

St. James Parish Day School Parent Handbook 2023-2024

Table of Content

Faculty/Staff/Church Roster	Page 2
Parents' Association Board	Page 3
Room Parent Roaster	Page 4
Day School Information	Page 5-6
School Policies & Helpful Information	Page 7-10

Faculty and Staff – 2022-2023

ADMINISTRATION

Director

Mrs. Sarin Assadvazadorian
schooldirector@sjcsp.org

Administrative Assistant

Administrative Assistant

Mrs. Jennifer Sacco

Chaplain

Church Sexton (Buildings and Grounds)

Reverend Gethin Weid

Mr. James Holguin

CLASSROOM FACULTY:

Nursery – T/Th, MWF

Blue Whales

Mrs. Yolanda Allen, Teacher

Miss Janine Perez, Teacher Assistant

Starfish

Mrs. Jennifer Sacco, Teacher

Miss Camille Davis, Teacher Assistant

5 Day Preschool

Penguins

Mrs. Claudia Aplanalp, Teacher

Miss Ashley Martinez, Teacher Assistant

Seahorses

Miss Alissa Chavez, Teacher

Miss Ashley Martinez, Teacher Assistant

Otters

Miss Amorette Olmos, Teacher

Miss Ashley Martinez, Teacher Assistant

TK

Koalas

Miss Bonnie Billmeyer, Teacher

Ms. Mandy Otth, Teacher Assistant

Teddies

Mrs. Gina Wilson, Teacher

Ms. Mandy Otth, Teacher Assistant

Parents' Association Board

2023-2024

Position	Name	Email	Phone
President			
Vice President			
Treasurer			
Secretary			
Back To School Picnic			
Parent Social			
Parent Social			
Educational Events			
Book Fair			
Book Fair			
Trike-a-thon			
Fall Hospitality			
Adopt-A-Family			
Adopt-A-Family			
Special Friends Breakfast			
Special Friends Breakfast			
Communications			
Donations			
Wall Tiles			
Wall Tiles			
End-Of-The-Year Party			
Kindergarten Coffee			
Spring Hospitality			
Spring Hospitality			
Merchandise Coordinator			

Room Parents 2023-2024

<u>Class</u>	<u>Room Parent</u>	<u>Room Parent Email</u>
MWF Blue Whales	Lauren Hummel	Laurencook620@gmail.com
TTH Blue Whales	Lily Yee	lilyjimsonyee@gmail.com
TTH Blue Whales	Madeleine Campos	Madeleine.dcampos@gmail.com
MWF Starfish	Morgan Clougherty	Morganstevenson2@gmail.com
TTH Starfish	Caitlin Reller	caitlin.reller@gmail.com
Otters	Kalinda Vasquez	kalindrome@gmail.com
Seahorses	Erin Lima	eringold@gmail.com

Penguins	Lina Chimel	linacc23@gmail.com
Penguins	Theresa Hsiao	Theresahsiao1@gmail.com
Koalas	Aleuela Allen	Lalie27.allen@gmail.com
Teddies	Wesly Hernandez	Wesly.hernandez@gmail.com

Day School Information **School Philosophy and Basic Facts**

St. James Parish Day School believes in a developmental approach to learning. Our focus is on learning through play. Nursery classes focus on social skills and learning through fun, interactive activities. Pre-K classes introduce letter sound relations, number sense, and beginning name writing and other writing activities. Our Kindergarten is a structured Kindergarten classroom that duplicates any other typical kindergarten program in public or private schools with a developmental approach.

Children arrive at school with many levels of school readiness. Our students come from families that have made time to enrich their children's lives by talking with them, reading to them, and providing extra-curricular activities for them in the years before they arrive at our school. Our teachers and their assistants provide an extraordinarily loving, caring and enriching environment for your children. With the support of our families, our goal is to prepare children to be successful in their next level of school.

Upon leaving St. James, our students attend private as well as local public schools.

2023-2024 Tuition Schedule

Class	Tuition ~ Annual	Tuition ~ Monthly 10 equal payments plus a \$5.00 per month processing fee October 2023- June 2024	Registration Fee	Required Deposit September Tuition + Registration Fee
Tuesday/Thursday	\$3,791.19	\$384.19 + \$5.00 (\$384.19)	\$400.00	\$779.19
Monday/Wednesday/Friday	\$5,100.00	\$510.00 + \$5.00 (\$515.00)	\$400.00	\$910.00

5 Day Preschool & TK	\$7,984.40	\$798.40 + \$5.00 (\$803.40)	\$400.00	\$1,198.40
Kindergarten	\$8,500.00	\$850.00 + \$5.00 (\$855.00)	\$400.00	\$1,250.00

- **MWF/TTH Monthly \$50 Potty Training Fee, parents provide diapers and wipes.**

INSERT NEW PAY PRICE POINTS

SCHOOL HOURS:

Nursery: 9:00am – 12:00pm

Preschool: 9:00am-12:00pm

T-K: 8:45am-12:00pm

EXTENDED CARE:

Morning Play: Monday - Friday 8:00-9:00am

Picnic After School: Monday - Friday 12:00– 3:00pm

After School Classes: Music, Science, Spanish, Art, Clay Creations, Dance, Yoga

12:00-12:30pm

Extended Care and After-school classes require additional fees.

ENTERANCE REQUIREMENTS:

Children must be 2 years old by September 1st.

Day School Information **School Philosophy and Basic Facts cont...**

WAIT LIST ~ Because many parents put their child on our waiting list at birth or soon thereafter, the school has long waiting lists.

CLASSES:

Tues/Thurs: 2 years old by September 1st

M/W/F : 2 years old by September 1st

5 Day Preschool: 3 years old by September 1st, potty trained

TK: 12 children with a teacher and a teacher assistant

Mon-Fri: 4 years old by September 1st

Kindergarten: 12 children with a teacher and a teacher assistant

Mon-Fri: 5 years old by September 1st

#1 St. James Church members have preference over non-church members.

In order to receive preference as a church member, families must: be active church members; participate in a ministry of the church on a regular/recognized basis; be communicants; and make a financial commitment to the church through annual pledging.

#2 Siblings of current or former students A sibling is defined as the brother or sister of a student who is currently attending St. James Parish Day School or a brother or sister of a former student who attended St. James Parish Day School for at least one full year. A student who attends or has attended only Summer School at St.

James does not earn sibling status for his or her sibling(s).

REGISTRATION:

There is a \$50 fee to place children on the wait list.

- *St. James Church members* have first priority
- *Siblings* of current or former students have next priority

CHAPEL:

Children gather for a weekly chapel service to hear Bible stories and discuss Christian values such as kindness, compassion, and honesty.

PARENTS' ASSOCIATION:

St. James' benefits from a supportive Parents' Association that contributes its time, talents and gifts to provide special events for our students, teachers and parents.

Extended Care

Morning Play: Early Drop Off 8:00-9:00am

Morning Play is available 8:00am-9:00am Monday-Friday on a drop in basis. Morning Play costs \$10 per day. Parents are billed at the end of each month. (It is not available once a month on Tuesday faculty meeting days; see calendar for dates.) Parents will sign in their child in the "Morning Play" sign up binder located just outside the school's main entrance. Our teachers will supervise the children in the sandbox area. Rainy day Morning Play will be located in the church nursery, near the Parish Hall. Children will be signed out and walked to class from Morning Play by the Morning Play Teacher.

Picnic Play: After School Care 12:00-3:00pm

Picnic Play is available from 12:00pm-3:00 pm Monday-Friday on a drop in basis. Picnic costs \$10 per hour. Parents are charged a late fee of \$1.00 per minute if the child is picked up after 3:00pm. Parents are billed by the quarter hour, at the end of each month. Children bring their own lunches and are supervised by the teachers in the sandbox and patio areas. Rainy day Picnic will be located in the school classrooms.

Parents will register their child in the "Picnic Play" sign up binder also located just outside the school's main entrance, and leave their child's lunch box in the nearby coolers. At noon, teachers will walk the children to the sandbox area and sign them in to Picnic.

After School Classes: 12:00-12:30pm

After School classes are available typically from 12:00-12:30pm. The classes include Music, Science, Spanish, Art, Clay Creations, Dance and Yoga.

Classes are available by semester. Classes are filled on a first come basis.

Parent Information and School Policies

REVISE BEHAVIOR EXPECTATIONS FOR CHILDREN:

School is a place where children learn social skills and develop the ability to be considerate and respectful of one another. This includes everything from learning to raise your hand to speak to learning that it is not acceptable to hit or in any way harm another person.

If a child intentionally hurts another child, the teacher will talk with the child and explain that we do not allow children to hurt one another. The teacher will also speak with the parent about the behavior. Usually this is sufficient to stop the behavior.

If a child continually demonstrates aggressive actions toward another child which result in harm to the other child, the Director will request a conference with the parents so that we can work together to strategize ways to appropriately redirect the child's behavior.

St. James Parish Day School is licensed by the State of California Community Care Licensing Division. Licensing requires the school to notify parents of the following:

- The Department of Child Care Licensing has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent. CCR, Title 22, Section 101200
- Modifications to the original admission agreement shall be made whenever circumstances covered in the agreement change, and shall be dated and signed by the licensee and the parent.
- Parents may request a photo copy of their child's admission agreement.
- The licensee shall comply with all terms and conditions set forth in the admission agreement.
- The admission agreement shall be automatically terminated by the death of a child. No liability or debt shall accrue after the date of death.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81 Health and Safety Code.

CONFIDENTIALITY OF CHILDREN'S RECORDS:

Children's records are confidential and are kept in a secure file. Records are only accessible to the faculty and the administration.

SECURITY CAMERAS

PARENT TEACHER CONFERENCES

The school informs parents about their child's progress in school twice each year. Teachers review a written Assessment during Parent-Teacher Conferences and also provide an update at the end of the year. These written Assessments are intended to be used to communicate with the child's Parents regarding their child's progress. The school may only share assessment results with those outside the school at the request of and with the written permission of the Parents.

MEDICATIONS

If your child must take prescription medications during the school day, please comply with the following policy:

- a. Medications are labeled with (a) the child's first and last name, name of clinician, expiration date, and manufacturer's instructions or (b) the original prescription label that details the name and strength of the medication as well as directions on administering and storing.
- b. Medication is administered only with written permission of the parent or legal guardian and as prescribed or as recommended in writing or by another form of direct communication with a licensed health care provider for a specific child. A standing order from a licensed health care provider may guide the use of over-the-counter medications with children in the program when that order details the specific circumstances and provides specific instructions for individual dosing of the medication. Otherwise the school does not administer over the counter meds.
- c. Teaching staff who administer care to children requiring special medical procedures are competent in the procedure and guided in writing by the prescribing health care provider.

SIGN IN/SIGN OUT: A parent or designated adult must sign your child in and out each day using your full legal signature. If your child has a picnic day, or any after school activity, please note that on the comment section of the sign-in sheet. A faculty member will walk with and sign-in children to After School classes and also walk and sign-in children to Picnic. If your child is going home with a friend, or his or her typical pick-up plan has changed, please inform the teacher and the office. New authorized adults that are picking up your child are subject to being asked to show identification from your child's safety.

PARKING LOT: Never leave children or infants unattended in your car. During arrival time in the morning and at pick-up time, parents must supervise their children every moment, especially in the parking lot. As a driver and as a pedestrian please be vigilant about following the counter clockwise path around the lot. You may not double park or park in the spot marked "No Parking" as this space is reserved for emergency vehicles. Please turn right out of the parking lot as you exit. Always use the crosswalks when crossing the street. The security gate will be closed part way once the lot is full to allow for emergency vehicles to enter & exit if needed. The parking lot gate will reopen once parking spaces become available. Thank you for your understanding.

SECURITY GATE: Our school code for this year is **#91040**. Please give this code to anyone who will pick up your children. The security will remain closed during school hours. All visitors must check in to the school office prior to entering the school.

IMMUNIZATIONS: All parents must provide proof of the immunizations required by the State of California prior to the first date of their child's enrollment. Children who are not up to date with immunizations will be excluded from school until immunizations are updated not exceptions. For the most current California Immunization requirements for Child Care centers visit <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/california.aspx> OR <http://www.shotsforschool.org/>

CELL PHONES: Please turn off cell phones from the time you enter the parking lot until the time you exit the parking lot.

SOCIAL MEDIA: Social Media has become a large part of communication and a way families connect with each other. We encourage you to share your own experiences and school life events, however please refrain from posting other families/children's photos and information on your social media outlets.

NO SMOKING ON CAMPUS: St. James has a strict policy of No Smoking in or around the school campus for the health of all families and children. Smoking is not permitted in the playground area, patio or parking lot of the school.

CHILD ABUSE & NEGLECT POLICY: St. James Parish Day School faculty follows written guidelines provided by California State Licensing department that list procedures for prevention, detection and reporting child abuse and neglect. As a early childhood program licensed by the State of California, our faculty is mandated by law to report any suspected child abuse and neglect.

IN CASE OF EMERGENCY: Please be sure that all of your contact phone numbers are up to date. Children may not be released to anyone who is not listed by the family as an approved emergency contact. Please be sure to notify the school office if there are changes to your list. The school will contact all parents using the School Messenger Emergency System. The contact numbers you provided will receive a text message, email message and voicemail message.

WHEN YOUR CHILD IS ILL: Please keep your child at home when he/she is ill, especially when a fever is present. Children must be symptom and fever-free for 48 hours before returning to school. If your child has a communicable disease, please notify the office so that we can notify other families.

WHEN YOUR CHILD IS ABSENT: Please notify the school via voicemail or email if your child will miss school. We retrieve messages during regular school hours.

PRACTICE SUN SAFETY:

The school has lots of shady spots in our outside play area. However, we encourage all families to apply sun screen before children arrive to school.

EARTHQUAKE AND FIRE DRILL SAFETY: Faculty and children practice Fire/Earthquake Drills once every month. The Fire/Earthquake Drill is posted in every classroom and on the school yearly calendar. Parents receive a copy of our Emergency and Disaster Plan at Back to School Night every year. See the section on the Parent Portal labeled Emergency and Disaster Plans.

OUTDOOR & WEATHER SAFETY:

During warm weather, there are many shady areas in the outdoor environment. However, we encourage all families to apply sun screen before children arrive at school daily. During cold weather, the school encourages families to provide appropriate clothing to keep their child warm. If weather conditions are unsafe at any time during outdoor play, the children will stay indoors.

SNACK: Each family is asked to provide the snack for all of the children in the school one day each year. Our Floater Teacher, will notify parents in advance via parent cubbie note and email of the date for their snack and will provide a list of foods for a healthy snack. We accept only pre-packaged foods.

Please do not buy food that contains nuts of any kind. Read labels carefully to make sure that the food you buy is not made in a factory that processes nuts. The school is vigilant about protecting those children who have food and other allergies. We expect parents to notify the office and the classroom teacher of any allergies and, in turn, the school makes sure that every child has a daily snack that is safe for him/her.

BIRTHDAY CELEBRATIONS: Birthdays are a special time in your child's life. Parents may bring in a special healthy birthday snack to add to this special day. The school welcomes fresh cut fruit, muffins, a simple sugar cookie or even your child's favorite healthy snack. Please refrain from bringing food items with heavy frosting, chocolate or high sugar content. Remember St. James' is a nut free school. Balloons are not permitted on campus during school hours while children are present.

EXTENDED CARE PICNIC LUNCH: When your child stays for extended care picnic, a lunch from home must be provided. Our school recommends that you pack your child's lunch in a cool pack lunch box or bag with ice packs to keep lunches from spoiling. St. James does not warm lunch items up during lunch time. We ask that you pack warm items in a thermos to keep warm items to temperature. Please pack nutritious foods that your child enjoys. We ask that you do not send your children with food items that they have not been exposed to yet. No soda, candy or nut items are allowed.

EXTRA CLOTHES: PRE-SCHOOL IS A MESSY PLACE! Classroom activities involve paint, markers, and other messy things. Outside play activities involve sand, and sometimes water. Outdoor activities may also include paint and other art materials. Children will get their clothes dirty. Please dress them appropriately and provide a complete set of clothes in a labeled zip lock bag.

LABEL EVERYTHING! Every year at St. James we end up with many, many jackets, sweaters, lunch boxes and other valuable items that are left behind at the end of the day. Please write your child's name on everything. We do have a "Lost and Found" basket, should you need to find something left behind.

SCHOOL/PARENT COMMUNICATION: St. James Parish Day School sends out weekly Day School News every Wednesday. These emails provide you with important information about the school and upcoming event details. Our yearly calendar can be accessed on the website parent portal. This detailed calendar can be printed or downloaded on to your smart phone. Flyers, invoices and important information will also be distributed in your parent cubbie.