



PRESCHOOL/PRESCHOOL/PREK & EXTENDED CARE HANDBOOK

2022-23

St James School

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McMinnville, OR 97128

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www.stjamesmac-school.com

Dear Parents and Students,

***"Let the little children come to me because the kingdom of heaven belongs to people like these."
Matthew 19:14***

Welcome to St James Catholic School Preschool/PreK & Extended Care Program! In choosing St James School for your son or daughter, you have demonstrated a commitment to the values and philosophy of a Catholic education. This same commitment is anticipated as you entered a partnership with the St James Catholic School Preschool/PreK & Extended Care Program.

The Preschool/PreK & Extended Care Handbook reflects the policies of St James School Preschool/PreK & Extended Care Program for the 2022-2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St James School Preschool/PreK & Extended Care Program during the 2022-2023 school year. Failure to uphold this agreement may result in your child's termination from the program and/or the school.

The faculty and staff of Preschool/PreK & Extended Care Program look forward to working with you to promote a positive experience for your child and you.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Sandy Lonergan
Principal/Preschool/PreK & Extended Care Director

St James School

St James School is currently a Preschool through Grade 6 Catholic Elementary School under Archdiocese of Portland in Oregon Schools Office.

The curriculum stresses academic achievement through play within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology follows the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St James, we are attempting to "teach as Jesus did."

St. James School uses *Mother Goose* as its main resource to guide children through Preschool and PreK activities which prepare them for their entry into multiage learning communities at St James. We strive to offer a program which makes use of many other sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

Sisters Clara, Corsina, and Alberta of the Franciscan Order could not know or imagine the present-day school that would evolve from the one they came to from Milwaukie, Wisconsin in 1906. The Sisters were warmly received by the McMinnville citizenry in a ceremony dedicating the school. The two-story frame building opened with a student body of 30 youngsters. The present building was built in 1949 with an enrollment of 192, staffed by six nuns and one lay teacher, Miss Sadie Bruce.

In 1965, the enrollment had reached 285. As enrollment began dropping in numbers, the number of nuns teaching gradually diminished, and eventually they were recalled by their Order. In the early 80's, class level was reduced to five grades with the later addition of kindergarten, preschool and an Extended Care Program. A legacy of tradition of Catholic education had been well-established and is still carried on by lay teachers today, however St. James School welcomes children of all faiths. Students enrolled come from a wide range in socioeconomic status.

Today, St. James School is supported by the local parish of St. James, through tuition and fundraising efforts of our parents, and by other donations and grants. Tuition assistance is available based on a family's need as determined by an online application through FACTS management.

In fall of 2019 St. James School became a multi-age learning community. Currently the school has four communities of instruction including: Preschool (3-4-year-old students); Primary (5-6- year-old students); Early Intermediate (7-8-year-old students); and Intermediate (9-11-year-old students). Students are with the same teacher over a two-year period. Older students become leaders in their community while younger students grow at a faster pace due to the older students in their learning community.

In addition to the core learning community teachers, our school has a principal and a full-time administrative assistant as well as two instructional assistants. Students have PE classes three times per week, music appreciation classes two times per week and art instruction once per week. These positions are taught by licensed teachers within our current staff. Technology instruction is provided once per week within each learning community

Mission Statement of St James School

The Mission of St. James Catholic School is to work in partnership with parents, to provide a Christ centered, safe, and creative environment for learning. Students grow toward spiritual, intellectual, emotional, and physical potential

Mission Statement of St James Preschool/PreK & Extended Care Program

St James Preschool/PreK & Extended Care Program is a vital part of the mission of St James Catholic School extending its mission to provide a Christ-centered Catholic educational experience for our early learners and for students who attend our before care and after care programs that will help to develop the whole child – spiritually, academically, and socially.

Philosophy of the Preschool/PreK & Extended Care Program

St James School Preschool/PreK & Extended Care Program provides a safe welcoming environment for the students in early learning and before/after care programs to pray, learn, play, and foster relationships

outside of the multiage learning communities. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

Preschool/PreK Attendance

When a student enrolled in Preschool/PreK & Extended Care is absent from school, a parent should call the school office by 8am each day of the absence. St. James PreK program is scheduled for MWF either 8am to 11am (half days) or 8am-3pm (full days). Students may be dropped off at the front door of the school as early as 7:45am. See below for information on Extended care.

Extended Care Attendance

Extended care enrollment is limited to multi-age learning community students before and after school. Parents of preschool and PreK students who have a child(ren) enrolled in a multiage classroom concurrently with a child in Preschool/PreK may request special exceptions for occasional use of the before and after school Extended care program.

Parents must sign license viewing disclosure form, complete student emergency form as well as departure form, and pay it forward before a student may attend extended care. Parents pay for 30min tickets of time per student at a rate of \$2 per ticket. Payment is made using the square on the school's website or paying at the office in person or over the phone. To assist the director with staffing the school requests that parents notify the office of days and amount of time their child(ren) will be in extended care each week. This allows the Director to plan for the number of staff members that will be needed each day.

Students who are sent home during the school day as a result of illness will not be allowed to return to school to participate in the Preschool/PreK & Extended Care Program.

Extended Care closes at 5pm each day. A charge of \$1 per minute past closure time will be billed to a parent account for tardy pick up. St James has a x3 late policy in place due to tight staffing numbers. If a child is picked up late 3x withing one trimester the student is not allowed to attend Extended care the remaining days of that trimester.

Licensure

St James Catholic School Preschool/PreK & Extended Care Program is licensed through the State of Oregon. License is shared with preschool/preK families

during orientation each fall, and parents are required to sign a viewing disclosure form. Extended care families are asked to view the posted version at their first drop off or pick up and sign the viewing disclosure form.

Admission Information

Nondiscriminatory Policy

St James Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Preschool 3s and PreK 4s

Beginning January of each new year St James School opens enrollment for the following school year. Preschool enrollees must be age three by September 1st in the year that they are enrolling for and fully toilet trained. Enrollment is capped at 8 students due to staffing requirements. PreK 4 enrollees must be age four by September 1st in the year that they are enrolling for as well. Developmentally students in these Early Learning programs require routines and limited interruptions for continued growth toward kindergarten readiness, therefore enrollment after September is determined based on the number of children previously enrolled in the program as well as family circumstances that require late enrollment, i.e., family just moved to the area. Late enrollees (after September of the school year) will complete a probationary period to determine full enrollment. This policy is established to uphold the integrity of St. James Early Learning Program as well as respect the instructional practices that the teachers have put in place, i.e., the fall trimester focuses on the social-emotional growth of the children and the learning of important routines. Admission will be determined by spots available following current enrollment and state licensing requirements.

Extended Care requirements include the following which are on file in the school Office:

- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Record of IEP
- *Baptismal Certificate, if applicable
- *Emergency Form
- *Medical Release Form
- *Allergy Care Plan if applicable
- *Departure Form/List of people who may pick up child from program at parent request
- *Students must bring their own snack
- *Pre-payment of projected 30min increments of time child will attend @ \$2 per 30min block of time

Preschool/PreK Requirements:

- *Completed Registration Application
- *Registration Fee of \$100 per child
- *Emergency Form
- *Medical Release Form
- *Birth Certificate
- *Allergy Care Plan if applicable
- *Departure Form/List of People who may pick up child from program at parent request
- *Students must bring their own snacks and lunch daily

All new and returning students will be given a trial period of not less a trimester. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St James School Preschool/PreK & Extended Care Program. The recommendation and decision of the Director in collaboration with the teacher is final.

Financial Obligations

2022-2023 Fee Schedule

Extended Care

Registration.....\$2 for 30minute increments of time per child

Preschool 3s Half Days = \$1714 Full Days = \$2976
PreK 4s Half Days = \$2190 Full Days = \$4286

There is no Financial Assistance for Preschool/PreK & Extended Care. If your family experiences a change in your financial situation during the school year, please speak with the Principal.

Payments:

- Preschool/PreK payments are made in full by late August before school begins or monthly from September through June of the school year enrolled.
- Extended Care is prepaid in 30min/\$2 tickets of time for each student
- All Application Fees are **NON-REFUNDABLE**.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- The school reserves the right to refuse continued attendance in Extended Care and/or Preschool & PreK for students with an outstanding tuition and/or extended care fees.

Payment Options:

- Credit Card payments/personal check/Cash in person at the school office
- There will be a \$30 returned check fee for all checks made payable to St James School that do not clear the bank.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the Preschool/PreK & Extended Care Program.

Allergy Policy

St James Preschool/PreK & Extended Care Program recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies to participation in the program.

All Preschool/PreK & Extended Care staff who come into contact with children with allergies are provided with training on allergies via required annual safety trainings as well as through annual beginning of the year trainings from the principal/director.

1. Asthma/Allergy Medication

Immediate access to reliever inhalers/Epipens® is vital. Children are required to check out their inhaler/Epipen from the school office. Parents are asked to ensure that the school is provided with a current labeled rescue medication and annually parents must complete medication form that is kept in the office. All medication checked in at office will be checked out to parent at end of the school year.

2. Record Keeping

At the beginning of each school year, or when a child joins St James Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy register which is available for all school and Preschool/PreK & Extended Care staff. If medication changes in between times, parents are required to inform the school and the Preschool/PreK & Extended Care Director.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in the Preschool/PreK & Extended Care Program that are potential triggers for children with asthma/allergies. Be advised that no school or Extended Day Program can guarantee that a child will not come in contact with a substance that may trigger an attack.

Allergic Reaction/Emergency

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

Tables will be sanitized following any food related events held in the Preschool/PreK & Extended Care Room.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food in Preschool/PreK & Extended Care programs.

Birthday Observances

Students enrolled in the Preschool/PreK will receive special recognition on their birthday during the school year and during the last week of school for summer birthdays. If a parent chooses to send a treat for classmates they must be store bought and individually packaged.

Buckley Amendment

St James School has chosen to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. It is extremely important that this same information is shared with the Director of the Preschool/PreK & Extended Care Program so that the student(s) is released to the custodial parent or guardian.

Bullying and Cyberbullying

St James School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face a timeout to refocus and natural consequences, suspension, and/or expulsion.

Cell Phones, I-Pads and other Electronic Devices

Students participating in the Preschool/PreK & Extended Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, I-Pads®, E-readers, etc. **Items taken away from students will be returned to the parent(s)/guardian(s).**

Child Abuse Laws

St James Catholic School abides by the Child Abuse laws of the State of Oregon. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Preschool/PreK & Extended Care Director in collaboration with the Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, e-cigarettes, toys, trading cards, laser lights, CDs, I-Pads, fidget spinners, toys/personal items from home or cameras are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

Crisis Plan

St James School has implemented a “crisis plan” in the event of a lockdown emergency. All teachers and Preschool/PreK & Extended Care Staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure location away from the school.

Emergency Drills

State Law requires that fire drills be held monthly during Preschool/PreK & Extended Care Programs. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column;
5. Return to building when signal is given.

Earthquake drills are held periodically. The procedures are:

1. Duck under desk or table, cover head, and hold until all clear signal given;
2. Walk briskly to the assigned place in single file;
3. Wait quietly for instructions from teacher and/or administrator
4. Return to classroom when signal is given.

Gum

Students should not chew gum at school at any time that they are at school this includes during the Preschool/PreK & Extended Care Program. Any student identified with chewing gum will be asked to dispose of it in the nearest garbage can; parent will be contacted and plan put in place if needed for repeated offense.

Harassment

Harassment of any type is not tolerated. The Director of the Preschool/PreK & Extended Care Program in collaboration with the Vice-Principal investigates all complaints of harassment. Students involved in harassing behavior face timeout to refocus, suspension, and/or expulsion.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St James School Preschool/PreK & Extended Care Program will send newsletters home electronically.

Hours of Operation

Preschool and PreK programs are in session on all regular school days throughout the school year.

The Extended Care Program is open from 7am-7:45am/3:00 PM – 5:00 PM any day that the school is open. The Extended Care Program is closed on Snow Days, Teacher Inservice days, Scheduled Holidays, and other days when the school is not in open. Preplanned early release days happen throughout the school year; after school care is cancelled on these early release days. Please look for text messages from the school for any exceptions to this schedule.

All students should be picked up by 5:00 PM each day. Students who are not picked up by 5:00 PM will incur an additional charge of \$1.00 per minute. Students will be denied access to the after-school program if they are picked up late 3 or more times within a trimester. If students have not been picked up by 5:30pm this service will be suspended for future use by the parent.

Preschool PreK Daily Tentative Schedule

8am-9:00am	Circle Time/Bathroom break
9:00-9:30am	Morning recess break
9:30-9:50am	Handwashing/AM snack break
9:50-11am	Stations/music/art

Extended Care Program schedule

Mon/Tues/Thurs/Friday

3:00-3:15 pm – Dismissal from classrooms to Extended Care room after regular school pick up

3:15-3:30pm - Restroom Break, Snack and Drink Time

3:30-4:00pm – Outside or gym recess break

4:00-4:30pm -reading, writing, math facts practice

4:30-5:00pm – board games, building activities, puzzle work

*Wednesday early dismissal at 2pm

2:00-2:15pm – Dismissal from classrooms to Extended Care room after regular school pick up

2:15-3:00pm – Restroom break/drink time; Outdoor or in the gym recess break

3:00- 3:15pm – Snack break

3:15-4:00pm – Board games, puzzles, building activities

4:00-4:30pm -reading, writing, math facts practice

4:30-5:00pm – arts and craft activities

**A movie is an optional choice on the First Friday of each month.

Lost and Left

Any items found in the Preschool/PreK & Extended Care Room or on the school grounds will be placed in office basket for lost or left items. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Medication

No medication is given during Extended Care Program. Students who need medication between 3:00 PM and 6:00 PM should make arrangements with the school office prior to coming to Extended Care.

Office Records

Since the Preschool/PreK & Extended Care Program utilizes the school data base, Parents/Guardians are requested to notify the school office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Uniforms

Students in the Preschool/PreK & Extended Care Program will always wear their school uniform unless free dress day is in place. Students are not allowed to change to play clothes.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, a post will be made to the school's SIS platform and a text message will be sent. The Preschool/PreK & Extended Care Program will also be closed if school closes due to inclement weather.

Right to Amend

St James School reserves the right to amend this Handbook. Notice of amendments will be sent through e-mail communication or posted on school information system

Parent Signature Page

I have read the 2019/2020 St James School Preschool/PreK & Extended Care Handbook and agree to follow the policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

SIGNED FORM DUE TO PRESCHOOL/PREK & EXTENDED CARE
DIRECTOR BEFORE A STUDENT MAY ATTEND THE
PRESCHOOL/PREK & EXTENDED CARE PROGRAM.