



2023-2024

Little Blessings Preschool

Family Handbook

School Information :

4701 NW Franklin Street

Vancouver, WA 98663

(360) 696-2301

(360) 696-6700 FAX

Principal: Stacey Stewart

Preschool Director: Sarah Weddle

Parish Information :

4723 NW Franklin Street

Vancouver, WA 98663

(360) 695-1366

Pastor: Father Leonardo Pestaño

School Website:

www.lourdesvan.org

School Email Address:

lourdes@lourdesvan.org



Dear Preschool Parents and Students,

Welcome to the Our Lady of Lourdes Catholic School community! Please take time to read the Little Blessings Preschool at Our Lady of Lourdes Family Handbook. It is a valuable reference book to help you and your family understand our Preschool's values, policies, processes, and procedures. Also included is information to help your child have smooth and enjoyable transitions to school experiences, and to answer questions that may arise during the school year. It is important that you discuss the handbook with your family and uphold it in your homes.

Once you have read the Handbook, we ask that all parents of your household sign the back page and return it to the School Office. If you are reading this online, you may print off the back page, then sign and send it to the School Office.

It is important to note that because policies and situations change as the year progresses, this is a document that may be modified at any time by the administration at Our Lady of Lourdes Catholic School. In the event that any changes need to be made to the handbook, parents and students will be notified.

As always, we want to affirm that we consider participating with families in the formation of their children a privilege and an awesome responsibility. Never hesitate to contact us with a question or concern.

Sincerely,

Stacey Stewart, Principal

Our Lady of Lourdes Catholic School

Our Lady of Lourdes Catholic School is a Preschool through 8th grade Catholic elementary school under the Archdiocese of Seattle's Office for Catholic Schools.

The curriculum stresses academic achievement within a Christian community where children feel that they are loved and respected. United with each other in meaningful liturgy and prayer, the students can come to a deeper understanding of the Catholic faith. At Our Lady of Lourdes, we strive to "teach as Jesus did." Our theology curriculum is developed and implemented in close relationship with our Parish and in compliance with the U.S. Conference of Catholic Bishops. The Archdiocesan curriculum guidelines are consistent with the State of Washington, and all secular subject areas follow the National Common Core Curriculum State Standards. The curriculum is marked by current content and fresh approaches to methodology. All textbooks and resources used are approved by the Archdiocese of Seattle.

School Mission Statement

Our Lady of Lourdes School prepares our graduates for a rich spiritual life, academic excellence, creative pursuits, and compassionate service in our changing world.

School Vision Statement

Inspiring our world through faith, education, and service.

School Philosophy

Our Lady of Lourdes is a Catholic parish school offering an environment that supports the Christian development and dignity of all its members. The school is committed to the Church's educational mission of building a vibrant Catholic community by teaching the Gospel message. Our students pursue academic excellence and embrace the Church's call to social justice and service towards others.

Our teachers and staff value education as a life-long process with its roots in the family. We support the family in our conviction that a lively faith, high academic standards, self-discipline, and mutual support provide a strong student-centered foundation for the growth of every child.

Our Lady of Lourdes Schoolwide Learning Expectations (SLEs)

Our Lady of Lourdes prepares a graduate for a rich spiritual life, future academic pursuits, and compassionate service by guiding a student to become-

A faith-filled person who:

A1- demonstrates a strong knowledge of Catholic beliefs and traditions, and actively participates in our faith community.

A2- demonstrates compassion, consideration, and respect for life, self, and others.

A life-long learner who:

B1- demonstrates creative, independent, and critical thinking.

B2- communicates effectively and collaboratively in a variety of situations.

B3- organizes time, materials, self and space successfully.

A good citizen who:

C1- demonstrates knowledge and respect for the diversity in our world.

C2- demonstrates a strong work ethic and participates in the community.

C3- seeks opportunities to expand individual interests and to challenge themselves to reach their individual potential.

Preschool Curriculum

Little Blessings Preschool at Lady of Lourdes believes firmly in the value of learning both as a process and as a goal. Thus academic and social learning in the following areas is of prime importance:

Religion	Physical Education	Language Arts
Mathematics	Social Studies	Music
Science	Art	Health

In addition, Little Blessings Preschool provides guidance and encouragement in the areas of personal, social, and spiritual growth within an atmosphere of Catholic Christian community. From this experience, it is hoped that each child will come to understand how to apply the Catholic value system to his or her life.

Finally, Little Blessings Preschool invites parents to become actively involved in working with school personnel to maximize their child's educational opportunities. Since parents are the first and primary teachers of their own children, it is important that a cooperative relationship be established between home and school, with the child's best interest being the primary goal.

Admissions Policy

Application to Our Lady of Lourdes Catholic School is on an annual school year basis. Preschool classes are limited to 20 students per day, per classroom as per state law. The class enrollment for K-8 may be raised at the discretion of the principal.

Our Lady of Lourdes educates students in the Catholic tradition, integrating the Church's beliefs and practices with academic discipline. It is open to students of all religious faiths. Our Lady of Lourdes' goal is to graduate a student who is a faith-filled person, is a good citizen, and is a life-long learner, in accordance with our Schoolwide Learning Expectations.

All applicants must submit the required application materials. Prospective families participate in a personal interview with the principal.

An applicant's admission to Our Lady of Lourdes Catholic School is evaluated based upon:

1. Relationship to Our Lady of Lourdes Parish, or other Catholic parishes;
2. Academic achievement;
3. Social development; i.e., age, control of behavior, ability to use the restroom, etc.
4. Family's involvement in faith formation;
5. Reasons for seeking enrollment;
6. Expectations of the school; and
7. Potential contribution to a diverse student body

The order of priority for selection of qualified students is:

1. Siblings of currently enrolled Pre-kindergarten-eighth grade students;
2. Children who are registered members of Our Lady of Lourdes, St. John the Evangelist, The Proto-Cathedral of St. James the Greater, Holy Redeemer, Sacred Heart, and some other local Catholic Parishes
3. Children of members of other Catholic parishes;
4. Children of Our Lady of Lourdes Catholic School alumni
5. All others

Statement Of Nondiscrimination

Our Lady of Lourdes Catholic School admits students of any race, color or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. In the administration of its policies, the school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan and athletic and other administered programs.

Tuition And Fee Payment Policy

1. All payment plans are managed by SchoolAdmin Billing, and must be kept current.
 2. Registration fees are paid through SchoolAdmin with tuition payments.
 3. Facilities & Safety fees are paid through SchoolAdmin with tuition payments
 4. Classroom and preschool fees are collected in June through SchoolAdmin.
 4. All tuition and fees for the current year must be up to date prior to Registration for the following school year.
 5. Contact the Office Manager for any questions regarding your tuition payments.
- Any deviation from this policy must be reviewed and approved by the principal prior to registration for the following year.

Stewardship Program Guidelines

Parent/Guardian Stewardship is a means of letting responsibility for the success of school programs be shared by all. Stewardship asks families to examine their strengths and interests so they may apply them to the education of their children at Our Lady of Lourdes Catholic School. The manner of affirming this commitment is made available through the service hours program.

The service hours program, while an obligatory program, hopefully will be perceived as an invitation to all to become more a part of the Our Lady of Lourdes faith community, and an opportunity to have a greater role in your children's school life.

We believe that parents of Our Lady of Lourdes students have placed a high priority in their children and their education. We are offering this program as an opportunity to act on these priorities.

All parents are required to pledge stewardship hours in various fund-raising and service activities. Families with children enrolled in Kindergarten - 8th grade and preschool must fulfill 30 hours of service per year (15 hours for *single parents) **Families with only Preschool students have the following service hour requirements: 3 days/week - 20 hours, 5 days/week - 30 hours.** Only half of the required

hours may be credited for classroom work, i.e., in the classroom, field trips, etc. The remaining required hours must be fulfilled outside of the classroom, i.e., Health Room, Auction, Fundraisers, Hot Lunch, Golf Tournament, Development program, Parish activities, etc. This is a wonderful way to become acquainted with school parents and grow in the spirit of Our Lady of Lourdes Catholic School and Preschool community, while helping minimize the increasing annual cost per student. If you have questions, direct them to lourdes@lourdesvan.org.

***Single parents are defined as those not having any spousal support, both in finances and in the raising of the child/ren. Divorced families, where both parents are still taking part in the upbringing and finances of the child/ren, are considered a two parent family under these rules and guidelines, and will be subject to the same guidelines and rules of a two parent family.**

IN AN ATTEMPT TO AVOID MISUNDERSTANDINGS, A FEW BASIC GUIDELINES FOR THE STEWARDSHIP PROGRAM ARE LISTED BELOW:

The Stewardship Program will run from the first day of school through the last day of school.

Each family is to accumulate a minimum of 30 hours (15 hours for single parents) of service and report at the designated time. Please do not quit your service hours once you reach your hour commitment, your help is needed all year, especially in our health room!

If you are unable to meet the service hours obligation, you have agreed in your tuition contract to compensate the school at the rate of \$15 per hour for those hours you are unable to complete. You will be billed at the end of the school year. There will be no carry-over of extra hours to the next service hours program year, and no trading of hours between families.

-Field trip helpers count straight hours for the duration of the field trip.

-All coaches will count the hours of practice as well as game time.

If parents feel they are not receiving ample opportunity to work the hours they pledged, it is their responsibility to contact the principal to see what can be done to rectify the situation.

Parents are asked to track their own service time. You may now log your hours online on our website (click on OLL Parents) or you may fill out the form sent home at the beginning of the school year. This form should be submitted to the school office in May. Extra forms are available in the office.

Volunteer's Code Of Ethics

- CONFIDENTIALITY – A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students.
- COMMUNICATION – Always direct other parents' concerns to the classroom teacher. Written notes and comments are most helpful to the teachers because of time. If there is a conflict or difference in opinion, please go directly to the source and deal with the challenge. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.

- **QUALITY WORK** – If you don't think you can do the job, please be honest and talk to the teacher involved. If directions need clarity, please ask. Please work in the classroom, or in the parish lounge if space is available. Please do not work in the faculty room.
- **DEPENDABILITY** – The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.
- **RESPECT FOR OTHERS** – Children learn from watching you. Practice patience and understanding toward the children and staff which helps our students value and apply these qualities.
- **ROLE** – At all times, a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request. Volunteers are directly accountable to the principal. Volunteers agree to abide by established policies and procedures of the Archdiocese.

Safe Environment Requirements

All volunteers helping in Our Lady of Lourdes Catholic School are required to fill out a Volunteer Background Check and Authorization Form, and also attend an initial 3 hour Safe Environment volunteer training session as required by the Archdiocese of Seattle. If you have not done both, you will not be allowed to volunteer in the school or parish buildings.

Background checks along with your Safe Environment training, are updated online every three years. You will be notified by Virtus when you are due for renewal of both.

All volunteers driving on field trips must also have a driver insurance form on file in our school office. This is filled out each year, and not carried over from year to year.

*** Before volunteering for anything, call or email the school office to make sure you are cleared to volunteer. Thank you! ****Current COVID-19 guidance will determine any other necessary volunteer protocols and requirements. These may be modified throughout the school year.***

Unconditional Contract Obligation

The withdrawal of a student(s) at any time after an enrollment contract is signed and received by the school will result in the payment of ALL non-refundable fees as well as the payment of tuition through the withdrawal date or 10% of annual preschool tuition/ per student, whichever is greater. Collection of annual tuition and other fees may be waived only in the following cases: (1) the family relocates their residence more than 30 miles away from Our Lady of Lourdes Catholic School; (2) the student is dismissed by the school; or (3) the principal determines that the school cannot appropriately meet the academic, behavioral, emotional, or spiritual needs of the student.

Withdrawal Process

To withdraw a student from Our Lady of Lourdes Catholic School, the parent must inform the principal, in writing, of the family's intent to leave the school. After all owed tuition and fees are paid, final transcripts will be issued.

Scrip Program

Our Scrip Program is an on-going fundraising program for Our Lady of Lourdes Catholic School, that works while you shop. Scrip is simply a word that means “substitute money” – in other words, scrip is gift certificates from national and local retailers. They’re the same gift certificates that you buy at the store. Many popular retailers participate in our scrip program including JCPenney, The Gap, Shell, Pizza Hut, Red Lobster, and many, many others.

Scrip participating retailers agree to sell gift certificates to our school at a discount. Our families buy the certificates for full face value, they redeem them for full face value, and our school keeps the difference as revenue. With scrip everybody wins:

- The retailer gets cash up front and repeat business...
- You get a powerful fundraising alternative that involves no selling...
- Our school gets a regular source of revenue.

The beauty of scrip is that you put your regular household shopping dollars to work. You earn money for our school without spending a single additional penny. Just spend your regular shopping dollars with scrip at the stores that participate in the scrip program! And scrip can be used for just about any household purchase including food, clothing, entertainment, gasoline, and even dining out.

The Our Lady of Lourdes scrip program is mandatory for all families. You must earn \$150 in profit during the course of the scrip year (May 1 – April 30). If you do not wish to participate by purchasing scrip, you may “Buy-Out” by adding \$150 to your tuition bill for the current school year. Scrip is available for sale at the school during the school year and at the Parish Office during the summer. It is always available after masses, except on holidays, year-round.

School Code of Conduct

Our Lady of Lourdes Catholic School provides a climate that is appropriate for a Christian learning community and that fosters in its students self-discipline, responsibility for one’s actions, problem-solving skills and respect for the rights and property of others. Students are expected to behave with respect for the educational environment of the school and to conduct themselves in a manner that will permit teachers to teach and students to learn without interference or disruptions. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Christian values.

Each teacher will discuss school rules and disciplinary action with students at the beginning of the school year. Each student, under the direction of the teacher, is responsible for helping establish rules and procedures for his or her own classroom. The following forms of conduct will be considered inappropriate and will necessitate disciplinary action. They apply to all students, but they are not inclusive.

1. Disruptive conduct which deprives other students of the right to learn.
2. Disobedience or lack of respect for authority.
3. Fighting or physical abuse, or use of harassment, both physical and/or verbal, written or electronic.
4. Use of abusive, profane, or obscene language or gestures.
5. Lack of respect for personal, school, or parish property.
6. Theft of property on the school or parish grounds.
7. The possession of cigarettes, drugs, weapons, or alcohol on school or parish property.
8. Non-academic personal property brought to school without prior permission of the teacher.
9. Other inappropriate conduct as determined by the school.

Infraction of school rules will result in disciplinary procedures subject to the age of the student and seriousness of the incident. The principal is the final recourse in all disciplinary situations and may waive a disciplinary rule at his or her discretion.

Preschool Behavior Management Plan

At Little Blessings Preschool, our goal is to maintain a safe and orderly environment in which your child can learn and feel safe while at school. Therefore, we place a great emphasis on encouraging appropriate behavior of the children to help them develop self-control, self-confidence, and self-discipline. An effort is made to help the children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. Positive reinforcement, pacing, and practicing good behavior are used to avoid behavior problems.

The rules are posted in the preschool classrooms and reviewed often with the children. Classroom rules children are expected to learn to follow are:

1. Always listen to your teachers.
2. Be nice to others.
3. Take care of the things in our classroom.
4. Give Me Five (This rule is used during group time situations to gain the children's attention.)
 - Eyes watching
 - Ears listening
 - Mouth quiet
 - Hands and Feet to yourself
 - Hearts caring

Consequences for breaking the rules are:

1. Verbal warning to child stating the rule being broken.
2. Positive redirection to a quiet activity by him/herself.
3. If step 1 and 2 are unsuccessful in resolving the misbehavior, we will escort the child to the office to talk to the principal and notify the parent of the behavior. The principal will then escort the child back to the classroom to talk to the teacher about his/her behavior.

Any physical aggression i.e. biting, hitting, kicking, etc., in the classroom will result in the child being escorted to the office by a staff member and the parent will be called to pick their child up for the day.

All rules and consequences are discussed daily with the children. Parental support and follow-through are necessary to any successful behavior management program. Please contact your child's teacher if you have any questions.

Bullying Policy

It shall be the policy of Our Lady of Lourdes Catholic School and Little Blessings Preschool that the school shall develop and implement an effective program to prevent, reduce, and intervene in incidents of bullying behavior by OLL students. Our Lady of Lourdes Catholic School hereby adopts the following definition of bullying. This definition is taken from language developed by the Shoreline School District as paraphrased from Washington State Senate Bill 5528 (adopted 03-09-02.)

Bullying shall be defined as:

An intentional written, verbal, or physical act against a student which is motivated by the bully's perception of that student's race, color, creed, gender, sexual orientation, or other distinguishing characteristics, when the intentional act:

- > physically harms a student or damages his/her property,***
- > substantially interferes with the student's education,***
- > is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or***
- > substantially disrupts the orderly operation of the school.***

Furthermore, it shall be the policy of Our Lady of Lourdes Catholic School that in carrying out this policy, the building principal shall:

- > identify and conduct staff and/or parent educational or training activities necessary to carry out this policy,***
- > establish an effective school-wide data collection and reporting system,***
- > implement appropriate prevention, reduction, and intervention strategies, and***
- > implement an effective monitoring program and evaluation system.***

Child Abuse or Neglect Reporting

All teaching and support staff are required by state law to report any suspected child abuse or neglect (RCW 26.44). The educator's role is not to investigate or verify the situation but to report the suspected abuse, setting in motion the process of getting help for the child.

School Day

Schedule

The preschool (full day) and K-8th grade school day begins at 8:15 each morning and ends at 3:05 each afternoon, Monday through Friday. The half day preschool begins at 8:15 and ends at 11:15, Monday through Friday. Occasionally school will dismiss early for teacher in-services, work days, special events, etc. The school has a monthly 2-hour late start. On late-start days, the school day begins at 10:15 and ends at 3:05. No half day preschool on late start days. The daily activity schedule for the classroom is posted in each preschool classroom.

Full Day class 8:15am - 3:05pm

Half Day Class 8:15am - 11:15am

Sign In and Sign Out Procedures

Your child must be signed in each morning and signed out at the end of the day either by their parent, or a pre-arranged adult. The signature must be a full, legible signature. The sign-in book will be located outside the classroom doors. *

****To comply with published health and safety protocols, drop off and dismissal procedures may be modified throughout the year.***

Arrivals And Departures

Our Lady of Lourdes has a drop-off and pick-up procedure for the safety of preschool students and families. You must park in the north parking lot and WALK your child to class using the walkways, and pick them up at the classroom door promptly at 3:00, and WALK with them to your vehicle. Do not allow your student to walk in the parking lot unescorted by you. For the safety of all students, we ask that no child arrive at school before 8:00 a.m. All play equipment is off limits before and after school. When school is dismissed, we ask that you sign your child out and enter the classroom to pick him/her up promptly at 3:00 in the afternoon. If you are delayed past 3:15 p.m., you must contact the school office to make arrangements for your child. When you arrive on campus, you must sign your child out in the preschool log book. **For the safety of all, the south and north doors are locked until 8:00 a.m. The north end doors to the building will be locked from 8:15 a.m. until 3:00 p.m. each day.** You may enter the school building by our south doors during these hours. Please check in at the school office.

Tardy and Absence Policy

All students must be in the classroom when the final bell rings at 8:15 a.m. If they are not in class, they will be considered absent and must go to the school office for a tardy slip.

When a student is absent for the day due to illness, the parent must call the school office by 8:15 a.m. Leave a message if the office is not open yet, or the lines are busy. We will call you at 8:30 a.m. if we have not heard from you and your child has been marked absent.

When it is necessary to leave school early, the student must bring a note to the office in advance. For safety reasons, parents or a prearranged person must pick up their child from the office in cases of early release or illness. You will be asked to sign your child out of school in the school office as well as in the preschool classroom.

Preschool Dress Code

- No spaghetti-strap tops
- No open toed shoes for your child's safety; shoes must tie, velcro, or buckle
- Socks must be worn to school everyday
- Rubber soles are preferred for all preschool shoes
- No jewelry, with the exception of stud earrings
- Shorts must be worn under dresses/skirts
- Belts must be worn if pants fit loosely
- Fasteners on pants, such as belt buckles, must be easy to use for the child
- No tops that split in back and fall away from the body

Communication

There are several ways parents can contact preschool teachers, or get updates on classroom and school happenings.

- 1.) The Weekly Messenger, which is emailed to school families, contains our weekly newsletter, as well as other fliers and calendars. This is the main communication the school has with its parents.
- 2.) OLL Website. Each teacher has his or her own page for the class (www.lourdesvan.org) (ID - guest; Password - lancers). A weekly newsletter will be sent out via email by either the classroom teacher or Director.
- 3.) E-Mail. If you have additional questions that are not addressed on the website, or if you just have a concern, e-mail is one of the best ways to contact the preschool teachers. You can find all email addresses on the school website. We do our best to respond in a timely manner.
- 4.) Scheduled Meeting. The preschool teachers are more than happy to meet with you if you have concerns you would like to discuss. Please email to set up a meeting.
- 5.) We will share your email with our room parent so you can be notified of special events and activities. Please let us know if you do not want your email shared!

What To Do When You Have A Problem, Concern, Or Suggestion

The staff of Our Lady of Lourdes Catholic School works closely with parents in order to best meet the needs of each individual child. During the course of a child's time in this school, it is likely that every family will at some point have a question, a concern, a problem, or a suggestion. We welcome and encourage your close communication; our common goal is to help your child. By identifying the problem and analyzing possible solutions, together we can meet any challenge and move forward in a positive manner. **The best rule of thumb is to go directly to the person who has responsibility for the situation.**

Emergency or Weather Related School Closure

In the event of a need to close or delay school because of weather conditions, we will follow Vancouver School District's decision. If they are opening one hour late, so will we; if they open two hours late, we will do the same. If they are closed, so are we. **Also, please keep listening to the radio or TV if we are having a delayed opening, because sometimes it is changed to a closure. Our Half Day Preschool and our Extended Care program are closed in the morning if a delayed opening is announced.** If school is closed, so is Extended Care. A decision is usually made by 6:00 a.m. and called in to radio and TV stations by Vancouver Public School District's. At times, the decision may come later, so keep checking during the early morning hours. Parents do have the option to decide when their child should be kept home based upon hazardous conditions in their immediate area. **No announcement means that schools are open as usual.** If we have an emergency release because of weather, or non-weather reasons, please follow your emergency release plan on your Emergency Dismissal form filed with the school. You should keep a copy of this form at home. If weather conditions indicate a need for an early release, we follow VPS's decisions. Again, parents have the option of picking up their child early based upon conditions in their immediate area.

Critical Events and Disaster Policy Information

As part of our continuing efforts to keep your children safe at school, several years ago Our Lady of Lourdes School compiled a comprehensive Critical Events Procedure Manual (kept in the main school office) with the help of the Archdiocese of Seattle and local law enforcement agencies. We have set plans in place for emergencies of all kinds. Our classrooms each have a condensed version of our manual in the room, along with the emergency dismissal forms for each of the students and various other forms and information sheets.

We require that parents review the Disaster Policy in their child's classroom.

Forgotten Items and Messages For Your Child

Students are expected to arrive at school with materials needed for the day. Parents are asked not to disturb classes during the day to deliver such items. Each time we interrupt a class, students lose a valuable part of the instructional day. **If parents want to deliver forgotten lunches, jackets, etc., you must drop them off in the school office and we will deliver them to the classroom.**

Parents may leave messages by phone or in person in the school office for students. These messages are delivered each day fifteen minutes before dismissal.

Party Invitations/Gift Giving/Deliveries

If you wish to invite classmates to a birthday party, the invitations may only be handed out at school if all classmates of the same sex as your child or the entire class are invited. This policy was made to reduce the feeling of rejection within the classroom. Please consider the ramifications of having parties where a few classmates are not included. Consider a small party of one, two, or three of your child's best friends in class, or all the boys, or all the girls.

If your child has a gift to give to a fellow student such as on Valentine's Day or Christmas, please arrange for delivery before or after school; such individual gift exchanges should not happen in the classroom.

We ask that you not send flowers, balloons, etc., to your child while they are at school. If they do arrive for your child, they will be held in the school office until school is released for the day.

Wellness and Food Policy

Healthier snack guidelines for a healthier student! Little Blessing Preschool has adopted new guidelines for snacks that are allowed at our school. We ask you as parents to help implement this policy with foods that provide nutritional value to keep your child energized throughout the day.

We are not allowed to microwave food items sent from home, due to the healthier guidelines that we have adopted.

Each lunch the child eats at the center must contain:

- A Dairy Product (such as milk, cottage cheese, yogurt, and cheese)
- Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)
- A grain product (such as bread, cereal, bagel, or rice cake)
- Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable to equal the total portion size required)

When juice is served in place of a fruit or vegetable it must be one hundred percent fruit or vegetable juice.

No homemade items will be allowed for snacks! To meet the nutritional requirements of the preschool students, we will be purchasing all the snacks for the classroom. The snack / supply fee for the 2023-2024 school year is **\$100**.

SPECIAL OCCASIONS - you are welcome to bring items that do not meet the nutritional requirements on special occasions, but they must be limited to store-purchased items.

Animal Policy

We do not have animals in our classroom.

Library Policy

To ensure that all students have access to school library books, borrowers should return books in a timely manner. You will be billed at the end of the year for any books not returned to the library.

Parent/Family Visitation and Free Access

Parents and/or family members are welcome to visit classes at any time with permission of the teacher or principal. For security reasons, **all visitors in the school during school hours are required to report to the office to obtain a visitor badge**. Parents may inspect or obtain a copy of their children's permanent record file with 24-hour advance written notice. When a student transfers from Our Lady of Lourdes, all financial responsibilities must be paid in full before student records will be forwarded.

****To comply with Covid-related mandates of Washington State, the parent/family visitation policy may be modified throughout the year.***

Non-Custodial Parent

This school abides by the laws of Washington State with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, or visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Standards For Parents of Children Attending Catholic Schools

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- Be a partner with the school in the education of your child.
- Understand and support the religious nature of the school.
- Read all communications from the school and request clarification when necessary.
- Be as actively involved as you can be in the life of the school, and to volunteer assistance when possible.
- Be sure your child attends school daily and is on time.
- Make certain that your child is clean and dressed appropriately in accordance with the preschool's dress code.
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions.

- Teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Know and understand the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.
- Encourage in your child a desire to learn and a respect for self and others.
- Support the school in word and deed with positive communication and marketing of the school.

It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.

- Field trip helpers count straight hours for the duration of the field trip.
- If parents feel they are not receiving ample opportunity to work the hours they pledged, it is their responsibility to contact the principal to see what can be done to rectify the situation.
- Parents are asked to track their own service time. You may now log your hours online on our website (click on OLL Parents to find the service hours form) or you may fill out the form sent home at the beginning of the school year. This form should be submitted to the school office in May. Extra forms are available in the office.

Field Trips

The following requirements must be met for all field trips and other school- sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old;
- The driver must submit to a Volunteer Background check and show no felony, DUI, or reckless driving convictions;
- The driver must be current on their Safe Environment training;
- The driver must have a driver's form on file in the school office;
- The driver must have COVID-19 vaccination status verified with school office;
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
- Children under age 8, unless they are 4'9" tall (whichever comes first), must be restrained in an appropriate child restraint system (car seat or booster seat).
- Children less than 13 years old are to be transported in the back seat, where it is practical to do so.
- Child restraint system must be used correctly according to the car seat AND vehicle manufacturer's instructions. Always follow the manufacturer's instructions and guidelines for both the child restraint and the vehicle.

Verbal permission to travel on a field trip is not permitted. Permission must be written on the field trip permission form required and approved by the Archdiocese. Children not enrolled in the school should not accompany the class field trip.

Preschool Health Policy

Little Blessings Preschool Health Policy is located in each preschool classroom. It is a precise plan on handling any health related issues in the classroom and on the school grounds. **Parents are requested to review this policy at the beginning of each school year, and sign-off that they have read it.**

Pesticide Policy

Little Blessings Preschool / Our Lady of Lourdes Catholic School Pesticide Policy is located in each preschool classroom. It is a precise plan on pesticide use in the classroom and on the school grounds. **Parents are requested to review this policy at the beginning of each school year, and sign-off that they have read it.**

Bathroom Policy

By the start of school, all children in our preschool classes must be completely toilet trained and not in pull-up training pants. For health and safety reasons, our preschool staff is not allowed to change children's clothes or diapers or help them on the toilet. If a child is unable to change their own clothes because of an accident, parents will be notified to come in and address the situation.

There are two bathrooms situated between the two preschool classrooms. One is designated for girls, and one is for boys. Students will be allowed to use the bathroom one at a time. The teachers will be supervising the student's use of the bathroom at all times from the open door. The student's privacy is respected at all times, but staff will check on the student if they have been in the bathroom for a lengthy time. Staff will assist with buttons, belts, and zippers when needed.

Medications

Children may not keep medicine in their personal possession while at school. All medications to be taken while at school must be kept in the school office accompanied by a signed form from your doctor, along with the parental signature, and directions for administration. All medications for students are stored in a locked cabinet in the school health room. Doctor and parent permission slips are kept in a notebook in this cabinet, and any time a student receives his/her medication, the time and date and dose are noted in this notebook and signed by the office personnel administering the medication. Only office personnel are allowed to dispense medication. The child is escorted to the office at the agreed upon time, and the dosage will be given under office personnel supervision.

Lockdown Information

As part of our continuing efforts to keep your children safe at school, several years ago Our Lady of Lourdes School compiled a comprehensive Critical Events Procedure Manual with the help of the Archdiocese of Seattle and local law enforcement agencies. We have set plans in place for emergencies of all kinds. Our classrooms each have a condensed version of our manual in the room, along with the emergency dismissal forms for each of the students and various other forms and information sheets.

We are prepared for different levels of lockdowns. The most likely scenario would be of a situation in the neighborhood requiring our students to remain inside. In a case like this, classrooms are notified via the intercom system, all hallway doors and classroom doors are immediately locked, and lessons are

continued. Our Lady of Lourdes School will remain locked and no one will be admitted until after the emergency has ended. Students will not be allowed to leave the classroom until we receive a clearance from the police.

In case of an active shooter on campus, teachers have been trained to have their students run first, if possible; secondly shelter in place; and fight in place as a last resort. In this scenario, parents will be directed to gather at the First Presbyterian Church, 4300 Main Street, for information and instructions. You will be reunited with your child there.

Special Needs of Students

If a student has special needs, we will do all we can to accommodate them. We will work closely with the parents to make sure their needs are met.

Immunization Law

Washington law requires that every child entering into any Washington public, private, or parochial school for the first time, must have received all of the required immunizations or meet one of the requirements listed on the form supplied by the school. Out-of-state transfer students are given a 60-day grace period to obtain their immunization records, or to initiate immunizations. If parents opt to not have their child immunized, they must have a doctor's signature on the Washington State Dept. of Health Certificate of Exemption on file with the school. Per Archdiocese of Seattle policy, we are only allowed to accept **medical** exemptions for state required immunizations.

****To comply with Washington State DOH requirements, all immunizations still need to be up-to-date and on-file in the office.***

Health Records

Our Lady of Lourdes Catholic School wants to understand and provide for your child's needs as much as possible. Please inform the preschool staff and office staff of any physical or emotional condition or handicap that would impact your child's performance in school. Teachers will be informed in a confidential manner.

Communicable Diseases -

****Please refer to any COVID-related communications regarding up-to-date illness protocols and guidance. Updated resources can be located in each weekly Messenger.***

Please do not send an ill child to school. There could be some serious health problems for your child and other students. Some students have medical conditions that can become life threatening when exposed to measles, chicken pox, shingles, Fifth's disease, rubella, and hepatitis. Should your child be diagnosed during the school year with any of these diseases, please call our office immediately. 360-696-2301

-Fever greater than 100° (orally) – must have temp below 100° for 24 hours without the use of fever reducing medications to return to school.

-Rash or rash with fever - new or sudden onset – If diagnosed as Fifth's disease, or measles, please contact the school office immediately. Rash must be gone, or have clearance from MD to return to school.

-Brown, gray, tan, green, or yellow drainage from nose, eyes, etc. – If a child is diagnosed with pink eye, please contact the school office immediately. Discharge must be gone or the student must have been on antibiotics for 24 hours and have clearance from MD to return to school.

- Vomiting – must be symptom free for 24 hours to return to school.
- Diarrhea – must be symptom free for 24 hours to return to school.
- Cough - deep, barking, congested, or productive with colored mucus – must be symptom free or on antibiotics for 24 hours and have consent from MD to return to school.
- White, clay colored, or bloody stool – symptom free or consent of MD to return to school.
- Yellow color of skin and/or eyes – symptom free or consent from MD to return to school.
- Brown or bloody urine – symptom free or consent from MD to return to school.
- Stiff neck or headache with fever – symptom free or consent from MD to return to school.
- Unusually sleepy, lethargic, or grumpy – symptom free to return to school.
- Strep throat diagnosed by MD – must have been on antibiotics for 24 hours and have consent from MD to return to school.
- Chicken pox - please contact the school office immediately. – must wait 10 days from onset to return to school.
- After an illness of two or more weeks, surgery, or other change in health status – written instructions from the doctor and parent regarding medication or special health needs must be provided to the school office and classroom teacher.

Teacher and Staff Contact Information

Director/Lead Teacher:	Sarah Weddle - sweddle@lourdesvan.org
Lead Teachers:	Cala Phillips - cphillips@lourdesvan.org Shena Starbuck - sstarbuck@lourdesvan.org Sam Costello - scostello@lourdesvan.org
Preschool Aides:	Bridget Ponzetti - bponzetti@lourdesvan.org Adaley Lagerquist - alagequist@lourdesvan.org
Library:	Suzanne Olson- solson@lourdesvan.org
PE:	Joe Braunstein- jbrownstein@lourdesvan.org
Music:	Debbie Gard - dgard@lourdesvan.org
Principal:	Stacey Stewart - sstewart@lourdesvan.org
Office Manager:	Amber Glassmire - lourdes@lourdesvan.org
Development/Admissions:	Vikki Pynenburg - development@lourdesvan.org
Secretary (Absence/Tardy report):	Jeri Askman - jaskman@lourdesvan.org

2023-2024 Little Blessings Preschool Policy Agreement
Please sign and return page to Preschool Teacher

As members of Little Blessings Preschool at Our Lady of Lourdes School community, we have read and agree to be governed by this handbook. We understand our responsibility is to conduct ourselves, whether inside or outside school, in a manner that brings credit to the School. Failure to do so may result in removal from the School community.

Furthermore, we realize situations may arise that require the administration to make changes to the handbook. If changes are required, we expect to be notified promptly.

In addition to this handbook, I have read and will comply with the following plans and policies:

- Disaster Plan
- Health Policies and Procedures
- Pesticide Policy

Please sign and return this page to your child's teacher. Thank you.

Child's Name (Please Print)

Room #

Parent Signature

Parent Name (Please Print)

Parent Signature

Parent Name (Please Print)

Staff Use Only:

Date began preschool: 8/29/23

Date ended preschool: 6/14/24