



St. Helen Catholic School

9329 Madison Avenue
South Gate CA, 90280
Phone: (323)566-5491

Pre-Kindergarten
Parent-Student Handbook
Updated August 2021

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St. Helen Pre-Kindergarten

Staff

Principal/Administrator

Mrs. Guadalupe Castañon

PreK Director/Teacher

Mrs. Claudia Sandoval

Administrative Assistant

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St. Helen School

Pre-Kindergarten

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South Gate, CA 90280

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Accredited by

The Western Catholic Educational Association

The Western Association of Schools and Colleges

Pre-School Licensed by the State of California

St. Helen School

St. Helen School, a ministry of St. Helen Church, is a Pre-Kinder to 8th grade Catholic School Community of believers in Jesus Christ under the supervision of the Archdiocese of Los Angeles, preparing young people for works of service, so that the body of Christ may be built up.

Mission Statement

St. Helen School strongly encourages the students and families to bring Christ to the world by reaching out with the Gospel. With Jesus as our foundation and Mary, our role model, we proclaim God's goodness and provide care to all. St. Helen school guides the students in becoming active life long learners, who know their worth as individuals through thoroughness of instruction, creating a loving and enriching environment.

Philosophy Statement

At St. Helen School, together with the parents, who are the primary educators of their children, we strive to provide a learning environment, which supports the students in their growth toward Christian maturity by relating truth and values to an everyday life. We assist our students to be aware of their cultural heritage, help them to be citizens who will be dedicated to God, their country, and who will be able to carry the Gospel message to others. As Catholic educators we are committed to give witness to Christ by providing a positive quality-learning environment. We aid our students in exploring ways of serving others and to deepen their concern for the guide and establishment of peace and justice in the world.

St. Helen School
Schoolwide Learning Expectations
(Primary Edition)
St. Helen School graduates are expected to be

Committed Catholics who...

- know their prayers and bible stories.
- attend and listen attentively at Mass with family.
- respect self and others.
- practice values (be honest, care for others, be fair to others).

Organized students who are able to...

- solve problems.
- clean up after themselves, complete work neatly.
- follow two step directions.

Academically prepared by

- speaking in complete sentences.
- learning in class, home and school yard.
- observing, experimenting, and discovering their world.

Globally aware by...

- contributing money to the missions.
- being friendly to everyone.
- respecting nature.

Life long learners who ...

- ask questions.
- apply current knowledge to new learning.
- have fun while learning
- use imagination to solve problems.

St. Helen Pre-Kinder

Goals

The purpose of our program is to serve families with three and four year old students preparing for Transitional Kindergarten by having him/her participate in a developmental program which provides opportunities for growth in all areas: spiritual, emotional, intellectual, social and physical. We wish to do this in a loving Catholic -Christian environment in which Catholic values including the value, dignity and giftedness of each person are stressed. Only in conjunction with parents (the primary educators of their children) can our purpose be realized.

We would like to direct your child toward goals:

1. To develop an enthusiastic attitude towards school, a real desire to learn and have a positive self-esteem.
2. To provide learning experiences, which address the developmental needs of the child.
3. To attain a well-rounded personality by trying new things, facing and solving problems, assuming responsibility for his/her actions and adjusting to occasional failure.
4. To behave in a socially approved manner and to become a contributing member of the group.
5. To become more aware of God and His goodness while becoming aware of themselves and the world around them.
6. To foster intellectual development based upon the child's own natural curiosity so that he or she can initiate his or her own activities, ask questions, discover answers, use language appropriately.
7. To attain maximum physical growth and performance by improving the coordination of large and small muscles, by dressing him or herself, and observing good health habits.
8. To distinguish fact from fantasy, develop good memory, foster creativity, and increase perceptual skills.
9. To speak English in an age appropriate way by having many opportunities to speak, hear, and sing in English.
10. To become aware of Catholic/Christian morals and values and to live these in everyday life.

Pre-Kindergarten Schedule

Daily Schedule (Monday-Thursday)

7:30am – 8:00am:	Sign-in, free play
8:00am – 8:30am:	Prayer and Class Meeting (Calendar, etc)
8:30am – 9:00am:	Introduction to Concepts
9:00am - 9:30am:	Recess & Snack
9:30am – 10:00am:	Literature or Health & Safety
10:00am - 10:30am:	Sounds & Letters
10:30am – 11:00am:	Social Studies or Math or Science or Technology
11:00am – 11:15am:	Physical Education
11:15am - 11:30am:	Dismissal of AM Group
11:30am – 12:00pm:	Lunch
12:00pm – 1:15pm:	Nap time
1:15pm – 1:35pm:	Manipulatives
1:35pm – 1:50pm:	PM Snack
1:50pm – 2:30pm:	Board Games / Arts & Crafts
2:30pm – 2:45pm:	Clean up time & Dismissal

Friday Schedule

7:30am – 8:00am:	Sign-in, free play
8:00am – 8:30am:	Prayer and Class Meeting (Calendar, etc)
8:30am – 9:00am:	Introduction to Concepts
9:00am - 9:30am:	Recess & Snack
9:30am – 10:00am:	Literature or Health & Safety
10:00am - 10:30am:	Sounds & Letters
10:30am – 11:00am:	Social Studies or Math or Science or Technology
11:00am – 11:20am:	Music
11:20am - 11:40am:	Read a Story
11:40am – 12:00pm:	Snack/Lunch
12:00pm – 12:30PM:	Indoor Play
12:30pm – 12:45pm:	Dismissal

Sign-in and Sign-out Procedures

Pre-K parents must sign the children in and out of the classroom at the beginning and end of each session. The students **MUST** be brought to school on time and **MUST** be picked up on time. Students who arrive late to school will have five excused tardies in one trimester. All subsequent tardies will result in a \$5 late charge per tardy. Students who are not picked up within 15 minutes of dismissal will be escorted by the teacher to extended day care and charged the appropriate amount.

An adult (18yrs or older) whose name is on our Emergency forms **MUST** sign in the child. The responsible adult **MUST** write out their full legal name on the sign in sheet as well as the child's name and time of arrival. The responsible adult that comes at the end of the session **MUST** also sign out the child using their full legal name and the time they picked up the child.

St. Helen Pre-Kindergarten

Admission Policy

Enrollment in the St. Helen School Pre-K is open to children who reach their third birthday by September 1. All children must be fully potty trained and able to attend to their own potty needs. All children are admitted on a two-week probation period. If needed the director/teacher may assess the student to determine readiness for the program before acceptance.

St. Helen Pre-K admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities made available to the students at the school. **Preference is given to Catholic Children from Catholic families who are registered and who actively participate in the life of St. Helen Parish.** The school does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admission policies, scholarship programs, or any other school administered programs.

St. Helen Pre-K follows the admission policies of St. Helen Elementary School as outlined in the Registration Packet and **St. Helen Handbook.**

In addition to the regular and required forms, each child in the Pre-K must have the following before they will be admitted:

1. Physician's Report- Child Care Center (LIC 701) – includes TB skin test
2. Up-to-date immunization records as required by the State of California, including Hepatitis B vaccine – Immunization requirement form
3. Child's Preadmission Health History form (LIC 702)
4. Identification and Emergency Information (LIC 700)
5. Consent for Emergency Medical Treatment (LIC 627)

Please update the information on all forms when necessary, especially phone numbers. These forms are for your benefit. All information is strictly confidential.

Parents upon signing the admission agreement will be given:

1. Notification of Parent's Rights form (LIC 995)
2. Personal Rights Form (LIC 613A)
3. Copy of Admission Agreement

Discipline

The purpose of discipline is to provide a school environment conducive to learning and to promote character training. Students are expected to be courteous, cooperative, and respectful as appropriate to his or her age. No students will be allowed to keep self or others from learning. Neither will he or she be allowed to endanger self or others nor take excessive time from the teacher's ability to deal with the entire class.

1. Positive reinforcement will be used to guide the children's behavior.
2. The teacher will try to channel negative behavior into positive ones.
3. No corporal punishment will be used.
4. Continued negative behavior will result in time away from activities (always in close proximity to the teacher) known as "time-out" This will not exceed the number of minutes corresponding to the child's age.
5. Excessive misbehavior will be handled as follows:
 - a. Parent/teacher conference to discuss problem
 - b. Attempt an intervention with child to remedy the problem
 - c. Parent/Teacher/Director/Principal conference to determine proper placement
 - d. The student may be asked to leave if after all previous attempts at intervention fail to show signs of improvement

6. Students may be dismissed due to lack of parental support of school policies
7. A student may also be dismissed if the child's unacceptable behavior causes other children's health and safety to be at risk, we reserve the right to suspend or terminate your child from our program

Illness at School

The school is not staffed or equipped to care for sick children. Children with obvious symptoms of illness, including the common cold will not be accepted. It is our policy not to accept children who have a temperature of 100 degrees or higher or symptoms of illness that are contagious or require special attention from the staff such as diarrhea or vomiting. Please notify us immediately if your child is diagnosed as having any communicable disease. A doctor's note is needed for re-admittance after a child has a communicable illness such as chicken pox or pink eye.

To give maximum protection to your child in accordance with your own wishes, we must have the authority and information to act quickly. Please be sure that all

identification and emergency forms are turned in and accurate. If a minor injury occurs while your child is at school, you will be called immediately and your instructions will be followed. If your child should become ill while at school, you will be notified immediately and asked to come to pick him or her up. If you cannot be reached we will call another person authorized to act on your behalf; therefore, all information must be accurate and up-to-date.

In case of extreme emergency, we would first call your child's physician for directions, and if he/she could not be reached we would call the paramedics if necessary. You would be notified as soon as possible. We cannot legally provide medical care for your child; we can only give first aid.

No medication will be administered.

If your student has any medical issues or is allergic to any foods, etc., please make this information known on your emergency card and in writing to the administration and the teacher/teacher's aide.

Snacks

St. Helen School provides a morning and afternoon Snack for all students in attendance.

In keeping with the importance of proper nutrition, we provide healthy, approved snacks. No candy at school for snacks. If a child brings his or her own snack, sweets, sodas, foods needing heating and/or foods needing mixing (such as tuna) are not allowed.

Lunches

Students staying for both sessions will bring a lunch from home or purchase a hot lunch from school. The lunches sent from home must be placed in a lunch box or a lunch bag. Hot Lunch may be purchased at the snack window of the school office 7:30am-9am, Monday-Thursday. There is **NO Hot Lunch Program on Fridays** because of the 12:45pm dismissal time. Please send lunch from home if your student will be staying for extended day care on Friday.

Special Treats

Special treats for the children will be given at various times. This includes holiday parties, birthdays and special occasions. Nutritious treats are recommended. If a parent wishes to bring a treat, please check with the teacher at least one week ahead.

Birthdays

We invite each child to bring cupcakes (no cakes) or donuts and napkins for all the children on the day of their birthday. We will provide a special birthday crown and sing "Happy Birthday" at snack time. Please check with the teacher before the day you wish to celebrate your child's birthday at school. We do not have birthday parties at school. **Invitations may not be given out at school unless ALL the children are invited.**

Parent Education and Communications

St. Helen School communicates with parents through a Pre-K weekly packet. The Pre-Kindergarten will have parent/teacher conferences at the end of the 1st and 2nd trimesters (November/March), the teacher will be available any time by appointment, will send out information as needed, will daily read any notes sent by the parents and will respond as soon as possible. Occasional mandatory and optional meetings will be held.

Clothing

PreK does not go by the St. Helen School uniform dress code. The children are encouraged to wear comfortable appropriate clothing for school and play. **Tennis shoes or leather oxfords only.** No open-toe shoes. Sandals and boots are not allowed. **Each child must have an extra set of clothing to be kept at school in a zip lock bag in case of accidents.**

Field Trips

We rely on parent volunteers for our field trip. The volunteers will need to have gone through the VIRTUS Training. Parents will be notified of a field trip opportunity at least 30 days prior to the trip. Permission slips must be signed and returned to the school before a child may attend a field trip. When a field trip will be far from the school a bus will be ordered and parents will split the cost of the bus and any entrance fees. Occasionally, we may take a walking trip in the area. Permission slips must be signed and returned for walking trips. Trip chaperones must be at least 18 years of age, have attended a Safeguard the Children - VIRTUS workshop, be responsible, and attentive to the group they are supervising; therefore, chaperones may not bring other children or siblings to field trips. If parents decide not to allow their child to attend the field trip there will be no daycare provided during that time. Parents will need to make other arrangements for the care of their child on field trip days they chose not to attend.

Toys to School

No toys may be brought to school. Toy guns or weapons are strictly forbidden. St. Helen School is not responsible for the replacement of any missing or broken Item brought from home by the student.

Extended Day Care

The Pre-K classroom teachers are available at 7:30am to receive students to the classroom. Students that are not picked up by 3:15pm, Monday-Thursday or 1:15pm, Friday, will be automatically escorted by the teacher to extended day care and signed in. Extended day is offered to our families at an extra charge each day school is in session until 6pm. Students not picked up by 6pm will be charged \$5.00 for every 15 minutes late.

First Day & Last Day of Prek School Year 2021-2022

August 24, 2021, is the first day of the 2021-2022 school Year. The Last day for PreK is June 9, 2022.

St. Helen Pre-Kindergarten Program ADMISSION AGREEMENT-Full Day

The St. Helen Pre-Kinder Programs will prepare three and four year old students for Transitional Kindergarten by having him/her participate in a developmental program, which provides opportunities for growth in all areas: spiritual, emotional, intellectual, social and physical. We wish to do this in a loving, Catholic/Christian environment in which Catholic values including the value and dignity and giftedness of each person are stressed. Only in conjunction with parents (the primary educators of their children) can our purpose be realized.

I/We understand the \$85.00 registration fee is non-refundable (due at this time). The materials fee of \$375.00 is due June 1.

I/We _____(parent/guardian) agree to pay tuition of \$410.00 on a per month basis, due the first of the month prior to services rendered. I understand the yearly amount of \$4,100.00 is broken into ten monthly payments (August – May). I understand that if tuition is not paid on time the school will apply a late fee to my statement. I also understand that if my account becomes 90 days delinquent that my student could be suspended from school until my account is paid in full.

There will be an additional charge for the extended day care program.

St. Helen Pre-Kinder will notify you if there will be a rate change or program change 30 days in advance.

I/We have read and agree to follow and support the policies of St. Helen School and Pre-K program as outlined in the Pre-K Hand book and its appendices. I/We understand we must give one month written notice to withdraw from this program.

I understand that my child can be terminated for excessive or habitual misbehavior, lack of parental support or lack of payment of tuition or fees.

I/We have been informed that this program has an “open door” policy, meaning parents can visit any time. I/We also understand the State of California Licensing Agency has the right to inspect the facility and interview the children and staff

I/We agree to support St. Helen’s Pre-K program by working with the teachers in areas of discipline and cooperation. I understand that this handbook is to be used in conjunction with the **St. Helen School Parent/Student Handbook**.

Parent/Guardian

Date

Director/Teacher

Principal

St. Helen Pre-Kindergarten ADMISSION AGREEMENT-Half Day

The St. Helen Pre-Kinder Programs will prepare three and four year old students for Transitional Kindergarten by having him/her participate in a developmental program, which provides opportunities for growth in all areas: spiritual, emotional, intellectual, social and physical. We wish to do this in a loving, Catholic/Christian environment in which Catholic values including the value and dignity and giftedness of each person are stressed. Only in conjunction with parents (the primary educators of their children) can our purpose be realized.

I/We understand the \$85.00 registration fee is non-refundable (due at this time). The materials fee of \$375.00 is due June 1.

I/We _____(parent/guardian) agree to pay tuition of \$295.00 on a per month basis, due the first of the month prior to services rendered. Tuition is to be paid to Smart Tuition Management. I understand the yearly amount of \$2,800.00 is broken into ten monthly payments (August – May). I understand that if tuition is not paid on time the school will apply late fees to my statement. I also understand that if my account becomes 90 days delinquent that my student could be suspended from school until my account is paid in full.

There will be an additional charge for the extended day care program.

St. Helen Pre-Kinder will notify you if there will be a rate change or program change 30 days in advance.

I/We have read and agree to follow and support the policies of St. Helen School and Pre-K program as outlined in the Pre-K Hand book and its appendices. I/We understand we must give one month written notice to withdraw from this program.

I understand that my child can be terminated for excessive or habitual misbehavior, lack of parental support or lack of payment of tuition or fees.

I/We have been informed that this program has an “open door” policy, meaning parents can visit any time. I/We also understand the State of California Licensing Agency has the right to inspect the facility and interview the children and staff

I/We agree to support St. Helen’s Pre-K program by working with the teachers in areas of discipline and cooperation. I understand that this handbook is to be used in conjunction with the **St. Helen School Parent/Student Handbook**.

Parent/Guardian

Date

Director/Teacher

Principal