Welcome to Saint Maria Goretti Preschool and Kindergarten. Saint Maria Goretti is a special community where children pray, learn, play, and grow alongside loving teachers and family members under the protection of Christ and His Holy Church. In this Policy Book you will find lots of information to harmoniously guide our community through the 2019-2020 school year. Policies are changed and updated yearly, so please review all the enclosed information carefully and return the signature (last) page to the school office. If you have any questions about these policies, feel free to contact a staff member for assistance.

God Bless You,

Kate Strohmeyer
Director

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The Diocese of Phoenix engages in the faith formation of the young through Catholic Schools by integrating faith throughout an educational process that promotes academic excellence, moral values and lifelong learning.

Because our children are our hope and our joy, the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values and fosters lifelong learning.

Because each child is a part of the Church and society beyond the school and home, the school will support and foster participation in the parish, the Diocese, and the larger world community.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect, respect for others, and growth in learning to deal with issues in a real world.

Because each child needs a strong and caring environment for learning, the school, like the home, must be supportive yet not smothering, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, and physically.
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(To be signed & returned to the school)
MISSION STATEMENT
We the Saint Maria Goretti Roman Catholic School Community are committed to nurturing the love of God and neighbor through a relationship with Jesus the Good Shepherd, under the Mantle of our Blessed Mother Mary. We strive to live the Gospel message of love and mercy as we prepare students to be lifelong learners.

PHILOSOPHY
“Let the little children come to me,” is what Jesus says to all His children. The purpose of Saint Maria Goretti Preschool and Kindergarten is to allow each child to come to know Jesus while discovering their own unique God-given talents and abilities.

We believe early childhood is a time for encouragement and establishment of wholeness through spiritual, emotional, physical, social and cognitive development. The preschool/kindergarten curriculum utilizes hands-on materials to cultivate language, math, science, art, and spirituality. The curriculum will aid the child’s ability to observe, to discover, to concentrate and to make individual choices using his/her own thought process. Research clearly indicates that play (1) is the work of childhood, (2) facilitates healthy development, and (3) is essential for children to develop various cognitive, social and emotional skills and abilities. Play is proven to be the best context in which children grow and learn, and is carefully integrated throughout the curriculum. Chosen activities rooted in play serve to enrich and challenge each child in an environment where (s)he is respected and loved as an individual.

GOALS
• To create an atmosphere of social justice, of respect for the dignity of every being, and reverence to God;
• To promote a positive attitude toward learning;
• To nurture creativity and appreciation of the arts;
• To foster both independent and collaborative thinking;
• To build strong self-esteem, good citizenship, appreciation of differences, and social harmony.
KINDERGARTEN CURRICULUM
The kindergarten curriculum is integrated and thematic. Children construct their learning through problem solving, cooperative learning, reflective thinking, and multi-sensory activities that are both challenging and exciting.

- **Reading**: systematic phonics and balanced literacy
- **Math**: emphasis on concepts and problem solving following Diocesan Standards and Arizona College and Career Ready Standards
- **Handwriting**: manuscript style of writing
- **Science**: exploration and discovery
- **Social Studies**: current events
- **Religion**: Catechesis of the Good Shepherd
- **Music**: Music Together; basic music competency
- **Art**: children create and experience art using different media
- **Computer Science**: individual and whole class – all subjects
- **Physical Education**: small and large motor development through individual activities and team games

*If your child is late for kindergarten, tardy slips from the office are required* to enter the classroom.

DRESS CODE
Kindergarten students are required to wear a school uniform. The uniform guidelines will be included with Kindergarten orientation information.

Wearing a uniform is viewed as a privilege for our senior students and is only permitted at this grade level.

All other students are required to come in closed toed shoes and clothes that foster independence in the restroom (no belts or overalls) and can withstand messy play. The work of childhood can be messy at times, please dress accordingly.
MONTESSORI-BASED RELIGIOUS EDUCATION

Catechesis of the Good Shepherd is used for the child’s religious formation. Each session begins and ends with prayer. Catechesis of the Good Shepherd is designed to offer a simple and effective Christian message presented to children after they reach the age of three. Great truths are placed before children in ways they can touch and feel, absorb and understand. This catechetical model is rooted in the educational philosophy of Maria Montessori, the renowned educator. Montessori envisioned that her pioneering approach to education would naturally adapt to religious formation. Her technique uses child-sized materials, allows freedom through choice within a structured environment, and takes place in a space filled with quiet reflection and beauty. Montessori named this place where children learn of God as an Atrium. The Atrium at SMG School is called Lamb Atrium.

Another Italian scholar, Dr. Sophia Cavalletti, became intrigued with Maria Montessori’s concept. She developed a Catechesis (faith sharing) for children aged three to twelve. Cavalletti found that even very young children have an instinctive hunger for God. When children are offered those aspects of an infinite God that meet this hunger and coincide with their developmental stage, they respond with delight and peaceful concentration. The children open to God in the Atrium as spontaneously and wholly as flowers turn to the sun.

STAFF

Teachers are responsible for nurturing your children at school. They are aware of the importance of a safe, Christian, and loving atmosphere. Our teachers are selected with an emphasis on experience, certification, education and, most of all, love for children. The teachers are happy to share with you their background expertise and experience.
PARENT PARTICIPATION/SERVICE HOURS
As part of our culture and spirit of service, **each registered family is asked to volunteer a minimum of 10 hours per year**. We encourage parents to participate in the classroom on special days, parties, or chaperoning field trips in kindergarten. Your child’s teacher will welcome your support and help. If you have a special hobby, interest or craft that you would like to share, please inform your child’s teacher. Check with the office for more volunteer opportunities. All volunteers must attend the Safe Environment Training which has been set forth by the Diocese of Phoenix and the Catholic Church.

AGE OF CHILD
Students entering the Two’s class must be 2 ½ (turning 2 by February 28th of this year). Students **must turn the appropriate grade-level age by August 31st** in order to register in their selected classroom. **This rule is enforced by the Diocesan Catholic School Board.**

TOILET TRAINING
All students at SMG School must be toilet trained. SMG School is not equipped for diapering. We understand accidents happen from time to time, and teachers are trained to assist students when necessary. In the event of consistent accidents over 3 consecutive school days, a phone or in person conference may be scheduled and you may be asked to remove him/her from the program until fully trained.
PROGRAMS AND CLASS SIZE

TWO-YEAR-OLDS:
Tuesday and Thursday 8

THREE-YEAR-OLDS:
Monday, Wednesday, Friday 10
Monday thru Friday 12

PRE-K:
* Class placement determined by school
Monday thru Thursday 14
Monday thru Friday 14

TRANSITIONAL KINDERGARTEN:
* Class placement determined by school
Monday thru Thursday 12
Monday thru Friday 12

KINDERGARTEN:
Monday thru Friday 18

* Kindergarten tuition rates are contingent upon reaching enrollment of 18 students. If enrollment is less than 18 students, tuition will be adjusted to reflect full enrollment.

CURRICULUM NIGHT
We will have an informational night for parents in late August.
CONFERENCES
There will be conferences in the fall and spring to discuss your child's progress. Teachers are able to schedule additional conferences upon request.

Please meet with your child’s teacher if you are aware of any changes in behavior or routine that you feel would affect his/her school day. All information shared is confidential.

FIELD TRIPS
We believe field trips are essential to enrich your child’s learning experiences. However, Arizona state laws have changed regarding transporting children to and from school activities. All children attending must follow the current state safety car seat laws. One person per car, other than the driver, must be CPR and First Aid certified. On campus field trips are planned 3 to 4 times per year and include all SMG students. Off campus field trips are typically only taken in Kindergarten and announced in advance. Each parent will be required to arrange transportation for their own child to/from the location. Carpooling is encouraged. By law, all drivers of carpools must be Safe Environment trained, be 25 years of age or older, have a current, valid driver’s license, and must have filled out the driver information form and the off campus field trip permission form. All signed forms will be on file in the office. Staff members are not permitted to provide transportation to or from field trips. All volunteer participants attending a field trip must be Safe Environment Trained.

MINOR ILLNESS OR INJURY
Should children become ill or injured, they will be taken to the office. The administrator and other staff members are trained in first aid; however, the school does not employ a doctor or nurse. In case of a minor illness or accident, the school will make every effort to contact the parents. If a parent is unavailable, an adult designated on the emergency card will be contacted. Emergency contact information is provided on the child’s emergency information form. This form is to be completed, signed by parents, and submitted to the office before the start of school.
MEDICAL EMERGENCY PROCEDURES

The following practices are followed should it be necessary to call an ambulance or transport a child to the hospital:

In the event of a serious medical emergency, 911 will be called. In such circumstances, a diligent effort will be made to contact parents, other designated individuals, or the child’s physician as soon as possible.

The school requires that parents complete the medical release portion of the emergency information form in the event a child experiences a serious medical emergency where neither parent can be reached. This form facilitates prompt medical attention for a child in the event that parents or guardians are not present or cannot be contacted to give authorization for emergency medical treatment. The completion of this form does not preclude the school’s attempt to promptly notify parents or the child’s physician, but would allow physicians and/or medical personnel to initiate immediate care in the event of a medical emergency.

SCHOOL EMERGENCY

In case of a school or classroom emergency, the teacher will contact 911 or intercom office personnel who will notify the appropriate emergency agency. The teacher will stay with the class or child, and in case of a school wide emergency, all children will leave the classroom via designated exit and proceed to a designated safe location. Parents will be notified where to pick up their children via phone/text. If there is an on-campus emergency incident, teachers are instructed to lock children and themselves in a classroom and await an all-clear. If an emergency occurs before school hours your child’s teacher will attempt to notify you via phone.
SCHOOL WELLNESS
SMG School follows the Diocese of Phoenix School Wellness Policy and is committed to providing an environment that promotes and protects children’s health and well-being through healthy eating and physical activity. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their optimal health, full academic potential, physical and mental growth. All children present for lunch are encouraged to bring a healthy packed meal. In addition, all classroom snacks and birthday treats must comply with the Diocesan wellness plan. This plan is available in the school office.

LUNCH GUIDELINES
- Lunches are provided by home. Please provide all necessary items, i.e. utensils and drinks.
- Lunch totes or sacks should be put in a classroom bin for placement in the kitchen refrigerator.
- Hot lunches should be brought in a thermos. Parents are requested to put them in a designated place inside the classroom in lieu of the lunch bin going to the refrigerator. The thermos should be marked with child’s name and classroom.
- If a parent purchases a lunch from a restaurant, it should be marked with child’s name and class.
- **Soda, candy, french fries, or cakes/cupcakes are in violation of the wellness policy and are not permitted.**
- Microwaving is not available.
- If a parent should drop off a lunch later in the school day, they should bring it to the Piper Hall kitchen and place it in the refrigerator (or hot lunch bin). The lunch will then be included with the others at lunchtime.
- Please refrain from bringing late lunches to the school office or classroom.

PEANUT/TREENUT FREE SCHOOL
Due to severe peanut and nut allergies the entire school is Peanut and Tree Nut Free. This includes all snacks and lunches. Please do not send any snacks in your child’s lunch with peanuts or any other tree nuts as an ingredient. Please **no peanut butter sandwiches**. An alternative to peanut butter is sunflower butter which can be purchased at Walmart and Trader Joe’s. We are always working to keep our environment as safe as possible for all our students and staff. Thank you for your cooperation and understanding. Please review the attached outline for suggestions:
Safe Lunch List

- The following “safe foods” are peanut and tree nut free. They also do not contain any warnings regarding possible cross contamination.
- Please read food labels **EVERY TIME** – manufacturing process can and do change frequently. Also some products are made in multiple facilities that use different manufacturing processes.
- **AVOID** any products containing the ingredients: peanut, peanut flour, peanut oil, peanut butter, nut butter, nut flour, nut oil, almonds, cashews, brazil nuts, pecans, pistachios, hazelnuts, pine nuts, macadamia nuts, pesto **AND** any products containing the following warnings: “May contain trace amounts of peanuts/tree nuts” or “Processes in a facility that also processes nuts/peanuts.”
- Keep this list in mind for Birthday and holiday treats
- All products from bakeries, doughnut shops, etc... are **NOT** safe

Thank you for your support and cooperation in keeping all our children safe from experiencing a life-threatening reaction at school!!

**FRUIT & VEGGIES**
- Apple slices, bananas, melon, pineapple, orange slices, berries, etc...
- Del Monte & Dole fruit cups
- Carrot Sticks, little tomatoes, bell pepper, cucumbers etc....
- Mott’s and Mussellman Apple sauce cups
- Sunmaid & Dole Raisins (not yogurt or chocolate covered)
- Whole fruit spreads

**PROTEINS**
- Meats
- Hummus w/out pine nuts
- Hard boiled eggs
- Sunflower seed butter
- Beans
- Tofu
**Please check ALL protein bars for nut ingredients!**

**DAIRY**
- Yogurt cups (avoid granola and candy pieces)
- Dannon yogurt smoothies
- Jell-O pudding cups and gelatin, Kraft Handi pudding, Hunts pudding
- String Cheese
- Cheese cubes
- Milk
**CEREAL & CEREAL BARS**
Chex-wheat, rice, corn, cinnamon
Cherrios – **NOT** Honey nut, Frosted or Peanut Butter
Cornflakes, Wheaties, Kix, Life
Frosted Mini-wheats
Raisin Bran
FiberOne 80 – chocolate and honey
Special K Cereal Bars – **NOT** honey nut or pretzel
Nutrigrain Cereal Bars
Original Rice Krispies Treats

**CRACKERS & COOKIES**
Goldfish
Nabisco Graham Crackers
Wheat Thins, Triscuits, Wheatables, Club Crackers and Snack Sticks, Townhouse Crackers and flatbreads, Ritz (**NOT** Ritz bits)
Lorna Doone crackers
Teddy Grahams
Keebler Graham crackers and Graham snacks
Barnum’s Animal Crackers
Nabisco Animal Crackers, ‘Nilla Wafers and Fig Newtons

**PRETZELS & CHIPS**
Herr’s: Thin pretzels, pretzel rods, popcorn, chips
Rold Gold: Pretzel twists, sticks, rods, mini twists, honey-wheat pretzels
Utz – Halloween size snacks, cheese balls, potato chips, popcorn
SmartPop popcorn
Popchips
Ruffles, Lays – original and baked
Pringles
Tostitos tortilla chips
Salsa – Tostitos, Giant Eagle
Doritos, Fritos, Cheetos
Sunchips

**FROZEN TREATS (for Birthdays)**
Popsicles
Breyer’s ice-cream: Vanilla, Strawberry, Chocolate
Giant Eagle ice-cream sandwiches
Dole fruit bars
Luigi’s Italian Ice

**Always Read the Label**
The label is the best source in determining what is in the product. You should always read the ingredient statement and any allergen statements to ensure the product does not contain ingredients of concern. There is no cure for an allergy.

**Avoidance is the only way to protect students from an allergy attack.**

For general information about food allergies, please visit the website of the Food Allergy & Anaphylaxis Network: [http://www.foodallergy.org/](http://www.foodallergy.org/)
IMMUNIZATIONS
Children must have proof of all required immunizations, or valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity, and personal beliefs. Before a Personal Beliefs Exemption will be accepted, an authorization form that the family has spoken to a Medical Doctor (MD) about the risks of non-immunization in a group setting may be required. If you have any questions, please see the school director. Forms are available in the school office.

ILLNESS AND ABSENCES
Please notify the office via phone or email if your child will be absent. When calling or emailing, please leave a message detailing the day(s) your child will be absent and the reason for the absence. If your child is ill, please specify the type of illness. Illnesses are tracked for health purposes.

Parents are advised to keep a child at home during highly infectious first stages of a cold or other communicable illness. If your child develops a contagious illness, please inform the office at once so the school can notify parents of children who may have been exposed. Ill children must stay home in order to prevent the spread of illness to other children and adults. So how does a parent know when a child is too sick to attend school?

Keep your child home if he or she has the following symptoms:

- Fever greater than or equal to 99.5°F without fever reducing medications.
- Nausea or vomiting
- Diarrhea
- Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- A painful, red throat, even if fever is not present.
- A deep, hacking, barky cough
- Difficulty breathing or untreated wheezing.
- Complaints of stiff neck and headache with more than one of any of the above stated symptoms.
- Yellow discharge from the eyes.
- An unusual yellow coloring of the skin or eyes.
- Cuts or openings on the skin that are pus-filled or oozing.
- Must be fever/illness free for 24 hours before returning to school.
If you know your child has a contagious illness, please keep them at home. Anytime you are in doubt, or if your child appears uncomfortable, it is best to error on the side of caution and avoid school.

It is the teacher’s responsibility to assess each child as they enter the classroom and throughout the school day. Parent(s)/Guardian(s) will be contacted through emergency phone numbers provided should a student show signs of illness while at school.

Make-up days for school absences are unavailable.

**AUTHORIZATION FOR RELEASE OF CHILD**

Parents wishing to have a child released from class during the school day are to notify the school office in advance. Parents must come into the office before signing children out of school. Preschool parents would then be directed to the child’s classroom. Kindergarten students will be paged to the office. If a designated person other than the parent is picking up the child, the parent must give prior verbal or written permission. This person must be 18 years or older, provide identification and fingerprint sign-out before removing the child from the school.

**LIABILITY INSURANCE**

St. Maria Goretti School carries liability insurance as required by Arizona Department of Health Services. Liability insurance is available for review on the facility premises.

**MEDICATION**

Prescription medication can be administered only after receiving a signed medication consent form and approval of the Director. Prescription medications, including Epi-pens, must include the prescription information provided by the pharmacy.
**TUITION**
Yearly tuition is divided into 10 equal monthly payments for your convenience. Tuition is due on the **first day of each month**. Tuition rates remain the same regardless of vacations, absences, or holidays. Discounts of 15% will be given for each additional child within the same household. Discounts only apply to preschool. A **$30.00 late fee** will be assessed on the **2nd day** of each month. Should your account fall 60 days in arrears, you will be expected to become current within 10 days of notification. Failure to do so will result in suspension of your student and a payment will be required for the full amount in order for the student to return to school. SMG accepts credit cards, checks, and cash payments.

**LATE PICK-UP FEE**
A $10.00 late pick up fee is assessed for the first 15 minutes after your scheduled pick up time and $1.00 per minute thereafter until your arrival.

**RETURNED CHECK FEE**
A service charge of $40.00 will be assessed on checks returned from your financial institution. If payment arrangements are not made with the Director, the child may be disenrolled. Afterwards, future tuition payments must be paid by credit card, cashier’s check, money order or cash.

**REGISTRATION FEE - PRESCHOOL**
Registration fees are as follows:

- All current preschool students: $170.00
- New students: $195.00

A registration fee is due and payable at time of enrollment **and is non-refundable.**

**BOOK FEE/REGISTRATION- KINDERGARTEN**
Book fee/Registration for all kindergarten students $250.00

All book fee/registration fees are due and payable at time of enrollment and are **non-refundable.**
<table>
<thead>
<tr>
<th>Class Offerings</th>
<th>Meeting Days and Hours</th>
<th>Eligibility</th>
<th>Monthly SMG Parishioner Tuition and Fees</th>
<th>Monthly Non Parishioner Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Day 2 Year Olds</td>
<td>TUES. &amp; THURS. 8:30AM – 11AM *2’s Lunch Bunch 11AM – NOON</td>
<td>Toilet Trained &amp; 2 years old by 2/28/2019</td>
<td>$215</td>
<td>$260</td>
</tr>
<tr>
<td>3 Day 3 Year Olds</td>
<td>MON., WED. &amp; FRI. 8:30AM – Noon</td>
<td>3 years old by 8/31/2019</td>
<td>$315</td>
<td>$360</td>
</tr>
<tr>
<td>3 Day 3 Year Olds with Enrichment</td>
<td>MON., WED., &amp; FRI. 8:30AM – 2:30PM</td>
<td>3 years old by 8/31/2019</td>
<td>$500</td>
<td>$545</td>
</tr>
<tr>
<td>5 Day 3 Year Olds</td>
<td>MON. THRU FRI. 8:30AM – NOON</td>
<td>3 years old by 8/31/2019</td>
<td>$435</td>
<td>$480</td>
</tr>
<tr>
<td>5 Day 3 Year Olds with Enrichment</td>
<td>MON. THRU FRI. 8:30AM – 2:30PM</td>
<td>3 years old by 8/31/2019</td>
<td>$585</td>
<td>$630</td>
</tr>
<tr>
<td>4 Day Pre-K/ Transitional Kindergarten Half Day</td>
<td>MON. THRU THURS. 8:30AM – NOON</td>
<td>PreK - 4 years old by 8/31/2019 TK - 5 years old by 1/31/2020 or completion of PreK program</td>
<td>$385</td>
<td>$430</td>
</tr>
<tr>
<td>4 Day Pre-K/ Transitional Kindergarten Full Day</td>
<td>MON. THRU THURS. 8:30AM – 2:30PM</td>
<td>PreK - 4 years old by 8/31/2019 TK - 5 years old by 1/31/2020 or completion of PreK program</td>
<td>$540</td>
<td>$585</td>
</tr>
<tr>
<td>5 Day Pre-K/ Transitional Kindergarten Half Day</td>
<td>MON. THRU FRI. 8:30AM – NOON</td>
<td>PreK - 4 years old by 8/31/2019 TK - 5 years old by 1/31/2020 or completion of PreK program</td>
<td>$435</td>
<td>$480</td>
</tr>
<tr>
<td>5 Day Pre-K/ Transitional Kindergarten Full Day</td>
<td>MON. THRU FRI. 8:30AM – 2:30PM</td>
<td>PreK - 4 years old by 8/31/2019 TK - 5 years old by 1/31/2020 or completion of PreK program</td>
<td>$585</td>
<td>$630</td>
</tr>
</tbody>
</table>
KINDERGARTEN: 8:30 A.M. - 2:30 P.M. Mon. - Thurs.
7:50 A.M. - 1:30 P.M. Friday

A monthly activity fee of $50.00 will be assessed for all students regardless of scholarship status.

Tuition for the Kindergarten program is contingent upon reaching enrollment of 18 students. Generous scholarships through CEA are available.

TUITION LEVELS

Level 1: Faithful Family In-Parish: Faithful family members are St. Maria Goretti registered parishioners for a minimum of six months who are making a commitment to: daily prayer (personally or as family), participate on Sundays and Holy Days at Mass, serve the community in a parish ministry, and give to the church using sacrificial giving envelopes (trackable financial contributions). Your pastor must determine whether your family meets the criteria and complete a verification form. If you have questions about your family’s status, please contact the parish office directly.

Level 2: Registered Faithful Family Outside Parishes: (Applies to Kindergarten Only) Letter required from Parish

Level 3: Non-Registered/Non-Catholic: No requirements

DROP OFF & EARLY BIRD CARE

Child(ren) are able to be dropped off in their regular classroom beginning at 8:25 am. All students must be signed in first at the fingerprinting station in the school office. For those who need to be dropped off early, supervision is available in a designated classroom from 8:00 am – 8:25 am for an additional fee. Advanced registration is required to guarantee availability.

Daily Drop In is available pending space availability at $4.00 per day.

SMG offers a 15% discount to early bird fees when a child is signed up for the entire month prior to the beginning of the month.

Procedure: Upon arrival, sign in for Early Bird at the fingerprinting station in school office. The Early Bird Teacher will bring students to their respective
classes at 8:25am. Early Bird Fees will be recorded and billed on the following month’s tuition statement.

**LUNCH BUNCH**

Lunch Bunch Program is available for the Tuesday/Thursday 2’s program from 11am-12pm for an additional fee. **Each child will provide their own lunch.** Lunch bunch fees will be recorded and billed on the following month’s tuition statement.

Lunch Bunch Fee - $8.00 per day

**CLUB SMG**

This afterschool program is available on school days from 2:30-5:30pm to all students who are enrolled in a full day enrichment program. A 15% discount is applied to Club SMG fees when a child is signed up for the entire month prior to the beginning of the month. Club SMG will be billed on the following month’s tuition statement.

Daily fee: $4 per ½ hour

Procedure: Please notify the School Office for Club SMG in advance if your child will be attending this program.

**ADMISSION REQUIREMENTS**

Registration Fees must be paid in order to enroll. The Preschool Registration Form, Emergency, Information & Immunization Record Form, and Acknowledgment of Receipt of the Policy Book form must be completed for each child prior to admittance. Students enrolling in SMG Kindergarten will have a developmental screening administered during the Pre-K school year or prior to enrollment. A $25 fee is assessed for the screening.

**SUN HAT POLICY**

SMG requires all students to wear sun safe hats when on the playground. If you have a hat at home and wish to use it at school it must fit the following criteria:

- must be adjustable and able to be secured to the child’s head
- chin straps must have a safety release (like Velcro)
- must be made of SPF protection material
- brim must shade the face and the back of the neck (no baseball hats)
• Child’s name must be written in permanent marker on the top of the hat
• must be kept at school for the entire school year

If you are unsure, please bring the hat into the office for approval. The office has hats that fit the criteria for sale for $10.00. If you are a returning student, your approved or purchased hat from the previous year may be used.

**TERMINATION OF ENROLLMENT**

In certain circumstances, it may be necessary for the Center Director to disenroll a student. A decision to terminate enrollment would take into account the best interest of the child, the class, and the overall operation of the school. Every effort will be made to correct problematic situations before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff, or property
- Continued violation of policies / Confidentiality Agreement
- Disruptive or dangerous behavior
- The center’s ability to meet the child’s needs
- Non-payment of tuition (see page 10)

Re-enrollment for the coming year cannot occur unless the student’s account is paid in full.

Any balances owed on account will be reported to the next catholic school your child will be attending.

Whenever possible, prior written notification will be provided to the parent in the event of termination of enrollment.
SPECIAL NEEDS
St. Maria Goretti preschool will make every effort to meet the needs of children with special circumstances. A pre-enrollment conference/meeting with student is required before admittance.

BIRTHDAYS
If you are having a birthday celebration for your child and are inviting children from the school, please do not distribute invitations at school. A class roster of addresses is available upon request (to those who elected at the time of registration to share their contact information) so invitations can be mailed or emailed.

Birthdays are special to children. You may coordinate with your child’s teacher in advance to bring a celebratory snack to share with classmates. All snacks or treats must abide by the Catholic School Wellness Policy, which excludes cookies, cake or cupcakes. Ice cream cups and fruit popsicles are permitted and are popular options for families. A copy of the policy is available for you to review in the school office.

SCHOOL VISITS
All parents visiting the classroom must stop in the office to receive a visitor pass. The pass should be worn at all times while on campus. All other visitors are asked to report to the office. Due to Diocesan policy, only children enrolled in the school may participate in classroom activities. Parents have access to the school facility at all times while their child is receiving services.

DONATIONS
Our school welcomes donations. Suggested items include: dress-up items (purses, hats, gloves, shoes), quality children’s books (no Disney books please), dolls, playground equipment (soccer and basketballs), and classroom items in good condition. These donations help our teachers offer new activities or replace worn items. Tax deduction forms are available in the office.

GUEST SPEAKERS
From time to time, we invite guest speakers to share their talents and interests with the children. You will be informed when these speakers are
scheduled, so you have the opportunity to attend. We also schedule educational speakers for parents and other care giving adults. Speaker information will be distributed via print and email.

**TRANSPORTATION**
Transportation to and from school is the responsibility of the parents.

**SAFE ENVIRONMENT**
The Diocese of Phoenix requires anyone who wishes to volunteer in the school to have completed Safe Environment training. You must complete this requirement **before** volunteering on campus, attending a field trip, or participating in your child’s classroom. Training must be renewed on a yearly basis. Dates and times where this training is being held will be communicated to you throughout the school year.

**PESTICIDE APPLICATION**
SMG is regularly treated for pests. A notice of pesticide application will be posted outside the office at least 24 hours before a pesticide is applied on the facility premises. SMG School is scheduled for treatment on prescheduled Saturdays to allow for dissipation. For our complete pesticide policy please refer to the kiosk in front of the school office.

**DISCIPLINE POLICY**
Self-discipline is a life skill, and SMG teachers hope to guide and nurture your child toward self-discipline. To teach your child to be self-disciplined takes time, patience and guidance. As a teaching staff, and with the support of the director, we believe children learn from making mistakes. Our policy concerning mistaken behavior (defined as a behavior that is defiant or physically/verbally hurtful) is to treat the child with love and dignity while guiding him/her. We will encourage the child to talk about the behavior and come up with a positive solution. This will allow your child to process his/her feelings. If the mistaken behavior (i.e., biting, disrespect, inappropriate language, or physical harm to another child or teacher) is not modified after incorporating the above methods, the following steps will be taken:

**1st incident** - The teachers will send a written note home or verbally request a short conference to address and help the child correct the mistaken behavior.
**2nd incident** - Notice will be sent home requesting a conference (i.e. telephone or in person). In this conference (i.e. telephone or in person), we will together develop a written plan of action to help your child correct his/her behavior.

**3rd incident** - Child will be sent to the office. A parent will be telephoned and requested to pick child up as soon as possible. Student will be denied the privilege to return to his/her class their next scheduled class day.

**4th incident** - As a very last resort we will have no other alternative but to ask you to remove your child from the program. This decision will not be made without evaluating the situation thoroughly.

We as a staff realize we are a small part of your child’s life. Parent support and participation is vital to your child’s overall well-being and success, so every attempt is made to communicate and include you throughout a disciplinary process.

**ANTI BULLYING POLICY**
Saint Maria Goretti (SMG) Preschool/Kindergarten believes that all students have a right to a safe and healthy school environment. SMG has an obligation to promote mutual respect, tolerance, and acceptance. SMG will not tolerate behavior that infringes on the safety of any students and/or disrupts the educational process. A student shall not bully, intimidate, or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact such as hitting or shoving; threats; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies to students on school grounds and at school-sponsored activities whether on or off campus. Students who violate this policy are subject to the following disciplinary action:

**Definitions:**

**Teasing:** Name-calling, insulting, or other behavior that would hurt others’ feelings or make them feel bad about themselves.

**Exclusion:** Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.
**Physical Bullying:** Pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space.

**Severe Physical Bullying:** Punching, kicking, and similar behavior that could result in injury to others.

**Harassment:** Racial, ethnic, sexual name-calling or other severe harassment.

The following actions will be taken if bullying occurs.

### Teasing/Exclusion/Inappropriate Language

<table>
<thead>
<tr>
<th>Time</th>
<th>Action Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Time</td>
<td>Verbal Behavior Reminder (VBR)</td>
</tr>
<tr>
<td>2nd Time</td>
<td>Privilege Loss, Note Home from Teacher</td>
</tr>
<tr>
<td>3rd Time</td>
<td>Parent Call, Office Referral (Talk to Director), Discipline Notice</td>
</tr>
<tr>
<td>4th Time</td>
<td>Parent Pick Up (possible suspension or expulsion)</td>
</tr>
</tbody>
</table>

### Physical Bullying/Harassment

<table>
<thead>
<tr>
<th>Time</th>
<th>Action Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Time</td>
<td>VBR, Privilege Loss, Note Home from Teacher</td>
</tr>
<tr>
<td>2nd Time</td>
<td>Parent Call, Office Referral,</td>
</tr>
<tr>
<td>3rd Time</td>
<td>Parent Call, Office Referral, Discipline Notice</td>
</tr>
<tr>
<td>4th Time</td>
<td>Parent Pick-up &amp; Conference (possible suspension or expulsion)</td>
</tr>
</tbody>
</table>

### Severe Physical Bullying/Aggressive Behavior

<table>
<thead>
<tr>
<th>Time</th>
<th>Action Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Time</td>
<td>Office Referral, Call to Parent, Discipline Notice</td>
</tr>
<tr>
<td>2nd Time</td>
<td>Parent Pick-up &amp; Conference</td>
</tr>
<tr>
<td>3rd Time</td>
<td>Parent PU &amp; 1 Week Suspension</td>
</tr>
<tr>
<td>4th Time</td>
<td>Removed From School</td>
</tr>
</tbody>
</table>

### Zero Tolerance Actions-Automatic Suspension & Parent Conference

Bringing, using, drawing, or talking about harmful weapons or instruments
Outwardly defiant behavior/insubordination
Physical or inappropriate behavior that is harmful to others or self
Dear Parents/Teachers/Employees:

This informational letter comes to you at the direction of the United States Environmental Protection Agency (EPA). The Agency requires all schools to inspect their buildings and facilities, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulations further requires that all parents, teachers and employees of schools where asbestos is found, be notified. This requirement will be part of an inspection and management plan that is on file at our school.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as is and re-inspected visually every six months for any physical damage until it is eventually removed.

Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to insure that all of the school areas are safe and free of asbestos fibers.

Feel Free to contact the school office with any questions or concerns.

In His Service,

Kate Strohmeyer

Director
CODE OF CONDUCT
It is the policy of the Catholic Diocese of Phoenix that any sexual, physical, or emotional abuse of a minor is not acceptable and will not be tolerated. Employees and volunteers while working in their scope of ministry shall:

- Abide by the Diocese of Phoenix Policy and Procedures for the protection of minors.
- Exhibit the highest Christian ethical standards and personal integrity.
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church.
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment.
- Accept personal responsibility to protect all minors and adults from all forms of abuse.
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal.
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor.
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure.

Employees and volunteers while working in their scope of ministry shall **not**:

- Abuse a minor.
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit.

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix Policy and Procedures for the Protection of Minors.
CRISIS PLAN PARENT NOTIFICATION

Should an emergency or disaster situation arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively. Should we have a major disaster during school hours, your child(ren) will be cared for at school. Our school has a detailed Emergency Response Plan, which has been formulated to respond to a major catastrophe.

In any emergency, your cooperation is required to ensure the safety of everybody involved and includes the following:

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at the school until they are picked up by an identified, authorized adult who is listed on the school emergency card (blue card), which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
   - S/he is 18 years of age or older.
   - S/he is usually home during the day
   - S/he could walk to school, if necessary
   - S/he is known to your child.
   - S/he is both aware and able to assume this responsibility.
3. Let your children know the importance of following directions given by school personnel in times of an emergency.

Students will be released only to parents and persons identified on the school emergency card. During an emergency, students will be released at designated locations on the school campus or at nearby sites. Parents should become familiar with the School Emergency Response Plan and be patient with the student release process. Please instruct your child to remain at school until you or a designee arrives.
EMERGENCY PROCEDURES SUMMARY

In the event of an emergency the School/Parish Director or designee will evacuate or lockdown the school as appropriate and notify students and staff (students may be notified by teachers).

Types of Evacuations:

The **On-Site** Evacuation is typically used in response to a fire or other similar emergency that requires all students and staff to exit the building.

The **Off-Site** Evacuation is typically used when there is a danger on the campus (gas leak, etc.) that requires immediate evacuation. Off-Site relocation areas include the Parish Rectory (8344 E. Edward Avenue) and Temple Beth Emeth (8250 E. Rose Lane). Both are located just west of our campus.

**Shelter-in-Place** provides refuge for students, staff, and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

**Lock-down** procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons on the school property. In the event of a lock down the School/Parish Director will issue the lock-down order. Any students, parents, visitors, or volunteers will be asked to enter the nearest classroom so it may be secured. After a classroom is secured, school personnel will not allow anyone inside the classroom and they will not open/unlock their classroom door until the Director gives the all-clear signal.
**Modified Lock Down:** SMG may choose to adopt a modified version of lockdown procedure that is only to be used in situations where there is no threat on the school property, but there is a possible threat somewhere in the surrounding neighborhood. The goal of using a modified lockdown is to secure the outer perimeter of the school so that nobody can enter or leave the campus while still continuing with student education. It is critical that normal lockdown procedures are initially followed until the Director gives direction that staff can safely transition into a Modified Lockdown. That way there is no confusion as to the initial process for locking a school down.

During a modified lock down all students, staff, and visitors will stay in classrooms, secure rooms, or safe areas. All outdoor activities will be cancelled and/or moved indoors. Classroom doors will remain locked. Educational activities can still continue as long as it can be done safely within the confines of the secured area. Movement from classroom to classroom will be restricted unless it can be done safely within the confines of the secured area.

**EMERGENCY CHECK OUT PROCEDURES**

In the event of an emergency, parents must follow all check out procedures before picking up their child. Under no circumstances will parents be allowed to take their children from the classroom or other designated area until all check out procedures have been completed. In the event that students have been evacuated from the building and parents begin to arrive wishing to check out their students, the following procedures will take place:

- The Assistant Director will bring all emergency cards to the South Parking Lot.
- On the Southern portion of the lot, special area teachers will set up checkout stations. **All parents wishing to check out students must report to this area first.**

Special area teachers will take a divided portion of the emergency cards and be responsible for checking out students. Teachers must check for valid ID for each person checking out a student. If that person is not on the emergency card, the child may not be checked out.

- After showing ID, the parent/parent’s designee will be given a check out slip to be presented to the classroom assistant teacher.
Teachers are not to dismiss students to adults without a check out slip.

Check Out Assignments:

Kindergarten Teacher  Last Name: A-G
Atrium Teacher          Last Name: H-M
Pre K Teachers          Last Name: N-R
2’s & 3’s Teacher       Last Name: S-Z

STATEMENT OF RIGHTS
St. Maria Goretti School Administration retains the right to change, modify, cancel, suspend or interpret any of the aforementioned policies and practices without advance notice, within its sole discretion and without statement of cause or justification. Inspection reports are available for review upon request.

SMG Preschool/Kindergarten is regulated by:

Arizona Department of Health Services,
150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007-3244
(602) 364-2539   Fax (602)364-4768
Web: azdhs.gov/als/childcare.com
ACKNOWLEDGMENT FORM

I have read, understood, agree with and will abide by the St. Maria Goretti Preschool/ Kindergarten Parent Handbook. The handbook is available in its entirety at smgazpreschool.org

CHILD’S NAME: __________________________________________

(Please print name)

Parent/Guardian: _________________________________________

(Please print name)

Parent/Guardian Signature: _________________________________

Date: _________________________________

Please return this completed form to the school office.