



Cataldo Preschool Parent Handbook

2022-2023

Mission Statement

Cataldo Catholic School's mission is to provide for the spiritual, intellectual, social and physical growth of all students. The school is an integral part of the ministry of the Catholic Church, in partnership with St. Augustine, Sacred Heart and the Cathedral of Our Lady of Lourdes. As a community, parents, staff, and pastors collaborate to develop and implement an educational experience that enables students to integrate Catholic faith, tradition, and values throughout their lives.

Preschool Philosophy

Cataldo Catholic School believes that the preschool program cultivates an awareness and respect for God's creation based on a Catholic foundation where students learn to become moral, ethical, and responsible members of society in a Christ-centered setting.

Acknowledging parents and families as primary educators, Cataldo Catholic School provides a preschool program that welcomes each family as partners in their child's education. Cataldo Catholic School provides a preschool environment that nurtures the whole child, recognizing each child as an individual. Through Catholic-based beliefs and teachings, the preschool provides a safe and developmentally appropriate environment that enhances learning, both socially and academically.

Preschool Goals

In accordance with our school's Mission Statement and Preschool philosophy, each child will...

- Develop spiritually, intellectually, socially and physically in accordance with each child's unique ability to learn
- Work to achieve their highest potential and to bring out their unique talents and gifts
- Engage in developmentally appropriate activities that foster the building blocks for reading, writing, mathematics, as well as fine and gross motor skills
- Engage in play that fosters the development of social-emotional skills
- Develop self-confidence and self-discipline
- Be socially and academically ready for Kindergarten

Admissions

Cataldo Preschool offers

- Preschool 3's program for children three years of age by August 31st
- Preschool 4's program for children four years of age by August 31st
- All enrollment is provisional and subject to evaluation by the teacher
- If a child is consistently disruptive or consistently endangers peers or staff, we may choose to develop and implement a behavior management plan or ask the family to delay enrollment until the following school year
- We follow the guidelines of PIECES to determine a child's readiness for Cataldo Preschool, which can be provided upon request.

Attendance Options

ALL options below are offered as HALF day (8:00 – 11:00) **OR** FULL day (8:00 – 2:30) schedules

Preschool 3's Class

- Monday-Friday
- Monday, Tuesday, Thursday, Friday
- Tuesday, Wednesday, Thursday

Preschool 4's Class

- Monday-Friday
- Monday, Tuesday, Thursday, Friday
- Tuesday, Wednesday, Thursday

After school care (2:30–5:00 pm) is also available through Cataldo Care. Separate registration is required.

Schedule Changes

Cataldo Preschool will accommodate additions to student schedules, longer school days or more school days, if able, according to staffing and student to teacher ratios.

Cataldo Preschool cannot accommodate any reductions in student schedules (either days or from full to half day) or changes outside the published schedules listed above under Attendance Options.

Communication with Cataldo Preschool Teachers

Cataldo preschool teachers are available by phone or by email. Voicemails and emails will be returned as soon as possible, outside of teaching times.

Each week, a classroom newsletter is distributed via email to provide families with information on the topics covered during the week and important upcoming dates. Every Cataldo family also receives the all school weekly digital newsletter, the In Touch.

Parent-Teacher Conferences

In keeping with the philosophy that parents are the first and most important educators of their children, Cataldo Preschool holds parent-teacher conferences at the beginning of each school year. This conference is an essential philosophical component and ensures the foundation for a strong family connection. It is essential for teachers to get to know each family to enhance the learning experience for each child from the first day of school.

Another parent-teacher conference will be scheduled in early spring. These conferences are an important opportunity to communicate as a team regarding progress made, academic and social emotional goals for the remainder of the school year, and placement for the next school year.

Parent-teacher conferences may also be requested as needed, either by the parents or the teacher, at any time throughout the school year.

Preschool does not participate in Fall and Spring Parent-Teacher Conferences with grades K - 8, however these conference days will be NO SCHOOL day as per the published school calendar.

Tuition and Fees

Current tuition information can be found on the Cataldo website www.cataldo.org

Arrival and Dismissal

Arrival

- Travel west on 18th, turning right into the fenced parking lot
- Park in the parking lot
- Cross 18th at the crosswalk
- The exterior doors are open from 7:45 - 8:05 am only
 - If you arrive anytime after 8:05 am, please ring the doorbell at the 18th Street entrance and go to the main office
- Preschool 4's parents, walk your child to the preschool exterior doors at the northwest corner of the building and continue to your child's classroom
- Preschool 3's parents, enter through the Stevens Street doors and continue to your child's classroom

Dismissal

- Preschool 3's students will be escorted to the Stevens Street steps at 11:00 am (half day students) and 2:30 pm (full days students) and dismissed directly to a parent or guardian.
- Preschool 4's students will be escorted to the preschool exterior doors at the northwest corner of the building at 11:00 am (half day students) and 2:30 pm (full days students) and dismissed directly to a parent or guardian.
- Pick-up at times other than your child's regularly scheduled dismissal time must be done through the main office.

Daily Schedule

An updated daily schedule is available upon requests for Preschool 3's or Preschool 4's.

- The following things are needed daily by each preschooler in our program: A water bottle (no twist off spouts, no juice of any kind please).

- Proper clothing and closed-toe shoes to be able to play outside, to play inside, and to make a mess
- A big healthy snack if your child leaves school at 11 am.
- 2 big healthy snacks and a big lunch if your child stays all day (pack more than you think they will eat for the first few days until you see how he/she does. Learning and playing makes kiddos very hungry).
- A child-sized sleeping bag for nap time or a crib sheet and blanket (pillow & stuffed animal are optional) in a reusable shopping bag or similarly sized bag. All your child's nap supplies need to fit in one bag. (full day students only).
- A pair of "inside shoes" that your child will wear only inside our classrooms to help keep our classroom floors as clean and hygienic as possible for floor play and napping (croc or native style shoes have been working out well).

Snacks and Lunch

Half Day (8:00 – 11:00) Students

- Parents should provide a nutritious snack for their individual child each day.
- A water bottle should be sent every day (no twist-off spout).
- No juice of any kind please.

Full Day (8:00 – 2:30) Students

- Parents should provide a nutritious snack for their individual child each day.
- A nutritious lunch is also required for full day students.
- An additional snack is suggested for children that stay for Cataldo Care (after 2:30).
- A water bottle should be sent every day as well (no twist-off spout).
- No juice of any kind please.

Milk Program

Milk can be ordered for the entire school year and is billed in advance for FULL DAY students only. An application for free or reduced priced milk can be obtained in the main office. Only white milk is served in Cataldo Preschool.

Hot Lunch Program

Hot Lunch is served on specific Fridays for FULL DAY students only. Hot Lunch must be ordered and paid for ahead of time through the main office each quarter. Preschool students will still need a snack on hot lunch days.

Outdoor Play

Outdoor play is an essential element of Cataldo's developmental philosophy for preschool students and is included in the program on a daily basis for both half day and full day preschool students. Please send your child with proper clothing so they may be comfortable and safe whenever we are outside. This includes closed toed shoes, hats, mittens, boots and snow pants when necessary.

Children will not be taken outside when the temperature (wind chill factored in) drops below 20 degrees.

Outside play may also be canceled due to rain, threatening weather, air quality, etc.

Rest Time for Full Day Students

Cataldo's policies, as well as Washington State policies, for rest time are:

- Individual bedding that needs to be taken home and cleaned weekly.
- 1 hour of quiet time on individual cots when a child attends school for 6+ hours/day.
- Quiet activities that are not disruptive to other children can be provided.

Clothing

Preschool children should wear clothing and closed-toe shoes each day to ensure that children are able to play outside, to play inside, and to make a mess.

Please provide a full outfit of clothing, including shoes, in a labeled ziplock bag, to be kept at school in case of accidents.

Please label all of your children's clothing and belongings. Cataldo preschool cannot be responsible for any lost items.

Birthdays

Birthdays are a special time for children. Treats may be sent the day the student would like to celebrate his/her birthday. Please be aware of any allergies students in the classroom might have.

Parties

In order to protect feelings and to create a sense of community and belonging, invitations and thank you notes may NOT be distributed at school by students or teachers. Please refer to the school director for parent contact information.

Lost and Found Items

Items that are left behind will be placed in the lost and found bins in each preschool classroom.

Preschool teachers will periodically post photos of lost items. It is advisable to check the main lost and found cabinet by the front office as well.

Special Treasures and Possessions

Cataldo Preschool is fortunate to have a large variety of toys and manipulatives with which your child can play and learn. Toys and personal play items are not allowed.

Supervision Policy

A major responsibility of the Cataldo preschool staff is to ensure the health and safety of each child entrusted to our care. Staff is alert to the safety needs of students and to possible hazards. Staff will take necessary appropriate precautionary and preventive measures.

If a child becomes ill, they may be isolated and kept comfortable in a section of the room not in use, but within the visual and auditory range of a staff member until a parent arrives to take them home.

Discipline

Cataldo Catholic School's Discipline Policy and Procedure outlines the following for any action that takes place on the Cataldo School campus or at school sponsored functions.

PRINCIPLES

- Every person deserves to be respected and treated with Christ-like action.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

BEHAVIOR EXPECTATIONS

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will act with integrity and respect for the Cataldo School community.
- I will always be in the proper place.
- I will walk in the building at all times.
- I will use all materials and equipment properly.

Cataldo Preschool teachers will begin to teach these principles and expectations in a developmentally appropriate way. Expectations will be kept within the child's capabilities and positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

When a child is experiencing difficulty being safe near his/her peers, that child may be asked to "take a break" for a short period of time to give the child a chance to calm down and, ideally, think about the problem. The child will always be in visual and auditory range of a staff member during this break and the break will end with encouragement to try again. Staff will not impose punishments for failure to eat, sleep, or toileting accidents.

If a child is consistently disruptive or consistently endangers peers or staff, we may choose to develop and implement a behavior management plan or ask the family to delay enrollment until the following school year.

Policy and Procedure for Excluding Ill Children

Children with any of the following symptoms will not be permitted to come to or remain at school:

1. Positive Symptoms for COVID-19
Symptom Decision Tree "What to do if a person is symptomatic"
2. Fever of (equal to or greater than) 100.4°F (temporal) and who also have one or more of the following:

- Diarrhea or vomiting
 - Earache
 - Headache
 - Sign of irritability or confusion
 - Sore throat
 - Rash
 - Fatigue that limits participation in daily activities
2. Vomiting within the past 24 hours.
 3. Diarrhea: within a 24-hour period or any bloody stool.
 4. Rash, especially with fever or itching.
 5. Eye discharge or conjunctivitis (pink eye) until clear or until 24 hours of antibiotic treatment.
 6. Sick appearance, not feeling well and/or not able to keep up with the program.
 7. Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
 8. Lice or scabies: Children may return after treatment.
 9. Ringworm

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms and no longer have significant discomfort.

The parent/legal guardian will be notified in writing, either by letter or posting notice in a visible location, when children have been exposed to a communicable disease.

The parent/guardian or emergency contact will be notified to pick up the child if he/she displays any of the above symptoms.

Staff members will follow the same exclusion criteria as children.

Reporting Absences

When your child must be absent from school, due to illness or any other reason, we ask that you inform the school in one of two ways:

- Call the school attendance line at (509) 624-8759, extension 4.
- Email your teacher

We ask that you do not text any Cataldo Preschool staff member regarding your child as Cataldo Preschool staff are not able to check their phones during teaching hours.

Medication Management

Medication, including sunscreen, will only be given with prior written consent from the child's parent/legal guardian and physician.

Medications for chronic conditions such as: Asthma or Allergies

For chronic conditions (such as asthma), the parent/legal guardian's written consent must be renewed at least once a year (this will vary with the age of the child and how long the child has been on the medication). A Food Allergy and Anaphylaxis Emergency Plan and/or an Asthma Action Plan must be filled out and kept on file.

Parent Participation - Code of Conduct

Parents are encouraged to participate whenever possible in the activities at school. Parents who wish to attend field trips, class parties, or special classroom events are required to complete or renew the Diocesan Code of Conduct training.

Babysitting Policy

Because Cataldo Preschool and Cataldo Care staff members are so special, we are often asked about babysitting. Cataldo staff members are authorized to babysit, if the following stipulations are met:

- Must be initiated by the parents
- An employee is not permitted to babysit while she/he is scheduled to work at the preschool or Cataldo Care
- An employee cannot transport a student from Cataldo for insurance reasons

For additional information, please refer to the Cataldo Catholic School Family Handbook