



## **PRESCHOOL FAMILY HANDBOOK 2024-2025**

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# MISSION AND PHILOSOPHY

## ST. AGNES SCHOOL MISSION STATEMENT

St. Agnes School, in partnership with the Catholic Schools in the Diocese of Oakland, educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

## ST. AGNES SCHOOL PHILOSOPHY

Our St. Agnes School community is dedicated to fostering the development of each student, recognizing their diverse needs, and encouraging their unique potential. Our goal is to send individuals into the world who are faith-centered, conscientious, academically prepared, and effective communicators. As a community of pastor, parents, teachers, and staff, we provide a caring environment that values:

- lifelong faith formation
- individual self-worth
- academic achievement
- compassionate service through social justice

# PRESCHOOL PROGRAM

The preschool program introduces the youngest members of our faith community to God and all His wonderful work. The program provides a foundation for learning is established by providing a nurturing learning environment built upon respect and dignity of the whole child and is based on the Montessori philosophy. Our program offers 3–5-year-olds the opportunity to:

- Explore the areas of religion, math, language arts, science, geography, practical life and art.
- Develop their fine and large motor coordination in both the indoor and outdoor environments.
- Learn self-regulation skills
- Nurture social relationships

Families have the option of enrolling children in a half day (8 am – 11:30 am) or full day (8am – 3:15 pm) program five days per week.

# ADMISSION POLICY

## NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national origin, ancestry, religion, sex, sexual orientation, or disability to all the rights, privileges, programs, and activities generally accorded or made available to the students in the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

## ADMISSIONS

It is the goal of St. Agnes Preschool to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Students shall be re-admitted for the next school year upon verification by the Administration that the family has fulfilled their commitments as outlined on the Parent Commitment form.

New student registration will be held in the spring for the following school year. Applicant families shall complete the prescribed application forms and participate in an interview conducted by the Administration.

Decisions regarding admission will be based upon the criteria set forth in the application and academic testing. The Administration will make all registration decisions.

Children will be accepted for admission based on the following order of priority:

- Currently enrolled in the preschool program
- Siblings of continuing students whose families demonstrate active participation by regular attendance at Mass (at least 35 times a year, which computes to more than twice a month.)
- New families exhibiting active participation in St. Agnes or parish of residence as evidenced by regular attendance at Mass
- Non-Catholic Families

A Wait List of students who have met the criteria in the application form and Parent Commitment will be maintained one year. Priority on the Wait List will be established by the Administration. The Wait List will be updated each year in conjunction with spring registration.

Preschool children will be admitted to the program with the condition that they are fully potty trained before attending preschool. They must be able to communicate their need to use the restroom to a teacher, put themselves on the toilet, remove their own clothing, cleanse themselves and redress themselves when finished. No pull-ups can be used.

## **DOCUMENTS REQUIRED FOR ADMISSION**

- Current year Preschool Student Admission and Parent Responsibility Agreement
- Identification and Emergency Information (LIC 700)
- Child's Pre-Admission Health History-Parent's Report (LIC 702)
- Physician Health Report (LIC 701) (with child's current Immunization records)
- Consent for Emergency Medical Treatment (LIC 627)
- Notification of Parent's Rights (LIC 995)
- Personal Rights (LIC 613-A)

## **CURRICULUM**

### **MOTOR DEVELOPMENT**

Indoor and outdoor activities will help develop gross and fine motor skills. A variety of activities (i.e. beading, cutting, and pasting) will strengthen hand-eye coordination and hand muscles. The large open-space area, playground equipment, and the school garden will foster the child's natural desire to move, run, dig, carry, and climb. Indoor and outdoor equipment and materials allow for a variety of large and small muscle activities. Games are also incorporated into the classroom to help develop balance, coordination, flexibility, strength, and agility.

### **PRACTICAL LIFE**

Practical life is the task that involves self-care and care of the environment. Some of the activities include washing, folding, maintaining the indoor and outdoor environments, gardening, and food preparation. Practical life activities are an important part of the child's development because they serve to focus the child's attention, promoting concentration, a sense of order, fine muscle coordination, and independence.

### **SENSORIAL**

Classroom materials will help enhance the development of the child's senses, which will enable the child to make comparisons and contrasts. Matching, sorting, identifying positions of objects, recognizing the differences in sounds, and other activities will help develop the child's senses. As the child refines sensory and perceptual awareness, she acquires the ability to discriminate and appreciate the world.

## **LANGUAGE**

The preschool child will explore oral and written language. Activities will provide practice in preparation for reading and writing, phonics, spelling. All activities will be available to each child in accordance to their readiness and interest.

## **MATHEMATICS**

Mathematics materials will provide a variety of hands-on materials to help the child explore the world of numbers. The child will be exposed to concrete experiences of quantity, sequencing, numeral recognition, one-to-one correspondence, seriation, and counting.

## **SCIENCE, GEOGRAPHY, AND SOCIAL SCIENCE**

The preschool child will be exposed to history, diverse cultures, and contributions of people, and communities of today and yesterday. The child will be introduced to maps, the globe, people of the world, and their cultures. Physical and natural sciences are explored at an experimental level throughout the year. The child will enjoy science through hands on experiments that will foster the love of nature.

## **ART AND MUSIC**

Through free art and music, the child will have the option to explore different media.

## **RELIGION**

Students will begin to learn prayers, such as the Sign of the Cross, Our Father, and Hail Mary. Students will practice how to talk to God through prayer and how to thank Him for all of God's blessings. Bible stories will be incorporated through the arts (i.e., songs, art, and plays). Catholic values and love for God will be incorporated throughout the curriculum. In addition, in accordance with the Safe Environment Project of the Diocese, the Circle of Grace program will be taught to the preschool students.

## **SOCIAL EMOTIONAL LEARNING**

Preschool children will use the Kimoichis program to learn about feelings and establish tools to help them regulate their emotions. The preschool program will also incorporate the schoolwide curriculum "Zones of Regulation" to foster self-regulation and emotional control.

## **FIELD TRIPS**

St. Agnes Preschool will not participate in any off-campus field trips.

St. Agnes Preschool will not provide any transportation services.

## **DROP-OFF AND PICK-UP PROCEDURES**

Only an authorized adult (indicated on LIC 700, Identification and Emergency form) will be allowed to sign a child out of class. Advanced written permission must be provided should someone else be required to pick-up your child. Identification may be required.

Please park your car in a marked parking space and walk in with your child. Note the time and sign your child in. State law requires a full signature, not just initials. Leave your child with a staff member in the classroom, who must do a visual health check. A brief and confident goodbye conveys to your child that this is a safe place.

Follow the same procedures for pick-up. Half day dismissal is 11:30 a.m. A fine of \$1 per minute will be charged for each child not picked up by 11:35 a.m. Full day dismissal is 3:15p.m. A fine of \$1 per minute will be charged for each child not picked up by 3:20 p.m.

# DAILY SCHEDULE

Half Day and Full Day Programs begin at 8:00 a.m. Half Day Program ends at 11:30 a.m. Full Day ends at 3:15pm

<b>TIME</b>	<b>ACTIVITY</b>
8:00 a.m.	Class begins. Children work on chosen activities. Children have the option to choose the activities freely. Children may choose to work independently or in small groups (depending on activity). Snack is available as a free-choice activity during this time.
10:30 am	Group circle time. After circle, students will be dismissed for outdoor play.
10:45 am	Outdoor Play
11:15 am	Children will return to circle, which will consist of music and movement activities. During this time, assistant will help children gather their items before going home.
11:30 am	Dismissal for half day students
11:35-12:10	Lunch for full day students
12:15	Outdoor Play
12:45	Restroom / Quiet Time
1:50	Children work on chosen activities
2:45	Children prepare to go home. Story time
3:00-3:15	Dismissal for all students

## Faculty Meetings

Faculty meetings are held on Wednesday afternoons at 3:30pm. The first Wednesday of each month is a faculty articulation day and therefore a minimum day for all students. On minimum days, all preschool children will be dismissed at 11:30am to accommodate special staff meetings and/or teacher in-services.

## HEALTH AND SAFETY

### IMMUNIZATION POLICY

All preschool students are required to comply with the California Department of Public Health Immunization Requirements. A physical exam and TB test/Screening must have been administered within a year of the child's first day at school. Immunizations must be up to date. Appropriate forms must be returned to school before your child's orientation. Do not wait until the last minute to schedule appointments, or your child may have to miss time at school.

In addition to the diocese guidelines, volunteers must also comply with state licensing health and safety code section 1596.7995 (a)(1). Commencing September 1, 2016, a person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, pertussis, and measles. Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year.

Anyone who does not wish to comply with these regulations may not participate in activities sponsored by school/parish while children are present.

## NUTRITION

The school will not be providing snack due to allergies. We ask that your child bring a healthy snack for the morning. Please no nuts, nut products, juice, smoothie drinks, gummy snacks, cookies, or candy. Water is available in the classroom.

## SCHOOL LUNCH

A school lunch program called Choicelunch is available throughout the year. Families purchase lunch online and must be paid for in advance. No daily food sales are available. Outside food delivery services will not be allowed on campus. Students may also bring lunch from home. Parents should make certain that their children have a nutritious lunch. Fast food should not be brought to school.

## ILLNESS

According to County Health Department regulations, a child must be fever free without medication and/or have not vomited or experienced diarrhea for at least 24 hours before returning to school. Please refer to the County Health Services website for up-to-date information regarding guidelines pertaining to COVID-19.

Please call the school no later than 8:45 am if your child will be absent because of an illness. Contagious conditions, such as communicable diseases, parasites, etc., must be reported immediately. The State of California requires that we report some conditions to the local health authorities.

If your child has a fever, thrown up or had diarrhea he/she must be symptom free for 24 hours before returning to school.

## ILLNESS OR INJURY AT SCHOOL

Should your child become ill or injured at school we will contact you immediately and take whatever steps you indicate. Failing to reach you we will follow instructions on your Emergency Form.

We will inform you at pick up time of any minor injuries requiring first aid that your child suffers at school, and of any indications of impending illness. It is imperative that your contact information is current on your Identification and Emergency Information (LIC700).

## MEDICAL APPOINTMENTS

When picking up a child for an appointment, please come to the preschool classroom to sign your child out for the day.

## MEDICATIONS

ONLY SCHOOL PERSONNEL, WITH WRITTEN CONSENT FROM A PHYSICIAN, CAN ADMINISTER MEDICATION.

If a child needs medication during the school day, the following procedure must be followed:

- A signed release from doctor and parent must be on file stating the name of the medication and dosage to be given.
- Medication must be in the original prescription bottle with child's name printed on the label
- Children may **not** be sent to school with any medication to be kept on their person (including backpacks). Parents must hand all medications to the Preschool Director.
- A child's medication will be identified by the Preschool Director and then be administered to the child in the presence of another adult.
- All medications need to be picked up at the end of the school year.



## COMMUNICABLE DISEASES

In the school environment, many communicable disease or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school. Parents should notify the preschool director immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

## CHILD ABUSE OR NEGLECT

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment
2. Emotional abuse or deprivation
3. Physical neglect and/or inadequate supervision
4. Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

## EARTHQUAKE / EMERGENCY DISASTER

Various drills (fire, earthquake, intruder and disaster) are practiced on a regular basis to ensure staff and students know how to protect themselves and evacuate when needed.

Parents are required to fill out an Emergency Dismissal Form. It is important that parents be familiar with the school's Emergency Disaster Policy. In the event of a serious disaster, all students will remain at school until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. In order to provide safety for all, children will not be released to any adult who is not listed on the Emergency Dismissal Form. It is recommended that you check with the school office to make sure your information is current and correct.

When picking up your child, use the school side entrance (staff parking lot) and report to the designated outside pick-up area. Remain in your vehicle and your child/children will be brought to your car.

The school has a cellular telephone available for emergency purposes. This will be used to access emergency information as well as secure the dispatching of emergency vehicles, if needed, to the school premises.

Turn on the radio/TV and follow instructions for the civic community. For the sake of communication, St. Agnes School will follow the local public school district's decision. Turn the channel to any of the following locations for current information/news:

RADIO:	KCBS 740 a.m.	415-765-4000 415-954-7777		
	KGO 810 a.m.	415-995-6800		
	KNBR 680 a.m.			
TV:	CHANNEL 7	415-954-7777		CHANNEL 4 415-441-4444

Call the following numbers for information about your child/children:

Parish Church: 925-689-0838  
Red Cross: 415-427-8000  
CCD Office: 925-689-3757  
Day Care: 925-689-0711

DO NOT CALL THE SCHOOL NUMBER so that the phone may be free for out-going calls only.

## **SCHOOL LOCKDOWN**

In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked
2. No one will be permitted to enter or leave the building
3. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

## **COMMUNICATION**

### **WEEKLY NEWSLETTERS**

A weekly preschool newsletter will be emailed to all families with information on activities in the classroom and around campus. Additionally, families will be given a copy of the schoolwide newsletter sent out each Wednesday.

### **SCHOOL MESSENGER**

Notifications to the entire school community may need to occur during the year when important information (safety issues, unforeseen school closure etc.) must be shared outside the weekly newsletter. This information will be sent electronically or by telephone from School Messenger. It is imperative that families have the correct email addresses and primary contact phone number on file with the preschool director to receive these notices. If students are on campus, parents will be given specific directions on the procedure to pick-up children. For the safety of all, please follow these instructions closely.

### **PARENT TEACHER CONFERENCES**

Parent-teacher conferences will be held in October. A child's success relates directly to the quality of parent and teacher communication. When a question or concern arises regarding your child or their progress, please contact the director to make an appointment for a meeting.

## **SCHOOL POLICIES**

### **AMENDMENT POLICY**

The principal and preschool director retains the right to amend the Family Handbook. In the event that changes are necessary, all parents will be given notification. All changes will be indicated in red.

### **CUSTODIAL RIGHTS**

The school requires the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

## **ABSENCES**

You are asked to contact the school prior to 8:00 a.m. on any day your child is unable to attend school. The daily school schedule allows that you make necessary medical or dental appointments after school has been dismissed.

## **DISCIPLINE**

Ground rules and certain limitations will be imposed by adults in the following areas:

- Respect for other people, as shown by courteous, respectful behavior
- Respect for the environment, as shown by carefully handling of materials for their intended purposes
- To build a sense of Christian community

Please note that St. Agnes Preschool will not use corporal punishment. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

## **MOVING/CHANGE OF ADDRESS**

If a St. Agnes School family moves but remains in school, the following must be done:

- Notify the preschool director of the change in address.
- Update LIC 700, Identification and Emergency Information
- Update the

## **FAMILY RESPONSIBILITY**

All schools in the Diocese of Oakland are intended to be environments that educate, nurture and support students according to basic Catholic principles. Everyone involved in the development of children and youth- teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Catholic principles included but are not limited to the following:

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher, director or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher, director, or principal, not to the child or child's parents.
4. Parents, guardians, or other responsible adults who violate these Catholic principals may be asked to withdraw their student from the preschool. The preschool reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the school. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its sole discretion.

"If we walk in the light, as He is the light, we have fellowship with one another." 1 John 1:7

Families with children in St. Agnes Preschool are expected to be cooperative and supportive of both the school's curriculum and its discipline policies. Parents are expected to provide a good example of living the faith, actively participate in their parish, support school activities and programs, and pay all tuition and fees as outlined in the Parent Commitment Form. The willingness of the family to meet these responsibilities will be considered when evaluating the family's application for admission or re-admission.

## **PARENT INVOLVEMENT**

Each preschool family is required to perform 5 hours of service hours each school year. Parents can fulfill their obligation with the following services: reading to the children in the classroom, take home projects (tracing, cutting, etc.), and other as needed projects throughout the year.

If you have an older child in the elementary school, your required preschool hours can work towards your overall service requirement. Please have the preschool director sign your volunteer voucher before you turn it into the office. Completed vouchers must be turned in within 30 days of the event. Failure to do so may render those hours unacceptable.

A fee of \$50 per hour will be required for any portion of unfulfilled hours.

## **SAFE ENVIRONMENT**

Every adult wishing to volunteer at St. Agnes School must be screened through the Oakland Diocese Safe Environment for Children Project. There are two components to this screening process.

- The VIRTUS online course is required. A fee of \$15 per person must accompany the certificate that is received after the completion of the course. All certificates and fees are to be brought into the school office. Recertification is required per St. Agnes School's 3-year cycle.
- Fingerprints must be taken and once cleared, this documentation will be filed with the Diocese of Oakland.

## **STUDENT PHOTOGRAPHS**

Photographs of students may appear on the school website or in other school publications. Student identification will not be associated with the photos. Parents who do not wish their children's photographs to be placed in public media must check the option on the Telecommunications Responsible Use Policy to exclude the child's photo from being published.

## **RECORDS**

St. Agnes Preschool abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Again, in the absence of a court order to the contrary, St. Agnes School will provide the non-custodial parent access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide an official copy of that court order.

Only those connected with the school faculty or administration will be permitted to see school records, obtain copies thereof or otherwise learn of their contents without the permission of the involved student's parent(s) or legal guardians(s). Immigration officers or other government officials will need to present the school with a valid subpoena or warrant to access these records.

## **EMERGENCY DISCLOSURE INFORMATION**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the students or other individuals

## **SCHOOL DIRECTORY**

Release of directory information (name, address, telephone number) for preschool students shall be for legitimate parish and school use only. If a directory is to be developed for parent/legal guardian or other use, it must be done with the permission of those whose names are included.

Permission to use any part of this Directory for mailing list purposed (e.g., home room list) must be granted by the Preschool Director, Principal or Pastor. Directory information must not be released to anyone without permission from the Preschool Director, Principal or Pastor.

## **PARENT ASSOCIATION (PACE)**

St. Agnes School has a Parent Association called PACE (Parent Association for Catholic Education), that meets on the second Tuesday of each month. The purpose of this association is to help coordinate the fundraising efforts and social activities of the school. The PACE organization will sponsor education evenings in which topics current to parenting will be addressed. All parents of St. Agnes School are members of the PACE organization and therefore invited to attend meetings. There is an annual fee of \$35 per family charged by PACE. These funds help pay for the costs associated with Teacher's Appreciation Week, the open house reception in January and the welcome reception in August to name a few. This fee is billed to each family's account and is due and payable in July

## **FUNDRAISING**

Parents and students are expected to support St. Agnes School fundraisers throughout the year. All monies pledged through the Walk-a-Thon are collected by the student and put into a class fund. This fund will be spent for on-campus educational field trips. All students are expected to participate. Unused monies follow the students from grade to grade.

St. Agnes School hosts two annual events: a bocce tournament and Gala/Auction. Each family is expected to participate (i.e., sell raffle tickets) and if possible, attend the events. Proceeds from these fund-raisers go directly to offset the educational costs that tuition does not meet.

## **ST. AGNES SCHOOL SCRIP PROGRAM**

SCRIP is a mandatory program whereby each family is expected to purchase an amount of SCRIP in a year that generates at least \$100 in profit. If you elect not to participate in the program, you will be assessed a fee of \$150.

The school's SCRIP calendar begins May 1 and concludes April 30 of the following year. Please refer to the Parent Commitment form for further details.

SCRIP may be purchased through the weekly envelope or the school office Thursday and Friday mornings. If there are further questions, please call the school office. eScrip can be purchased through ShopWithScrip.com or their RaiseRight app.

## **VISITOR PASSES**

Visitors must sign in and obtain a visitor pass from the school office. This pass should be worn during the entire duration of the visit. Before leaving all visitors must sign out of the office.

## **PETS**

In order to ensure the safety of all those on campus, pets are not allowed on our school grounds. Service animals are the only domesticated animals to be on campus. One exception to this is the Annual Blessing of the Animals Prayer Service, during this gathering however, all pets must be either leashed or enclosed in a carrier/cage.

## **UNIFORMS**

See the Preschool uniform guidelines online.

## **TUITION PAYMENTS**

See current Preschool Tuition and Fee Schedule online.

The Pastor, Principal and Finance Committee of the School Board annually review tuition and fees. Careful consideration is always given regarding the programs offered by the school and the ability of families of all sizes to pay. The entire School Board approves the final tuition schedule. Tuition changes will be developed and announced prior to registration each year.

Tuition is paid over a ten-month period from August through May, with a non-refundable registration fee payable in February and June of the preceding school year. All families must enroll in the FACTS Tuition Management Program. This company will collect tuition and fees; tuition is due and payable on the first of each month and fees are due on the first of July. Payments received after the fifteenth of the month will be considered late and a \$35 late fee will be assessed for each late payment. To avoid the late fee charge, each family is responsible to notify the school office of any change in their payment schedule. Reminder notices will be sent to families that have become late in their payments.

There is a \$35 charge on all returned checks from the bank. If more than one check is returned from the back for a family, only a cashier's check or money order will be accepted in the future.

## **TUITION DELINQUENCY**

A family will be considered "delinquent" if tuition is one month overdue and appropriate payment provisions have not been agreed upon between the school and family. It is the responsibility of the family to contact the school before a delinquent status occurs. Delinquent status will result in the family being contacted by the bookkeeper to discuss the situation. An agreed upon the payment plan will be implemented.

A family is considered to be in persistent delinquent status if it does not make satisfactory payment arrangements or fails to make delinquent payments when promised. A persistent delinquent status will result in the following conditions:

1. The school will request that the child/children be kept home until the delinquent amount is paid or a mutually acceptable payment plan has been agreed upon.
2. The family will be notified that its place in the school has been declared vacant and shall be filled by the next eligible family.
3. Delinquent accounts may be turned over to an agency for collection purposes

## **VERIFICATION OF COMPLIANCE**

A written statement signed by the parent must be returned at beginning of each school year. This Acknowledgement and Receipt of Family Handbook document verifies that the parent is aware of and will comply with all regulations as written in the handbook.



## ACKNOWLEDGMENT & RECEIPT OF 2024-2025 FAMILY HANDBOOK

Please sign this form and return it to the Preschool Director.

Family name: \_\_\_\_\_

We have carefully read the Family Handbook and agree to be governed by this Handbook for the 2024-2025 school year.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

