



EARLY CHILDHOOD PROGRAM PARENT/STUDENT HANDBOOK 2018-2019 SCHOOL YEAR

Dear Parents, Guardians, and Family Members,

Welcome to the Early Childhood Program at Santa Clara of Assisi Catholic Academy! We are truly blessed that you have chosen to send your child/children to our school, and we thank you for your commitment to Catholic Education. Your child/children will be partaking in our Dual Language Program, and will grow to live out our mission- to become bi-literate, bilingual learners who are rooted in the joy of prayer, and a faith-filled community, to empower the future. Learning will be done through play, hands-on experiences, STEM activities, and of course, through prayer. In all that that we do, we keep Christ at our Center, and See Him in All Things. We are thrilled to foster your child's/children's love of learning, alongside you, their parents and guardians. If you have any questions or concerns throughout the school year, please do not hesitate to contact me: cbaker@santaclaraacademy.org. May everything we do this year bring us closer to Jesus, as we continue to Build the Kingdom of God.

Blessings,
Candice Baker
Early Childhood Director

Mission: Santa Clara of Assisi Catholic Academy collaborates with families to provide an excellent multi-cultural, bi-literate, academic program, rooted in the joy of prayer and a faith-filled community, to empower the future.

Vision: The vision of Santa Clara of Assisi Catholic Academy is to graduate bi-literate and bilingual students who are prepared for the high school, college, and career of their choice, and to reverse the cycle of poverty in our community.

Philosophy: Santa Clara of Assisi Catholic Academy strives to provide a safe, bicultural, Catholic environment in which teachers and parents collaborate to develop students who faithfully follow God's call to grow spiritually, academically, physically, and emotionally. It is the goal of Santa Clara of Assisi Catholic Academy to instill the values of prayer, community, and joy in students so that they may be enlightened and perpetually seek Truth and the common good. Students of Santa Clara of Assisi Catholic Academy will live by the words of Saint Clare and "See God in All Things."

Accreditation: TCCED and AdvancedED

1 Religious Formation: Students partake in many faith-formation opportunities and authentic faith-filled moments throughout the school day. All classrooms begin their day with Religion, where students learn about God and our faith. Religion begins our day and puts ourselves in the presence of Christ and serves as a reminder of how to love and live as disciples of Christ. We celebrate the Eucharist each Friday as a school, with our designated Mass Buddies. Throughout the year, students participate in Service- as a class and a school community. We promote and foster living our Catholic Social Teachings in all subject areas, and invite you to participate in your child's growth and faith journey throughout the year.

2 Arrival Procedure: The school day officially begins at 7:45 AM. All students are expected to be present in the classroom at that time. Morning Care is held every morning from 7:15 to 7:45 AM in the cafeteria, and may be dropped off in the Carpool Line between these times. Students may not be dropped off before 7:15 AM, as there is no faculty or staff member on duty. Homeroom teachers will pick up their class at 7:40 AM. While we invite you to participate in all aspects of your child's education, we ask that, if you choose to walk your child down the hallway, you please park in a parking space in the parking lot, say your goodbyes at the classroom door, and allow your child to walk into the classroom on their own. We strive to promote and instill independence, as it is an important part of their development.

3 Dismissal Procedure: The school day officially ends at 4:00 PM. Dismissal begins at 3:30 PM. Students will be called via faculty and staff and walked out by our Safety Patrol. In order for students to be picked up, the vehicle must have the Carpool Tag provided at the beginning of the year. Each family is provided with two Carpool Tags- for additional tags, please purchase them in the front office for \$1 each. If a vehicle does not have an Official Carpool Tag, they must park in the parking lot and present a valid I.D. to the front office. In order to pick up students, you must be on the list approved by parents during the first week of school. A temporary Tag will need to be purchased for that day, and we require that the vehicle get in line and pick up the students through the Carpool Line. No student will be called to a car without an official Carpool Tag. ** Students picked up early 3 times within a Quarter will receive a fine of \$30. This does not include students going home for being sick or Doctors' Appointments with a note provided the next day. (For more information, see All School Handbook: Section 46- Permission to Leave School)

4 Carpool Tags: Each family will receive 2 official tags at the beginning of the year. Any additional tags needed must be purchased in the front office for \$1. Please allow 24 hours before receiving your Carpool Tag.

5 Aftercare/Extended Day: Aftercare is offered in two locations- Catholic Charities (across the street connected to the Gym) and here at SCCA. Catholic Charities will have signups on our Meet the Teacher Night. You may also call or walk over at any time to discuss After Care with those in charge. They do have limited spaces, so please sign up quickly for that. Those who do not register with Catholic Charities will be able to attend Aftercare at the school daily, from 4 to 6 p.m.

SCCA Aftercare: Students are given a snack upon arrival, and are required to do their homework. There is assistance provided for the students that need it. When homework is complete, students may participate in a variety of after school activities. Parents/guardians will sign their child out when picking them up. They will always be under supervision of the faculty/staff members in charge. You do not have to sign up for our program- all students still in the building after 4 PM automatically walk down the hallway to Aftercare. The price for attending aftercare is \$6 daily. Any additional minute after 6 PM is a charge of \$1.

6 Attendance/ Absences/ Tardies: Please see schoolwide Parent Handbook for Policy regarding these categories. The Early Childhood Program does abide by the Three Tardies= 1 Absence Rule. Excessive tardies and absences will result in a fine, sent to your FACTS account.

7 Class Interruptions: No one may enter any classroom for any reason during regular school hours. This includes all buildings. Everyone (parents, guardians, visitors) must come to the office first and state his/her business. Any books, homework, projects, lunches, etc. must be left at the front office to be delivered by school personnel at a convenient time. Parents that have not completed the Safe Environment Program will not be allowed past the school office to ensure the safety of all students. You must be issued your Safe Environment badge to be in the building.

8 Communication: Communication is key in working together to ensure each students success. The Early Childhood Program at Santa Clara of Assisi Catholic Academy values open and authentic communication between home and school. Below are the forms of communication used throughout the school year. Parents/guardians are expected to comply with these forms. With any form of communication- teachers will respond within 48 hours, weekends not included. Please take the time to check and read through these, as it is essential for a successful year.

- Emails- emails may be sent home for any number of reasons throughout the year. This may include reminders, students successes, important information, etc.
- Each Bilingual pair of teachers will send out a Newsletter each Sunday via email by 3PM, informing you about the week ahead.
- Seesaw- All teachers PreK3-Kinder will use Seesaw as a means to share what happens in the classroom. This is a free app for parents. Teachers will assist with setup at the beginning of each school year.
- Folders- Folders will be sent home at least weekly, sometimes daily, at the discretion of the teacher. Parents are responsible for checking folders for information sent home. Folder should be returned the next day. Notes should be placed in folders to communicate between parent and teacher.
- Conferences- Parents are required to conference with teachers in October. Additional conferences may be scheduled by both the teacher and parent throughout the entirety of the school year. PTC's address behavior, social development, academics, and build parent/teacher relationships.
- Bulletin boards- Teachers display the wonderful things happening in their classrooms in the halls! Take the time to see what your child is accomplishing!

- Backpacks/School Bags- Parents should check backpacks daily for any information sent home.
- Backpacks/School Bags are to be brought to school daily

9 Backpacks/School Bags: PreK3- Kinder students are **required** to purchase an Official School Backpack from Santa Clara of Assisi Catholic Academy. (For the 2018-2019 School Year, Kinder students are not required. It is optional). This will be used for the duration of their time in the EC Program.

10 Curriculum: Curriculum is developed according to the State of Texas, National Standards, and the Diocese of Dallas. The Dual Language Program is currently creating and developing a bilingual curriculum that fits within the required guidelines. Current Curriculum may be found on the Diocesan website.

11 Dual Language Program: All students in the Early Childhood Program participate in our Dual Language Program. Students spend 50% of their day receiving English Instruction, and 50% of their day receiving Spanish Instruction. The goal of the program is to graduate bilingual and bi-literate students. The Dual Language Program currently runs PreK3-4th grade.

Subject Breakdown

Religion- English and Spanish

Handwriting/Phonics- English and Spanish

English Language Arts- English

Math- English

Spanish Language Arts-Spanish

Social Studies-Spanish

Science-Spanish

12 Uniforms: Please see All School Handbook Section 22: Dress Code

13 Lunch: Students each lunch as a class, with their teacher, at a scheduled time each day. Students have the option to either bring their lunch from home, or eat the lunch provided in the Cafeteria. Peanut Butter and Jelly and Chicken Nuggets are always an option in place of the Main Entree being offered, however, teachers encourage students to try new foods. If you would like your child to eat PB&J or Chicken Nuggets daily, teachers request a written confirmation. In keeping with our philosophy of education, students are able to choose daily what they would like to eat for lunch. If you, as their parent, would like them to eat something specific, a written note must be sent in their folders the morning of. Verbal requests will not be honored.

To ensure routine and behavior is well established, we ask that parents wait until November 1 to eat lunch with your child (this does exclude birthdays that occur during this time.)

**If your child has any food allergies, please be sure to communicate this with both the front office AND your child's/childrens teachers.

14 Volunteer: Please see All School Handbook

15 Wellness: Any medication to be taken during school hours must be given to the front office, with a doctor's note, to be administered by the school secretary. All medication must have a doctor's prescription on the bottle, a written note from the parent/guardian, and an explanation of the time and dosage to be given.

No over-the-counter medication will be given to a student, for an circumstance. A student with a temperature of 100 Degrees or above will be sent home.

A sick child may not be in the classroom. If any indication of a contagious disease is present, the student will be sent to the front office, and the parents/guardians will be contacted. Students must be fever and symptom free for 24 hours before they are able to return to school.

Santa Clara of Assisi Catholic Academy has a Head Lice Free policy. Any child with symptoms of lice will be sent home.

**Please see Medication (Section 41) in the All School Handbook for Immunization Requirements

Current contact information must be up-to-date in the front office.

16 Birthdays: Birthdays are a celebration in our school, and we enjoy doing so! On a student's birthday, they may dress out of uniform (** unless it falls on a Friday, then the student may dress out the following Monday).

The Early Childhood Program has deemed the following snacks/food acceptable to celebrate: Fruit, Ice Cream Sandwiches, Cookies, Popsicles, Individual Juices (Capri Suns, etc.) Please check with your child's/children's teacher about any specific food allergies in the classroom

The time in which you celebrate is at the teachers discretion. Please contact the teacher about your child's/children's birthday one week before it occurs.

17 Assessment and Report Cards: Progress Reports are required to be given out before/during the mandatory Parent Teacher Conference in October. A second Progress Report will go home between January 1 and February 28 with no requirement to meet with parents. Final Report Cards will be given out the last day of school, as long as parents/guardians are up to date with all payments. (See section 49 in All School Handbook). The Assessment Score Guidelines for all of Early Childhood is as follows:

4- Exemplary: A '4' signifies that the student's work exceeds the standard and expectations, and can be used as an example to show other students how to appropriately complete the task at

hand. It not only demonstrates significant understanding of the content, but also demonstrates a careful, thoughtful, analytical, and/or creative completion of the task. All the components necessary to move forward are present.

3-Proficient: A '3' signifies that the student's work is adequately meeting the standard and expectations, however there is room to grow. It demonstrates a general, but not necessarily profound, understanding of the topic at hand. The task is completed in a somewhat appropriate and accurate manner, and all or most of the components necessary to move forward are present.

2- Developing: A '2' signifies that the student's work is approaching the standard and expectations; however the student is still developing in this area. It demonstrates a vague understanding of the topic at hand. The task is completed in a less than adequate manner and is missing some of the components necessary to move forward.

1-Emerging: A '1' signifies that the student's work is below the standard and expectations, and that the student is at the beginning stages of development in this area. It demonstrates little to no understanding of the topic at hand. The task is completed in an inadequate manner and is missing the majority of the components necessary to move forward.

0-No Evidence: A '0' signifies that the student's work is non-existent; therefore the student's performance is non-assessable.

18 Parent Teacher Conferences: A mandatory PTC is held in October for all students.

Teachers will send out conference times on the date assigned. Parents/guardians are asked to respect the time and date chosen or given- 10 minutes late negates the conference time, and a new conference time will be given by your child's/children's teacher. Additional conferences may be set up by parents and/or teachers throughout the year. The teacher holds the right to request an additional mandatory conference at any point during the school year. A conference may not occur during after school events or during morning drop off.

19 Restroom Skills: All students are expected to use the restroom and efficiently and independently. This includes undressing and redressing, wiping, and following proper personal hygiene routines to ensure health of all students. Students are required to wear underwear full time- diapers and pull-ups are never to be worn during the school day. Any child not fully potty trained will have two weeks to become so- if unable to fulfill this requirement after two weeks, the student will not be able to return to school until they are fully trained.

Extra Clothes should be provided, in a Ziploc bag, to the teacher, on the first day of school. Extra Clothing does not need to be a school uniform, but rather, seasonally appropriate. If an accident occurs, your child's/children's uniform will be sent home in their backpack/school bag. Please send a new set of extra clothes to replace the ones used. We understand that accidents do occur, and will assist your child when this happens. We are unable, however, to assist them fully in the cleanup process.

20 Conscious Discipline:

PreK3 through 4th grade takes part in Conscious Discipline- a multidisciplinary approach based on three distinct brain-body states in adults and children that drive behavior. "The Conscious Discipline Brain State Model becomes a framework for us to understand the internal brain-body states that are most likely to produce certain behaviors in children and in ourselves. With this awareness, we learn to consciously manage our own thoughts and emotions so we can help children learn to do the same. The goal of this model is not to turn into neuroscientists, but to provide a simplified brain model as a means for increasing our self-awareness so we can respond consciously to the needs of the moment."

Components of Conscious Discipline:

- Self control
- Compassionate culture
- School Family
- Self govern
- Shared power
- Wisdom
- Higher brain functioning
- Internal motivation
- Service to others
- Creates interdependence

21 Homework Guidelines: Homework is meant to give additional practice for our students. Homework is always an extension of the classroom, and required parental guidance and assistance in order to be successful. Homework is expected to be completed and returned, per the teachers instructions. Guidance and modeling is expected from parents/guardians, but parents/guardians should never be the ones doing the homework. Homework outline for Early Childhood are as follows:

PreK3- sent home in folders (Wednesday to Wednesday)

PreK4- Family Projects (once a month) + additional Literacy and Math sent home in Folders as needed

Kinder- Daily Reading + Weekly Assignments

22 Field Trips: The purpose of a field trip is to serve as extended learning outside of the classroom. Teachers initiate and schedule all field trips throughout the school year. Parents are requested to sign a written permission slip, allowing the student to leave school premises and participate. This releases the school, parish, accompanying teachers, and other adults from responsibility, in the case of an accident. Parents/guardians are able to attend the Field Trip as a Chaperone only (parents may not come to the field trip if they are not an approved Chaperone). All chaperones must be Safe Environment cleared prior to permission slips sent home, and will be chosen on a first come, first serve basis. First come, first serve means that all forms and payment have been turned into the teacher. Spots will not be held. Siblings of students may not attend Field Trips, for safety purposes. If a parent/guardian declines approval

of their child's participation in the Field Trip, the permission slip must be checked NO and turned in to the teacher within 48 hours of the permission slip being sent home. If the permission slip is turned in after this time, parents are required to pay the amount due for the Field Trip, even though their child will not be attending. All money and forms turned in after the due date given by the teacher will not be accepted, and that student will not be able to attend the Field Trip. Students not attending Field Trips in Early Childhood will remain home the day of the outing. All money turned in is non-refundable. **Chaperones must have a copy of their Driver's License and background check (Safe Environment clearance) on file in the office.**

23 Technology: Technology is used in the classroom as an aid to assist and enrich learning. It is never used as the sole instructional aspect within the classroom. Teachers may assist parents in educational and appropriate websites and apps to use at home. It is recommended that students use technology no more than 20-25 minutes of technology time per day.

24 Extracurriculars: Students participate in Specials weekly: Physical Education, Art, Library, and Music. ** Please see Athletics for YMCA sports for our students

25 Parties: Three class parties are held during the school year: Christmas, Easter, and End of the Year. Teachers will notify room parents about parties- A class party fee of \$5 per child will be asked of each family at the beginning of each school year. No other funding will be required toward class parties.

26 Room Parents: Teachers will enlist the help of one or more parents of students in their classroom to assist as Room Parent. Duties include: putting together and setting up class parties, assisting on field trips, leading fundraising activities, etc.

Room parents, as well as all other classroom volunteers, must be trained and meet all Safe Environment requirements.

27 Parental Cooperation and Behavior: All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school. All members are to remain respectful, cooperate with the school in regards to all decisions affecting the student, and avoid behavior that disrupts the administration of the school. A community members failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission. As a result, this may jeopardize a student's continued participation in the school community. At the school's sole discretion, failure of a student's parents or other family members to comply with these expectations, separate or apart from the student's conduct, may result in the suspension or expulsion of the student.

Frequently Asked Questions:

- **Who are my child's teachers?** - You're Child is blessed to have two teachers- an English Teacher, and a Spanish Teacher. One of those teachers will be your

child's/children's Homeroom Teacher- meaning they begin their day in that classroom. Both teachers however, work closely to ensure success for each student. See basic breakdown of subjects in **12 Dual Language Program**. Both teachers will communicate with you equally, and we ask that you do the same!

- **Why does my child have multiple teachers?** Throughout the day, your child has two core subject teachers (English and Spanish) as well as all Specials Teachers: Art, P.E., and Music. Communication may come from any of these teachers throughout the school year. All Specials teachers are required to communicate with Homeroom Teachers about conduct and successes during their time with your child/children!
- **My child doesn't speak English/Spanish...will they be behind?** Child development occurs individually, within a range, for each child. Children years 0-8 are the most susceptible to linguistic success when learning multiple languages. Our program encourages and focuses on oral language first, and values linguistic equity. Teachers work closely with students and parents on age appropriate benchmarks and goals.
- **I don't speak English/Spanish....how can I help my child learn another language?!** Learn with them! Our teachers are also here to support and educate YOU! Never hesitate to ask for help or assistance- we as teachers are always learning, and we invite you to do the same. Encourage your child to try, and remind them that making mistakes is part of the process.
- **What are my responsibilities as a parent/guardian?** Great question! Please read this Handbook in its entirety to see specifics on responsibilities and duties as a parent/guardian. Additionally, we encourage you to be an active participant in your child's education. Read each night to your child, ask comprehension questions, play outside with them, etc. We love that we get to teach your child/children, and we love that we are able to partner with you to help them grow!
- **What is the best way to communicate with my child's teachers?** **See 9 **Communication** in this Handbook. Each teacher will use any and all of these means of communication throughout the year. You may ask a teacher what his/her preference is for things like emergencies, academic questions, questions and concerns, etc.
- **If a note is sent home, do I have to sign it and turn it in?** If a paper note is sent home, we ask that a parent/guardian sign and return it the following day. This lets the teacher know that you have seen the note and are aware of what they are communicating with you.

Please read All School Handbook for additional information not presented in this Handbook.

All parents/guardians are responsible for reading the materials contained in this Early Childhood Parent/Student Handbook. Admission is complete once this has been signed. The Handbook Covenant is located on the last page of this Handbook. Please contact Ms. Baker or Mrs. Matous for any questions.

**COMPUTER AND INTERNET USE AND STUDENT PHOTOS ON THE WEB
DENIAL FORM**

If you **DO NOT** want your son or daughter to have Network access, please return this form to:
Santa Clara Academy, 321 Calumet Ave., Dallas, TX 75211(Print clearly).

Name of Student Grade:

Homeroom

Parent/Guardian Name

Phone # _____ Date

As the parent or legal guardian of the student named above, I do not grant permission for my son or daughter to access the school network services including Internet services provided by Santa Clara Academy.

As a parent or legal guardian of the student named above, I do not grant permission for my son or daughter's photo to appear on the Santa Clara Academy website or publications.

As the parent or legal guardian of the student named above, I do not grant permission for my son or daughter to Web 2.0 tools provided by Santa Clara Academy.

Parent (Guardian) Signature: _____

**You will be sent confirmation of receipt of this form. Please e-mail us if you do not receive confirmation within two weeks.

Acknowledgement and agreement: Early Childhood Portion Only
(Please also fill out and return the ALL SCHOOL HANDBOOK Form)

For hard copy handbooks: By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print):

School Name (print):

Parent Name (print):

Parent Signature:

School year:

Date:

For online acknowledgement: By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.