absent on a day he/she was scheduled to attend. Annual tuition is for the scheduled school year as set by the principal; generally the last week of August to June and does not include Thanksgiving, Christmas, and Easter Recesses.

Tuition payments need to be made through the FACTS program, unless you are paying semi-annual or an annual payment. The tuition rate for Pre-school through 8th grade is an annual amount, payable in 10, 11, or 12 month installments. Families who enroll late and do not make a pre-payment for tuition in June for September will owe a full tuition at the end of the school year in June.

Returned Check Policy:

There will be a \$25.00 per check fee assessed for checks that are returned to the school by the bank. After two returned checks, the school will only accept cash, money orders, or bank checks. This applies to all activities which checks are written.

Tuition Refund Policy:

The schools refund policy with regard to tuition refunds is stated as follows:

1. No portion of a current calendar month's tuition will be refunded.
2. Only pre-paid tuition will be refunded provided that the month(s) of prepayment have not begun.
3. Non tuition fees, such as registration fees will not be refunded.
4. Any outstanding balance owed to St. Hyacinth Academy will be withheld from the tuition refund.
5. The St. Hyacinth Advisory Board reserves the right to modify this policy at any time.

WITHDRAWAL

In the event you should have to take your child out of school (example: moving, etc.) the school requires a two week written notice to let us know of your intentions.

HEALTH POLICIES

Please inform your child's teacher if there are any allergies, food dislikes, or health concerns that they should be aware of. We will do our best to accommodate your child's needs.

Health Check:

Please keep your child home if there is any indication that he/she is not well or if:

Child has had a fever in the last 24 hours.

Child has a heavy nasal discharge.

Child has a constant cough or rapid breathing.

Child has had diarrhea or vomiting in the past 24 hours.

Child is taking antibiotics.

Child has matted eyes or pink eye.

Child has a skin rash, untreated impetigo, or lice.

ILLNESS / INJURY

In the case of illness or injury, parents will be contacted. If the injury is minor, we will administer first aid and inform you at the time of pick up. In the event of a major injury or your child had become too ill to remain in school, we will notify you to pick your child up immediately. Paramedics will be called in the case of severe injuries. An incident report will be written and provided for the child and this school.

MEDICATION

The staff of the Pre-School is not permitted to provide or administer any medication. No medication may be left at the Pre-School with the exception of an inhaler or epi-pen. This includes cough drops. Parents may administer medication to their children at school.

Pandemic Flu:

This is an influenza outbreak which affects many people globally and is easily spread from person to person. (Influenza is when you have a fever of 101.5F or higher and one or more of the following: cough, sore throat, headache, and muscle ache. If the child meets this definition they must be excluded from school until symptom-free.

Pre-Cautions at School:

Posted cover your cough posters

Illness policy.

Washing hands before eating and after using the bathroom facilities and soiled materials.

Tissues are available in all rooms and waste baskets for disposal.

Educating children about respiratory and hand hygiene.

Decreasing spread of germs by routine cleaning.

Bathrooms stocked with adequate soap.

Surfaces cleaned after use by ill student.

Staff trained in flu symptom recognition.

Log for tracking illness and injury.

Encourage staff to obtain annual flu vaccine.

Confining ill students to a well vented, separated room until picked up by their parent or guardian.

SAFETY PROCEDURES**Child Abuse Policy**

Staff who work with your child and family care about your health and well-being.

We are mandated by law to report any suspicion of child abuse or neglect.

Emergency Information

Parent emergency information is on file in the children's files and in an emergency directory notebook.

Smog

On exceptionally smoggy days and air quality is bad, we will remain indoors.

Fire/Earthquake/Disaster Preparedness

Monthly fire and earthquake drills are conducted.

Emergency Procedure

Parents will be notified to pick up children immediately when an emergency situation arises; such as a natural disaster, loss of utilities, etc. This would be implemented when a hazardous condition or situation presents itself and hampers the welfare of the children and staff and/or hampers the implementation of proper health and safety regulations necessary for the correct care of children. All closings are at the discretion of the principal/or director.

In the event of a natural disaster, the faculty of St. Hyacinth Academy is prepared to care for the students. During this disaster period, all children will remain at the school until their parents or approved guardian personally receives them.

Emergency dismissal may occur at any time and may be made by the principal or principal designee when a serious condition warrants such action. If an emergency occurs outside school hours, please listen to local radio stations for instructions on school closure. As a rule, St. Hyacinth Academy will generally follow the same procedure as the public schools in the area.

First Aid

All staff is trained in CPR First Aid, and Choke-Saving Rescue/Breathing.

In the event your child receives a scrape or cut, they will be instructed to wash the area with soap and water and to dry it. A band-aid will be applied, if needed.

If your child receives a bee sting, insect bite, or splinter, etc.; by law we cannot remove it. The child will be instructed to do it themselves or you may be called. The area can be washed by your child and an ice pack can be applied. No medications or ointments, etc. applied by staff are allowed.

PRECAUTIONS

Toileting

Every child needs to be potty trained and be able to dress themselves. They need to be able to wipe themselves. In the event they should have a potty accident and cannot clean themselves appropriately; parents will be called to assist them. They need to zipper, button, and snap their own pants.

Equipment

Equipment is checked frequently and repaired or replaced; as needed.

Supplies

Cleaning supplies are kept out of reach of children.

Playground

Playground rules are established for the children for their safety and must be followed in order to prevent injuries from happening.

Parking

Parking is along the curb on the corners of Sixth and Santa Fe. The small driveway is for the director only. Please do not park in front of it.

Please do not leave children unattended in the car and your personal valuables. Lock your cars as a prevention of theft.

FOOD AND NUTRITION

Snacks

A snack is provided for children in the morning. If they are in attendance in the afternoon, another snack will be provided.

Lunch

Any child staying for lunch is required to bring a sack lunch or lunch box with an ice pack. A suggested lunch would be ½ sandwich, a piece of fruit, and a vegetable (celery sticks, carrots, etc.). We have microwaves to heat up warm-ups: like left-over, corn dogs, pizza, spaghetti, and etc. Thermos bottles tend to leak. Juice boxes, bottled water, or milk boxes work out really well. Please do not send a lot of sweets. Carbonated drinks are prohibited. We consider good nutrition a part of our program.

BIRTHDAYS, HOLIDAYS, AND CELEBRATIONS

School parties are held on Halloween, Christmas, Valentine's Day, Easter and the last day of school. Special activities are planned for Thanksgiving and St. Patrick's Day. Sign-up sheets for parties will be posted on the lobby door. Birthdays are celebrated. Parents may bring treats for their child's special day. Children who have birthdays in the summer will be given a special day during the year.

NAPTIME

A cot will be provided for all children staying after lunch. Sheets are also provided. Please send a small crib size blanket and a small crib or camp size pillow with your child's name marked on it. A bed time story will be read to them and lullaby music will be played during nap time. Before nap all children will be required to use the bathroom.

California state law mandates a two hour rest period following lunch time.

DRESS CODE

Children should be appropriately dressed for play. Pants or shorts for both boys and girls are recommended. Girls-no tank tops, midriff or spaghetti strap shirts. Please refrain from coveralls and other clothing that may be difficult to unfasten. Please be reminded of the changeable weather and dress your child appropriately. Provide sweaters

or jackets for cold weather days. Please write your child's name inside all sweaters and jackets. Shoes must be closed toe - no sandals. Rubber soled, non-skid, shoes such as tennis shoes are recommended. Unusual hairstyles are prohibited. Boy's hair should be cut above the collar and out of their eyes.

As a general rule, daily dress should be in keeping with the philosophy and standards of St. Hyacinth Academy.

EXTRA CLOTHING

We ask that you send an extra set of clothing (marked with your child's name) in a plastic zip lock bag in case of an accident. This should include: a shirt/top, pants, socks, and underwear. Please change them when the weather changes.

FIELD TRIPS

The Preschool children will be attending Church at St. Anthony's on the second Tuesday of each month. Each child will need a permission slip signed by the parent or legal guardian to attend Church or the various functions at St. Hyacinth Academy. The permission slip will remain on file for the entire school year.

PROGRAM

Curriculum

St. Hyacinth Academy Pre-School provides a developmental program that offers children the joy of learning in a variety of center based creative experiences which are exciting, challenging, and successful. The program features a Catholic based religion program which emphasizes an awareness of God and His love for us, as well as, daily curriculum that allows direction, self-motivation, and exploration of the world around us. Our qualified staff is dedicated to meeting the needs of the individual child. Lesson plans are posted in each room.

Conferences

Conferences can be scheduled at a parents or teachers request, when needed.

Discipline

Positive reinforcement is emphasized. A child who continually exhibits destructive or abusive behavior will be dismissed from the school.

SHARE-TIME/POSSESSIONS

Share items should be theme related. Share days are set by the teachers. Themes are posted in the lobby.

Please keep names on personal items, because you do not want them to get lost or taken by someone who thinks it belongs to them. This way it will prevent someone from taking it by accident.

PARENT INFORMATION

Communication

If you have a concern, please discuss them with your child's teacher first.

Teacher Talks are sent out each week to communicate what we have done in class

and occasionally items we might need you to bring from home for a project.

Responsibilities

Please make sure your child receives a proper nights rest so they will be able to function well at school and also a good breakfast before coming to school.

Children need to be brought to school on time and prompt. This is a training ground for them, teaching them life skills. (For instance, you have to be on time for your job, etc.)

Saying “GOODBYE” - The Four B’s

- 1. Be aware of your own feelings. Try not to pass your anxieties on to your child.**
- 2. Be firm! - Goodbye, I’m leaving now. I love you Try not to say “Is it okay if I leave now?”**
- 3. Be specific. Young children have a hazy sense of time. “I’ll see you right after story time” is better than “I’ll see you later”.**
- 4. Be there. If you are going to be late or if someone else will be picking up your child, be sure to let your child know.**

VOLUNTEER REQUIREMENTS

Volunteers

On occasion, we may need parent help. In order to volunteer in the classroom, all parents who want to help will need to be fingerprinted. Appropriate Diocesan forms can be obtained from the school office. Also, we need volunteers in order to make our computer program successful.

PARENT TEACHER GROUP (PTG)

St. Hyacinth Academy has a Parent Teacher Group (PTG) that assists with the fund-raising efforts and other related activities. Regular monthly scheduled meetings are held. All parents are encouraged to participate.

SCRIP PROGRAM

The St. Hyacinth Scrip Program is a volunteer run program designed to assist the school with its fund raising efforts and to keep tuition costs down. Parents are encouraged to support this program. It’s simple and costs the parent nothing but a few moments of their time. Contact the School Development Office for further details.

WEB SITE

Go to the St. Hyacinth Academy web page to get all the up-to-date information about the school. You may also e-mail teachers and the school administration with questions and comments. Although e-mail may not be answered the same day, all e-mail will be answered in a timely manner. Our web address is www.shaeagles.org.

You may e-mail staff from the school web page or from your own e-mail program. Please refer all questions pertaining to registration, tuition, and fees to the Admin e-mail. No e-mail will be acted upon if the sender is unidentified.

The school web-site will be updated bi-monthly or as needed to keep the

information current.

THE HELPING HANDS TREE

The Helping Hands Tree will be located in the school lobby on the wall. The tree contains items on the wish list not included in the annual budget. This is a possibility for you to help us purchase “extra” items not included in the annual school budget. This is a possibility for you to help us purchase “extra items” that might be fun for the classrooms. Participation is optional, and no one is obligated to participate.

COMPLAINTS, CONCILIATION, GRIEVANCES

Introduction

The Diocese and the Office of Catholic Schools place trust in their employees and desire to support them in such a manner that employees are freed from undue harassment. Constructive criticism of the school system is welcomed when it is motivated by a sincere desire to improve the quality of the educational program. A grievance is any alleged violation of the application, meaning, or interpretation of the terms of the employment agreement or any policies set forth in an approved handbook of school policies.

The primary purpose of a conciliation or grievance procedure is to secure at the lowest possible administrative level at the earliest possible stage.

COMPLAINTS

The normal channel for complaints concerning school personnel shall be from the complainant to the principal, then the pastor or pastoral coordinator in a parish school, and finally the Office of Catholic Schools.

All matters concerning school policy shall be from complainant to employee to principal to pastor or pastoral coordinator in parish school to Superintendent of Catholic Schools. If the complainant concerns the principal, the channel shall be from complainant to principal to pastor or pastoral coordinator in a parish school to Superintendent.

If the matter cannot be resolved through meetings with the complainant and the employee (and any other persons who may be involved), the complainant, the employee, or the principal shall follow the diocesan procedure for dispute resolution. In all cases, the employees shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of facts as he/she perceives them.

SPECIFIC PROCEDURES REGARDING PARENTS/GUARDIANS AND SCHOOLS

The Catholic Schools in the Diocese of San Bernardino have developed a procedure for addressing the disputes and issues that arise involving students and parents. Consistent with the principle of subsidiarity, this existing structure, as developed by the schools, will provide the Informal Conciliation level for addressing disputes involving students and/or parents/guardians.

Possible complaints are:

- *School policy
- *Personnel matters
- *Personality issues
- *Grading/sports/field trip eligibility/etc.

The process commences when a complaint arrives at the School Office directly or by referral from another office in the Pastoral Center. Due to confidentiality and respect for the individual, the process is conducted on an individual basis and never in a setting involving more than one complainant.

Step 1: The teacher/school principal meets with the parent/guardian to review the issues and area of concern. Complainants of a serious nature with the potential to result in step two or step three will require a written report to be sent to the pastor/pastoral coordinator and the Office of Catholic Schools.

Step 2: If the problem/concern is with the teacher then the parent/guardian reviews the issues and area of concern with the principal of the school. If the matter cannot be resolved at this level the parent/guardian may move to Step 3.

Step 3: If not resolved at the local level, an appointment is made with the Pastor/Pastoral Coordinator to review the issues, the defined procedure, and current status of concern. An update and summary of the meeting is forwarded to the Office of Catholic Schools.

Step 4: If not resolved at the parish level, the Associate Superintendent will review documentation and schedule a meeting with the concerned parent. Depending on the nature of the complaint, a procedure for follow-up is defined in writing.

Possible procedures for follow-up are:

- A. Diocesan Policy is supported - no additional meetings
- b. A meeting is scheduled (legal action would require Diocesan Attorney and Human Resources if dispute involves staff)

Possible action plans are:

- a. The local school dialogues with the person resolve issue
- b. A student discipline procedure is outlined
- c. A teacher or principal can be put into a development program
- d. A School Board can be put into a development program

Step 5: If there are still unresolved concerns, the Associate Superintendent will share all that has taken place with the Superintendent for final meeting with the parent/guardian and the principal.

If at the completion of the above steps a person is not satisfied with the outcome, they can appeal the outcome to the process beginning at the Formal Mediation stage.

The principal/director has the right to make any changes with a 30 day notice.

