

## **The Nature and Purpose of St. Alban's Preschool**

The Preschool/Kindergarten is an outreach ministry of St. Alban's Church serving families of the parish and community.

It is an Episcopal School offering excellence in developmentally appropriate and child-focused early childhood education. It cherishes Christian tolerance fostering "respect for the dignity of every human being"\* in the context of "an ever-widening circle of friends."\*\*

The School models the Christian Gospel by actively encouraging children to develop "an inquiring and discerning heart, the courage to will and to persevere, a spirit to know and to love God, and the gift of joy and wonder in all God's works;"\*\*\* and by regarding "failure not as a measure of worth, but as a chance for a new start."\*\*\*\* The School with Church assistance provides an age-appropriate non-compulsory weekly chapel service. It also utilizes appropriate forms of grace before meals and/or snacks and celebrates with songs, story and explanation of the major Christian and other spiritual holidays, including those of other faiths. It incorporates, with sensitivity, age-appropriate Christian nurturing in its curriculum, not to proselytize but to stimulate and develop children's spiritual interest and convey the enduring respectful faith of healthy hearts and minds advanced by Biblical and Episcopal teachings.

### **St. Alban's Preschool**

\*From the Baptismal Covenant, Book of Common Prayer (BCP) page 305

\*\*From a thanksgiving "For the Diversity of Races and Cultures," BCP page 840

\*\*\*From the "Prayer of Thanksgiving" following Baptism (BCP page 308), based on the Gifts of the Holy Spirit referenced in Isaiah 11:2.

\*\*\*\*From a prayer "For Young Persons," BCP page 829

## **Statement of Services**

St. Alban's Preschool is licensed by The Arizona Department of Health Services to provide part-time and full-day child care for children 2 years to 5 years.

Open enrollment is in February of each year. Spaces not taken in February are filled on a first come, first served basis, without regard to race, religion, or gender.

Children with special needs may be enrolled in the school provided that the existing program can meet the needs of the child.

Emergency medical procedures are posted in each classroom.

Inspection reports are available upon request in the Preschool office.

St. Alban's Preschool is regulated by:

Arizona Department of Health Services  
400 W. Congress, Suite 100  
Tucson, Arizona 85701  
(520)628-6540

## **Mission Statement**

We are an Episcopal School, an outreach ministry of St. Alban's church, serving families of the parish and community:

- Providing excellence in developmentally appropriate education in a safe environment that supports learning and success.
- Cherishing Christian tolerance and fostering respect for the dignity of every human being.
- Encouraging children to develop inquiring and discerning minds and hearts and to discover the gift of joy and wonder in all God's works.
- Sustaining excellence in personnel programs.

## **Goals**

The School will:

- Be committed to an environment that promotes effective communication
- Foster a positive School culture.
- Be proactive in identifying safety and liability issues and in developing procedures/policies.
- Maintain financial viability and responsibility.
- Expect a continuous improvement process that actively promotes educational excellence.
- Identify and communicate facility priorities and maintain a safe environment,
- Be committed to Board leadership continuity and quality.
- Be committed to strong parent, community, school and parish relationships.

## **History and Background of St. Alban's Preschool**

St. Alban's Preschool/Kindergarten was established in 1990 as an outreach ministry of St. Alban's Episcopal Church. Since that time, the school has provided developmentally appropriate preschool experiences for children in the community.

In June 2000, the school was accredited by the National Association for the Education of Young Children (NAEYC).

St. Alban's is a First Things First, Quality First accredited school.

## **Philosophy and Curriculum**

St. Alban's views young children as feeling, thinking and growing individuals. It is the preschool/kindergarten's role to provide a safe, supportive, nurturing environment where young children can grow and develop to their full potential.

St. Alban's addresses the needs of the whole child. Our curriculum includes opportunities for growth emotionally, socially, physically, creatively and cognitively. The staff at St. Alban's uses a child-centered process-oriented curriculum which is developmentally appropriate for each age group. A detailed curriculum statement is available upon request.

St. Alban's views discipline as part of the educational process rather than as punitive intervention by staff. Communication, redirection, and finally a brief "time-out" to regroup are the principle discipline techniques used at the school.

St. Alban's believes that its philosophy, programs, and methodology are appropriate for most children. However, St. Alban's reserves the right to exclude a child registered for the school year when St. Alban's feels that a mismatch may occur or has occurred, or when that child's behavior and/or actions are having a negative effect on the teaching and learning experience of the group, or when the child's behavior and/or actions impact the safety of St. Alban's staff, students, or visitors.

## **Staff**

The staff of lead and assistant teachers at St. Alban's Preschool and Kindergarten is well qualified for the positions which they hold. Lead teachers have, or are working toward degrees in early childhood, elementary education or a closely related field, with or without certification, plus successful experience working with children. Assistant teachers have a minimum of a high school diploma, (many have associate's degrees or higher) and previous successful work with young children. Each staff person is required to participate in a minimum of 18 hours of continuing education per year. Every effort is made to ensure staff stability.

## **Program**

St. Alban's Preschool is open from 7:00 am to 6:00 pm Monday through Friday. The school year runs from August to late May, with holidays and staff in-service days indicated on the school calendar. A school calendar is available to all families.

## **Field Trips**

St. Alban's Preschool does not participate in any field trips that go off campus.

## **Discipline Policy and Behavior Philosophy**

No hitting, shaking, pushing of children is ever allowed!

No verbal abuse (yelling) or humiliation of any kind is allowed.

No child shall be subjected to cruel or severe punishment and no child shall be punished for soiling, wetting, or not using the toilet. This includes verbal and non-verbal signals by the teacher of disgust or frustration.

No child shall be denied food as a form of punishment. No child shall be punished or humiliated for eating too much food.

Time out is used on a limited basis for severe aggressive behaviors only. An incident form will be filled out for each occurrence and filed by the teacher in our Health and Safety Notebook.

Redirection, which may include separating a child from the group and giving that child something quiet to do alone (reading a book, drawing pictures, etc.) is the most effective way to change a child's behavior. Children do not have to say they are "sorry" in order to join their friends. It is appropriate to help children understand how their friends feel. Developing empathy for others is an important developmental task that teachers can facilitate.

Discipline a child with love. Never allow a situation to reach a level where you start to discipline out of anger. If you as a teacher need a break from a child, get the director's or the assistant's help.

Some important principles are:

- Caring and control are both necessary ingredients of a good teacher
- Children learn skills, while increasing self-esteem
- A teacher must combine affection with control
- Discipline is liking children and letting them see that they are liked
- It is caring enough about them to provide good, clear rules for their protection
- If a child knows that what he does is important to the teacher, it starts being important to him, too, especially if they like and respect each other
- A child needs affection, order, security, and an interesting program, not punishment, fear, tension, silence, or pity

## **Daily Schedule**

### **7:00am-9:00am-Early Morning Care**

A variety of indoor and outdoor activities is provided for children who arrive early.

### **9:00am-12:00pm-Preschool Program**

Children are grouped in classes on the basis of age. Class size is limited to 17 per class to ensure program quality. Class curriculum is developmentally appropriate for the needs of the children in each class. We are pleased to include specialist classes as part of our program, including Dance on Thursdays, Chapel and Yoga on Tuesdays, weekly Gymnastics classes on Wednesdays, and Music on Fridays. Throughout the year we will be inviting other specialists to the school to share with us their area of expertise.

### **12:00pm-1:00pm- Lunch and Outdoor Play**

Children staying for lunch need to bring a nutritious lunch from home. Small items such as a cup of soup or leftovers may be micro-waved in the classroom.

On Fridays, children may purchase pizza lunch for an additional charge of \$4.00 per week. A sign-up form for Friday pizza lunch will be placed in your child's sign-in book.

### **1:00pm-3:00pm- Rest Period and Afternoon Programs**

After lunch, children who nap may rest in room 15 until 3:00pm. Preschoolers who do not nap will go to Rooms 18 & 19 for afternoon activities.

### **3:00pm-6:00pm- Extended Day Child Care**

Children staying after 3:00pm will have a variety of activities including a nutritious snack, outdoor play, reading, cooking, science, art projects, games, and block building.

St. Alban's makes every effort to accommodate parent's request for additional child care hours, however we cannot guarantee child care hours beyond the ones registered for. We ask that you let us know if you plan to leave your child beyond his/her scheduled departure time. There is a charge of \$10.00 per hour or part of an hour, per child, for additional care.

Please plan to pick up your St. Alban's student as scheduled. Our teachers are often scheduled to end their day at pick up times such as 1:00 pm and 3:00 pm. If you are late to pick up your child, there is a chance they will be late to pick up theirs! Thank you for being punctual! You will be charged an additional hour, per hour for late pick-ups.

### **Children's Enrollment Forms**

Children's files must include a completed registration form, a state-issued Blue Information Card, a copy of their most recent immunizations, a Family Information form, and a green Emergency Contact sheet before beginning school at St. Alban's.

### **Children's Information**

Please notify the school of any changes in your home or business addresses or telephone numbers, and any changes in persons designated for emergency contacts or medical care. Please update shot records when your child receives new immunizations.

### **Arrival and Departure**

Parents must sign their full name when signing children in and out of school each day. Sign-in books with a page for each child are located in each classroom. We require that the signatures of each person designated to deliver or pick up a child be on file at the school. Please be accurate when recording pick up and drop off times.

### **Student Release Policy**

If the person picking up your child is not known to St. Alban's teachers, they will be required to show a photo ID. Please let the people picking up your child know this, so they will bring photo identification with them. Inform the director and record on the Blue Card the name of any person NOT authorized to pick up your child.

St. Alban's Preschool and Kindergarten's student release policy is based upon the safety and well-being of the student. The school reserves the right not to release a student to his or her parent, legal guardian, person designated by the parent to pick up the student ("parent designee"), if a teacher or

school employee reasonably believes that the parent, legal guardian, or parent designee is incapacitated and cannot therefore safely operate a motor vehicle from the school with the student as a passenger. If the staff member cannot in good conscience release the child, the school will retain physical custody of the student until the impairment no longer exists or alternative arrangements have been made to provide safe transportation for the student. The school reserves the right to contact the Pima County Sheriff's Department or any other appropriate local authority to intercede should a dispute arise over the school's invocation of this policy.

### **Attendance**

Please try your best to bring your child to school by the time classes begin. Arriving late can be disruptive to the class and gives even young children the message that it's okay not to be here on time. If your child will not be attending school on a particular day, please call the office to let us know.

### **Late Pick Up/Early Drop off**

We recognize the complexity of everyday life and that occasionally children cannot be picked up or dropped off on time. There is a 15-minute grace period before and after your child's schedule before the \$10.00, extra charge will apply. If you need to add extra hours to your child's schedule, please contact the office staff.

### **Family Involvement**

Family interest and participation is welcome at St. Alban's. Families are welcome to visit their child at any time. Family volunteers are always needed for special projects, and celebrations. Families also contribute to class snacks by signing up in their child's classroom.

### **Family Evaluations**

Once a year, families have the opportunity to fill out a written evaluation of the school. The information shared by parents is anonymous or parents may prefer to sign their evaluations. However, the evaluations will be stored by classroom.

### **Room Parents**

Ideally, two room parents are needed from each classroom. Please tell the director or your child's teacher if you are interested in being a room parent.

1. Room parents help the teachers with parties and celebrations.
2. Room parents help with coordination of teacher appreciation efforts.
3. Room parents will also be members of the Events Committee.

### **Events Planning Committee**

The Events Committee plans, organizes, and runs various events during the school year. These include:

**-September- Family potluck dinner and PJ Book Fair**

**-October- Halloween Parade**

**-November- Peace Lunch**

**-December- Christmas Concert**

**-February- Rodeo**

**-March- Family Fund Raiser**

**-May- Mother's Day Tea/Last day of school**

### **Visitors**

Visitors are welcome at St. Alban's Preschool. Please check in at the office if you will be staying. Visitors will be supervised by staff at all times.

### **Snacks**

St. Alban's serves two nutritious snacks during the school day. A snack list is posted on a bulletin board outside each classroom. We ask that families contribute to our morning snacks by providing 17 portions of a healthy snack on the assigned day. Please sign up on the list for the day(s) you are able to contribute. If you forget to bring a snack, St. Alban's will provide a substitute snack. We ask that you bring in a non-perishable snack to replace the snack used. Afternoon snacks are provided by St. Alban's unless you have signed an allergy action plan and are providing your child with his/her own snacks.

**For safety reasons, we do not allow homemade treats. Only commercially prepared items may be served as snacks or birthday treats.**

### **Birthdays**

Each child's birthday will be celebrated at school. Parents may contribute a special treat for that celebration. **Please do not distribute party invitations, thank-you notes, or gifts at school.**

### **Fire Drills**

1. Calmly line up children in single file
2. One teacher takes classroom emergency book and proceeds in a quiet single file line to assigned area at the back fence (if classes are in rooms 11/12 they should go to the courtyard)
3. Before leaving the classroom, the second teacher should:
  - a. close all doors including adjoin doors
  - b. close windows
  - c. turn off lights
  - d. check bathroom
4. After reaching back fence, take attendance (i.e. teacher, "Mary," Mary, "here")
5. Wait for the all clear- return to room or proceed to evacuation plan if deemed necessary.

### **In Case of Evacuation of Area:**

All children and staff will be assembled by the back fence of the playground. After attendance is confirmed everyone will leave the playground and calmly walk through the gate to the desert area by the west side of the parking lot, approximately 500 yards from the building. At this time the decision will be made to keep children on the parking lot and evacuate from there or transition to church. If children stay on parking lot, the teachers will call roll again and begin using cell phones to call parents to use N. River Canyon Rd. to pick up their children. If children are moved to the church parents will be called and asked to pick children up by pulling off to the side of Sabino Canyon RD. by the back exit of the church. Children will be kept calm and in an orderly assembly until parents have picked them up.

### **Medication**

If your child needs to take medicine while at school, please be sure to give the medicine to Colleen for safe storage and sign a medication consent form. Medication must be in the original prescription container with the child's name, the name of the drug, instructions for dispensing, as well as the expiration date. It must also have the prescription number and the prescribing doctor's name.

**Non-prescription medication must also be accompanied with a doctor's note detailing the child's name and instructions for dispensing. If the medication is a liquid, it must be accompanied by a calibrated spoon. The only exception to this rule is sunscreen. A family-purchased bottle can be kept at school and applied as needed with written parental consent.**

### **Sunscreen**

Learning to be safe in the sun is an important part of Early Childhood Education in Tucson! Children who stay at St. Alban's for six hours or more should have a parental-purchased bottle of sunscreen at school. Please label the bottle with your child's first and last name. The sunscreen will be stored in a locked cabinet in the classroom and will be applied to children before afternoon playground time. St. Alban's does not provide sunscreen and we cannot apply sunscreen without written parental consent.

### **Clothing**

Please dress your child comfortably and simply for school. Preschool is an active and sometimes messy place. Clothes need to be washable and durable. Girls should wear shorts under skirts or dresses. To avoid confusion, please label everything sent from home.

Tennis shoes are best for active play. If your child wears sandals, they must have a back strap.

Please provide a change of clothes to keep in your child's cubby at all times. Clothing should be **labeled with his/her first and last name at all times.**

### **Bathroom Accidents**

When a child has a bathroom accident, the child shall be attended to immediately. The child should self-help as much as possible (i.e. removing soiled clothing, placing them in a bag, putting clean clothes on). If a child does not have a change of clothes they may borrow St. Alban's clothes.

If a child has a BM requiring more clean up than wiping and a change of clothes, parents will be called to take the child home. If the child is not ill they may return to school.

### **Diapers and Pull-Ups**

Diapers and/or pull-ups may be worn by the children in the 2s class in room 15. Diapers, pull-ups and wipes must be furnished by the family.

### **Reporting incidents at school**

If your child has an accident, or is injured at school you will receive an incident report in your sleeve. Please sign the report and return one copy to the office. If the injury involves the head or is deemed serious you will receive a call from the school.



### **Communication between Families and the School**

The staff of St. Alban's is always ready to help families with concerns and questions. The school communicates regularly with families through newsletters and notices. Each family has a clear file pouch in front of their child's sign-in sheet in the classroom sign-in book. Newsletters, notices, and tuition statements will be available in these pouches. Please check them daily. Each day teachers post a note in the classroom detailing highlights of the day's activities.

To ensure that families and staff have effective ways to resolve any issues or conflicts that may arise during the school year, we have found these steps helpful to follow.

- It is our policy that families and teachers communicate directly with each other regularly at St. Alban's. Our teachers are eager to know about and act on any issues or conflicts that occur. Open communication fosters respect and understanding between members of the community. This respect and understanding facilitates the resolution of any differences that arise.
- If further action is required, families or teachers should share concerns with the other party in writing, giving a copy to the director.
- Within one week, a meeting between the concerned individuals and the director will be scheduled

### **Family/Teacher Conferences**

Family-teacher conferences use a process of documentation called "Work Sampling" to record children's growth and development. Through photographs, anecdotes, and children's work, teachers put together a visual account of each child's accomplishments. Using recognized developmental milestones, growth in the following seven areas of development is assessed:

1. Thinking, Reasoning, and Problem Solving
2. Emotional and Social Competency
3. Language and Communication
4. Gross-Motor Development
5. Fine-Motor Development
6. Reading and Writing Development
7. Creative Development

The portfolio process recognizes and celebrates that all children develop at different rates and with various strengths. Collections are completed throughout the school year and will eventually be taken and treasured by the child and family.

The portfolio is a representation of your child as an individual with distinct interests, background, skills, and desires. Teachers look forward to sharing these treasured portfolio collections and celebrating the accomplishments of your child!

### **Special Events during the School Day**

If your child is not signed up to attend school on a day that a special event is happening, such as the Halloween Parade, they are welcome to attend **with** a parent or guardian. To maintain our school's child/teacher ratios, please do not plan to leave your child at school on a day he/she is not scheduled to attend without permission from the director.

### **Summer Program**

St. Alban's Summer Camp begins the week following the end of the school year. Summer registration begins in February. **Children enrolled in the school year program ARE NOT automatically enrolled in the Summer Session.**

### **Toy Weapons**

St. Alban's has a school policy regarding toy weapons and games of "killing and injuring" living things. We realize that children do play games of police and warfare; however, St. Alban's feels that such games should not be part of a child's school experience. No toy weapons of any kind are allowed at school.

### **Toys from Home**

St. Alban's cannot be responsible for toys that are brought to school. Check with your child's teachers to find out if and when toys are allowed in the classroom for show and share purposes.

### **Insurance**

St. Alban's Preschool/Kindergarten carries insurance in accordance with regulations in the State of Arizona. Available to parents upon request.

**Transportation** St. Alban's does not provide transportation.

### **Parking Lot Regulations**

For the safety and convenience of children, drivers, and passengers, please observe the following at all times:

**Enter the parking lot only through the lower or western entrance marked "Enter Only" and never through the upper or eastern connections marked "Exit Only". The parking lot was professionally designed around this simple flow pattern to minimize opposing traffic and increase driver visibility. Short cutting through the exit connections unnecessarily increases risk of accidents.**

Observe at all times the parking lot speed of 15 MPH. Remember that parents are often attending more than one child when escorting a student to class. Watching for children at all times is a must. A patient, considerate, deliberately slow pace is not only neighborly, but essential.

**Please park only in lined spaces. Observe handicap and reserved parking signs at all times. Temporarily leaving a vehicle in non-parking areas negates helpful flow and parking patterns.**

Parents, legal guardians or other responsible adults who come to St. Alban's Preschool and Kindergarten in connection with a child enrolled in the school are not permitted to leave children under the age of eighteen years unattended in their automobile and/or leave their automobile engine running unattended in the school parking lot. Neither St. Alban's Preschool and Kindergarten nor St. Alban's Episcopal Church are responsible for any injury and/or property damage caused by a violation.

# Sick Child Policy

**“A healthy Child is a Happy Child”**

Here at St. Alban’s we believe that a healthy environment creates a positive hands-on learning experience. Our classroom is for your child’s physical welfare, as well as the health of your child’s classmates. Therefore, we have developed a sick child policy to help maintain the health of all children and staff members. As a parent/teacher team, we realize there are times when it is more prudent for your child to be under your care at home. To guide you in deciding whether to keep your child home, we have an outline of symptoms of a sick child. St. Alban’s staff will follow these same guidelines. Please do not bring your child to school if:

If your child has a fever (100 degrees F or higher) or has had a fever during the previous 24 hour period.

If your child has a cold that includes one or more of the following symptoms:

- That is less than two days old
- Has heavy nasal discharge
- Has a congested cough
- Your child complains of ear pain with or without a fever

If your child has diarrhea or vomiting

If your child exhibits symptoms of a communicable disease:

- Red and/or runny eyes                      Rash
- Sore throat                                      Mites/lice

**ANY CHILD WHO DEVELOPS THE ABOVE SYMPTOMS AT SCHOOL WILL BE SENT HOME.**

**ANY TIME A CHILD IS SICK AND NOT ATTENDING, THE SCHOOL MUST BE NOTIFIED. PLEASE CALL THE OFFICE AT 296-2043. AT THIS TIME, THE OFFICE NEEDS TO KNOW THE TYPE OF ILLNESS.**

## **Your Child May Return:**

- After no fever for 24 hours without Tylenol or other fever reducers.
- The cold is over but the child has a minor nasal drip.
- Free of diarrhea and vomiting for 24 hours.
- Your child has been on medication for a minimum of 24 hours.
- Rash is completely gone or a note from physician states rash is not contagious.

## **Procedure for Sending A Sick Child Home**

- For routine illness, staff will contact parents/legal guardian.
- We will wait 30 minutes for a response and then emergency contact will be notified.
- For serious illness, we will require an immediate reply therefore, if a parent/legal guardian is not available, an emergency contact will be notified at once.

You know your child best. If he/she doesn't seem well, he/she is probably not well. St. Alban's strives to maintain high health standards. Let's work together to keep your child and classmates healthy and at school. **Severe Weather or Other Emergencies**

**St. Alban's Preschool and Kindergarten will follow the Tucson Unified School District's school delays, cancellations, or early closures due to severe weather or other emergencies. Tune into a local news source to find out if TUSD and therefore St. Alban's, will be delayed in opening, cancelled for the day, or will be closing early.**

### **FEES**

Registration, supply fees and any applicable deposits are required at the time of registration and are non-refundable.

Tuition is based on the school year. Tuition may be paid annually, semiannually, quarterly, or monthly. **Tuition is not prorated for months in which holidays fall or for student absences.**

You will receive a statement around the first school day of each month which will include monthly tuition and any charges for extra hours from the previous month. **Tuition can be paid with checks or money orders. We do not keep cash in the office, and are unable to make change of any kind for any payments to the school.** Payments may be mailed to the school, handed in at the office or dropped off in the drop box located on the wooden post in front of the refrigerator room. All questions concerning billing can be handled in the school office. **Please do not attempt to leave payments of any kind with our teachers. Taking care of your payment will keep them from taking care of your child!**

**Tuition is due by the 5<sup>th</sup> of each month. Late fees apply for tuition payments received after the 10<sup>th</sup> of each month. Schedule changes after the beginning of the school year, which result in a net decrease of hours, are subject to a \$25 charge per scheduled change.**

Children are enrolled for the school year (August-May). **If it becomes necessary for a child to withdraw from school before the end of the term, St. Alban's requires a written two-week notice given to the Director. The family is responsible for the tuition during this period. The child may or may not attend school during this time.**

St. Alban's does not routinely send out end-of-the-year statements for tax purposes. Please retain your monthly statements for your records. If you would like an end-of-the-year statement, please request one from the office. **Our tax ID number is 86-0360308.**

Please contact the director to discuss any concerns you have about tuition and any questions you have about discounts and scholarships.

### **Late Fee Schedule**

Monthly tuition is due, in full, by the 5<sup>th</sup> of each month unless prior arrangements are made with the office. Payments received after the 10<sup>th</sup> are subject to late charges as follows:

First delinquency: \$10.00 late fee

Second delinquency: \$20.00 late fee

Unpaid balances over 30 days will be charged an additional 10% penalty per month on the accruing unpaid balance.

If previously made payment arrangements are unmet, late fees still apply as indicated.

All accounts must be paid in full prior to enrolling for future school terms and prior to the first day of the new school term.

**Returned Checks**

A returned check fee of \$30 will be charged to your account if any check given to St. Alban's Preschool and Kindergarten is returned by the bank as unpaid.

**Spraying Pesticides**

The school property will be sprayed for pests one Saturday of every month. Families will be notified by posted notice 48 hours prior to the spraying. No nonresidential pesticide applications shall be sprayed on campus.

St. Alban's Preschool is licensed by The Arizona Department of Health Services. All annual reports are available for inspection in the school office.

**The St. Alban's Board of Directors would like to thank our families and staff who work so well together to make St. Alban's Preschool an outstanding place to learn.**

**Updated July 2020**