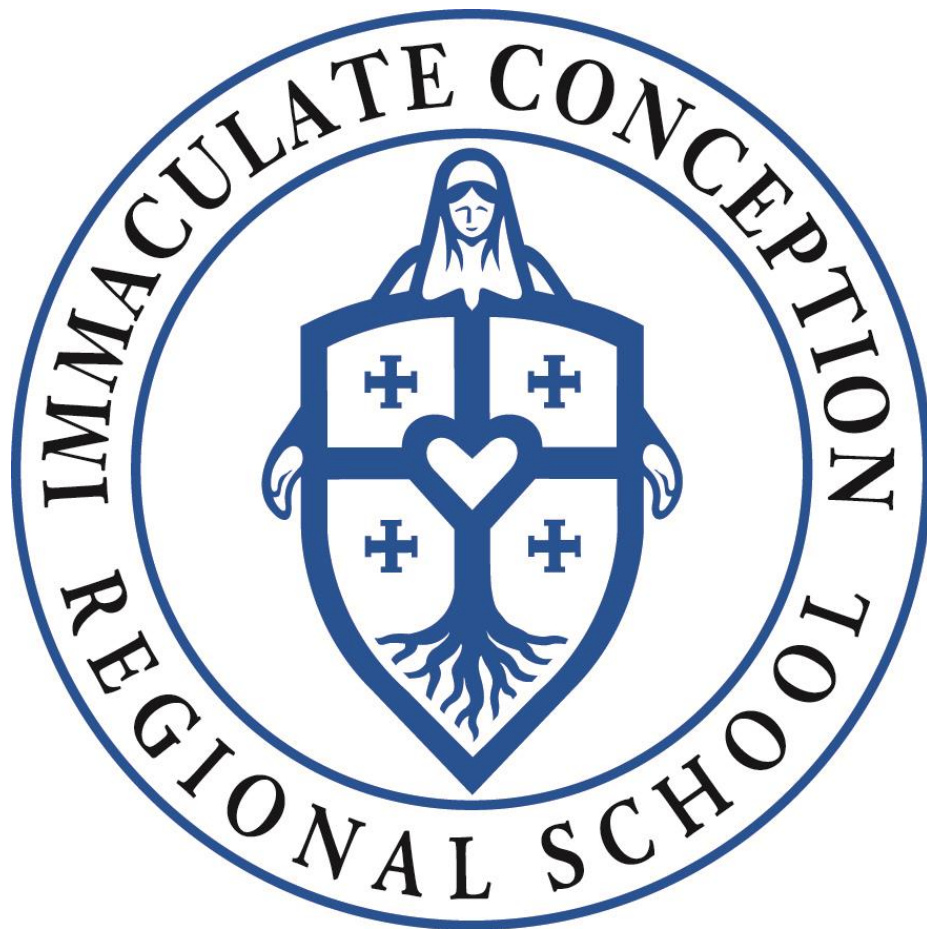


**Immaculate Conception Regional School  
Kindergarten-Readiness Program**

**Family Handbook**



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# Welcome

Welcome to all parents who have made the important decision to enroll your child in Immaculate Conception Regional School's Kindergarten-Readiness Program. This handbook will help answer questions you may have or questions that may arise during the school year. This handbook is only for your reference – we encourage parent/staff communication anytime.

## Purpose and Mission Statement

### ICRS MISSION STATEMENT

Immaculate Conception Regional School (ICRS) provides an education rooted in Catholic beliefs and values for students in Skagit and surrounding counties. ICRS emphasizes the spiritual, moral, intellectual and physical development of its students, while fostering community among students, parents and staff.

### ICRS PHILOSOPHY

- We foster relationships, both human and divine, knowing that all knowledge and faith find their true origin in God.
- ICRS continually strives to be a genuinely Catholic School that deliberately and continually proclaims the Gospel.
- We recognize parents as the primary educators of their children.
- The dedicated staff of ICRS provides an excellent curriculum in academics, physical education and the arts which stimulates the growth of each individual in confidence, positive self image and personal responsibility.
- Staff and parents are committed to preparing our students to live as citizens in service and leadership to their Christian community and the broader world community.
- ICRS welcomes racial, ethnic, cultural and economic diversity among its families and strives to teach an appreciation of these differences to all students.

### SCHOOL WIDE LEARNING EXPECTATIONS

ICRS students are

1. Active persons of faith who
  - a. live out gospel values of compassion and stewardship
  - b. exhibit knowledge of Church teachings and practices
  - c. pray personally and at liturgies
  - d. guide decision-making with Catholic moral standards
2. Life-long learners who
  - a. communicate clearly and effectively
  - b. problem solve using critical thinking skills
3. Active citizens of the global community who
  - a. demonstrate good study skills and a strong academic foundation
  - b. participate in creative arts and physical fitness
  - a. respect diversity
  - b. work for the common good
  - c. are aware of current events
4. Self-aware individuals who
  - a. are accountable for their actions
  - b. affirm self and others

## Admissions & Enrollment

Admissions applications can be found at [ICRSweb.org/admissions](http://ICRSweb.org/admissions). Requests for additional information about the ICRS Kindergarten-Readiness Program can be made there also. Parents are required to provide a birth certificate and proof of immunization at the time of application. The school also requests student's Baptismal

certificates (if available). **Please keep health, immunization and contact records current and inform the school of any additions or changes.**

## Curriculum

Children in the ICRS Kindergarten-Readiness program will develop social skills in a structured program that prepares them for success in literacy, number sense, fine/large motor skills, art, music, science, and of course, establishing lasting friendships with other children in the class. Our Catholic identity is integrated within all our curriculum and will inform and enlighten all our learning in an age appropriate manner.

The ICRS Kindergarten-Readiness staff uses the following learning resources and teaching strategies to prepare our 4-year olds to be successful friends and learners at school.

- **Literacy and Language Arts** – *Open Court* and *Get Set for School*, daily pre-reading and phonics skill development, sight and sound recognition, recognition and printing of their name, story time to develop listening and comprehension and much more!
- **Handwriting** – *Get Set for School* and *Handwriting Without Tears*, fine muscle control development through manipulation of pencils, crayons, scissors, puzzles, paste, paint, stamps, and string.
- **Math** – *Get Set for School*, number sense, counting, numeral identification, introduction of addition and subtraction, patterns, comparing and sorting, shape identification and differentiation, measurement, comparing sizes, lengths and weights, sequencing and graphing. Math is introduced using manipulatives to create a foundation for learning math concepts and spatial relations.
- **Religion** – *Stories of God's Love*, Each day includes prayer time and a growing understanding of being loved as a child of a Loving God. Students are introduced to Jesus and the joy that comes from following Him. Holy days and seasons will be celebrated, and we will encourage families as they lead these little souls to love God and love others.
- **Science** is presented in a lively, interactive, and sometimes messy way. Following the seasons, using observation of the natural world, using their senses, describing and classifying the properties of objects and events according to their physical attributes, testing hypotheses by experimenting and observing the results lead preschoolers to appreciate and enjoy early science skills. Health and nutrition, as well as dental hygiene are included.
- **Themes:** fun and informational themes such as seasons, holidays, holy days, social studies and nature are presented weekly to engage and introduce young learners to the wider world.
- **Music and Art** reinforce the themes. Strategies will be used that build up the preschooler's imagination and creativity while helping them improve fine motor skills using drawing, painting, gluing and playdoh. Music and art complement the theme and tie it all together for the child. This repetitive, cohesive strategy connects learning with the arts and is a proven strategy to successful preschool education.
- **Learning is hands on and engaging.** It involves repeated exposure to new concepts and time for independent practice.
- **Gaining self-confidence and developing responsibility** is key for preschool students at ICRS. As they interact with other children, students develop their verbal and social skills.
- **To develop physically and emotionally**, children play outdoors on our beautiful play equipment or in the gym. We play games involving large motor skills and encouraging self-regulation, such as the ability to control their own thoughts, emotions and behavior.
- The ICRS Kindergarten-Readiness program recognizes that **parents are the primary educators** of their children and we are privileged to be your partner in preparing your child for Kindergarten.

ICRS preschool is licensed for 20 students. Our staff to student ratio is 1:10. We offer both a half day and full day Kindergarten-Readiness Program. The director is available daily or by appointment. In her absence, the lead teacher will substitute as program director. Substitutes and/or aides will assist under the direction of the lead teacher or director as needed.

## **Notice of Nondiscrimination Policy Regarding Students**

Immaculate Conception Regional School (ICRS) Kindergarten-Readiness Program admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. While the program is proud to present a Catholic world view, we respect, welcome and encourage students of all faith backgrounds to be part of the joy of early learning within that context. In the administration of its policies the school does not discriminate on the basis of race, creed, color, national and ethnic origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, or ability in administration of its educational policies, admission policies, scholarship and loan programs, employment practices, and athletic and other administered programs. ICRS complies with the requirements of Washington law against discrimination and the ADA.

### **Placement and Tuition, Days and Times**

Age Group	Days	Annual Tuition	Monthly Payment
4 year olds	8:30AM -11:30AM*	\$4656	\$388
4 year olds	8:30AM - 2:45PM*	\$7764	\$647

**\*Wednesdays, one- hour late start. School begins at 9:30AM**

### **Extended Care**

ICRS will provide Extended Care services to 4-year olds if we get at least three students participating. These monthly rates apply to the 4-year old Extended Day program only. Four-year olds do not qualify for second child discounts.

<u>Monthly Options</u>	<u>One Child</u>
Before School only (7AM- 8:30AM)	\$ 90
After School only (2:45PM – 6PM)	\$270
Before & After School (7AM - 8:30AM, 2:45PM – 6PM)	\$360

### **Parking, Arrival and Departure**

Preschool parents park in the Saint Joseph Center parking lot. Please be sure to take your child to the bathroom before class begins. If your child needs to use the bathroom before school, please knock on the classroom door and help your child access the bathroom through the preschool room.

There will be a round magnetic disk attached to the pillar of the walkway outside the classroom. One side is red and the other is green. Red indicates that class has not started. When the disk is turned to the green side it means that it is time to enter the classroom for the start of school. (8:30 on M, Tu, Th, F, and 9:30 on W).

There is a “sign in/sign out” sheet in the classroom for each day. Sign in/sign out procedure includes the time of day and a legible signature of the person dropping off or picking up your child. Parents can order hot lunch for their child on this sheet as well.

Pickup will occur at the east doors to the Saint Joseph Center. We will have the students line up and wait at the door, so that parents (or designated caregiver) can approach the door, sign the child out, and walk with the child to their car.

Prompt arrival and pick-up is important. Please try to bring your child to school on time, so he/she may take full advantage of the entire preschool program. If you are unable to pick up your child within 15 minutes of the scheduled dismissal time, please call the office to make other arrangements.

## Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45	Arrival / Morning tubs	Arriva / Morning Tubs	Arrival/ Morning tubs	Arrival / Morning tubs	Arrival / Morning Tubs
8:45 - 9:15	Circle Time / Prayer + Pledge	Circle Time / Prayer + Pledge	Circle Time / Prayer + Pledge	Circle Time / Prayer + Pledge	Circle Time / Prayer + Pledge
9:15 - 9:45	Language/ Literacy + Small group / Centers*	Language/ Literacy + Small group / Centers*	Language/ Literacy + Small Group/ Centers*	Language/ Literacy + Small group/ Centers*	Language/ Literacy + Small group / Centers*
9:45 - 10:25	Music + Movement + Recess	Music + Movement + Recess	Music + Movement + Recess	Music + Movement + Recess	Music + Movement + Recess
10:25 - 10:45	Snack	Snack	Snack	Snack	Snack
10:45 - 11:10	Circle time #2 Math + Art + Small Group/ Centers*	Circle time #2 Math + Art + Small Group/ Centers*	Circle Time #2 Math + Art + Small Group/ Centers*	Circle time #2 Math + Art + Small Group/ Centers*	Circle time #2 Math + Art + Small Group/ Centers*
11:10 - 11:15	Show + Tell	Show + Tell	Show + Tell	Show + tell	Show + Tell
11:15 - 11:45 <i>*11:30 dismissal ½ day students*</i>	Recess	Recess	Recess	Recess	Recess
11:40 – 11:50	Bathroom/ Clean up	Bathroom/ Clean up	Bathroom/ Clean up	Bathroom/ Clean up	Bathroom/ Clean up
11:50– 12: 15	Lunch	Lunch	Lunch	Lunch	Lunch
12:15 - 12: 45	Rest Time/ Silent Library	Rest Time/ Silent Library	Rest Time/ Silent Library	Rest Time/ Silent Library	Rest Time/ Silent Library
12:45 - 12: 55	Bathroom/ Mat clean up	Bathroom/ Mat clean up	Bathroom/ Mat clean up	Bathroom/ Mat clean up	Bathroom/ Mat clean up
12:55 – 1:05	Stretch Our Bodies	Stretch Our Bodies	Stretch Our Bodies	Stretch Our Bodies	Stretch Our Bodies
1:10 – 1:30	Circle Time #3	Circle Time #3	Circle time #3	Circle time #3	Circle time #3
1:30 – 2:00	Religion/ Science / Centers*	Religion/ Science/ Centers*	Religion/ Science/ Centers*	Religion/ Science/ Centers*	Religion/ Science/ Centers*
2:00 – 2: 20	Recess	Recess	Recess	Recess	Recess
2:20 – 2:40	Closing Circle	Closing Circle	Closing Circle	Closing Circle	Closing Circle
2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

\*Subject to Change\*

## School Calendar

The ICRS Kindergarten-Readiness Program follows the school's academic calendar.

## School Closures

See [www.icrsweb.org](http://www.icrsweb.org) for forms, school closures and other information. RenWeb.com and the RenWeb app is the school portal for information too. The school will communicate via text messaging and email for emergency all-school notifications, as well.

**Snow Day/Inclement Weather Information:** If we wake up to snow, floods, or the like, the principal will make a decision on whether or not to cancel or delay school. Because of our bussing partnership, this decision is made jointly with the administration of Mt. Vernon Christian School. When a decision is made, the local radio stations will be notified: KAPS (660AM), KBRC (1430 AM), as well as KIRO, KING and KOMO television stations. The message will also be text messaged and emailed to families and posted to our Webpage. If the local public schools are canceled, we generally cancel as well. We do not dismiss early on snow days.

## Parental Involvement

Parents are always welcome to make arrangements to assist and observe in the classroom. Family members interested in volunteering in the classroom and/or with students, must complete a Virtus "Safe Environment" class as required by the Archdiocese of Seattle. For more information about Virtus requirements, visit this page: <http://www.seattlearchdiocese.org/sep/training.aspx>. To sign up for a Virtus class, you will need to make a Virtus account [here](#). Once you have met the requirements, we encourage you to sign up to participate in your child's early learning program.

## Illness and Medications

If your child has been at home because of lice or illness they must be nit-, fever-, diarrhea- and/or vomit-free (without medications) for 24 hours (72 hours during Covid-19) before returning to school. This allows ample time to recover and stops the spread of illness to other children. Please use your best judgment when it comes to coughing and colds. Preschool students are not the best at coughing or sneezing into their sleeves and we would like to keep the spread of germs to a minimum. Children who have stayed home to address lice must come to the office for a lice check before returning to class.

If a child comes to school and, in the opinion of the teacher, is sick, we will call you to come and pick up your child.

No medication can be administered by school personnel without the written permission of the prescribing physician or dentist. This includes all medication whether prescription or over the counter drugs. Medications are kept out of the reach of children. Please see the school office for the necessary forms.

## **Discipline Policy**

Four-year olds are learning socialization skills and school culture. Children are learning how to share, use kind words, take care of one another, and be a friend. At times, children may need redirecting or guidance with problem solving. Our policy for this age group is to redirect children and make these moments learning opportunities. Corporal punishment is not used at ICRS.

## **Preschool Readiness**

Children who are ready to attend the ICRS 4-year old program are potty trained and completely independent in the bathroom. They can express their needs and wants. The full day option is best suited to those children who have experience being in a structured setting away from mom and dad during the work week. Children new to preschool might be best suited for the half day program. Parents may choose to add a full day program as the year progresses.

## **Kindergarten Transition**

The ICRS Preschool and Kindergarten teachers work closely together to create a seamless transition from ICRS PK to ICRS K. The Preschool curriculum is designed for Kindergarten readiness. In the Spring, parents are invited to visit the ICRS Kindergarten open house and learn about the Kindergarten program. ICRS Preschool students will be assessed during Preschool for Kindergarten readiness and will not need to participate in the Kindergarten “Round Up” in May.

## **Mid-Year Transitions**

In the event that a student enrolls mid-year, we will offer support and strategies for a comfortable and smooth transition for the student and his/her parents. Please let the staff know of any helpful ideas and suggestions as we accommodate your child.

## **Medical Emergencies**

**Emergency Information:** During enrollment, parents provide emergency contact information on RenWeb, which designates how to contact them or their representative in case of an emergency. Parents are asked to update this information on RenWeb when changes occur, and to inform the school so we will know to print an updated student form.

**First Aid:** Paid staff members who have current first aid/CPR cards will provide first aid as needed. Parents complete information on RenWeb allowing the school to call 911 if the situation warrants such care.

## **Emergency Preparedness Plan**

The school Safety Manual/Emergency Preparedness Plan is located in the PK classroom and in the school office. It is also available electronically upon request. The school updates and maintains earthquake emergency supplies, which include food, medical supplies, and blankets.



The school conducts a safety drill monthly, including fire drills, earthquake drills, intruder drills and bus evacuation drills.

## **Uniforms/ Clothing**

School uniforms are encouraged but not required. Children should dress comfortably, simply, and suitable for the weather and preschool play. We paint, use markers, play with playdough and explore outside! We go outside rain or shine so always send a coat with your child to school Please make sure it has a **hood** on rainy days. Label any clothing your child may remove at school (coats, sweaters, etc.)

As children gain independence in the bathroom it's easier for them when they don't have tricky belt buckles or hard snaps to figure out. Dress them so they can use the bathroom without assistance.

A change of clothing should always be in your child's backpack in case of a spill or accident. These situations can be embarrassing for children and having their own change of clothing (including underwear) helps the change go unnoticed. The extra clothing should be placed in a large plastic bag marked with your child's name. Soiled clothing is placed back in a plastic bag in the child's backpack.

## **Supplies**

All ICRS 4-year olds should bring their backpack to school daily.

Children in the full-day program will have lunch followed by 30 minutes of rest time. Parents should provide bedding, such as a beach towel or sheet and a child sized blanket to use at rest time. Bedding will be sent home every Friday for washing must be returned to school the following Monday.

## **Family Engagement and Communication**

**Classroom Communication:** Preschool teachers will send home a weekly newsletter to keep parents informed of the theme, specific learning targets, and special events happening in the classroom. The newsletter will also list the dates each child is scheduled for show and tell.

**Communication via Technology:** See [www.icrsweb.org](http://www.icrsweb.org) for forms, school closures and other information. RenWeb and the RenWeb app is the school portal for information also. The school will communicate via text messaging and email for emergency all-school notifications, as well. The school's lunch menu, health policy, staff policies and liability insurance are available through the website

**School Communication Envelope:** On Thursdays, a "communication envelope" (Brown Envelope) is sent home with the oldest student in each family. The envelope is to be returned the next day. Enclosed in the envelopes are calendars, a weekly letter from the principal, information about fundraisers, etc. Notes may be returned to the school office in the communication envelope, as envelopes are checked when they are returned to the office.

**Conferences:** Parents wishing to speak with their child's teacher or the principal are requested to make an appointment. Each year there is one set of parent/teacher conferences scheduled for all families at the conclusion of the first trimester. A second, conference day is scheduled at the end of the second trimester to discuss the child's progress.

**Confidentiality:** At no time will situations involving students or personnel be discussed publicly or with anyone other than the individuals directly involved. Staff and volunteers must respect the confidentiality of school situations and the privacy of children. Discretion must be used in conveying experiences within ICRS and under no circumstances should students’ or families’ names be used outside the school. The services of a volunteer who does not respect confidentiality can be terminated. Student’s personal information will only be accessible to staff and to the individual child’s parents.

**Care for children with specific or special needs:** The small class size and caring staff of ICRS will provide quality care for each individual child’s development. If staff and/or parents determine that a child requires specialized services, parents will be provided with resources for children who might qualify for Special Services through their individual school district or other specialized providers.

**Additional Communication:** The school health policy, staff policies, and liability insurance are available for review in the classroom. Inspection reports and notices of enforcement actions, if applicable, will be posted on the parent bulletin board in the classroom.

**Good Communication:** Parents are encouraged to contact the school whenever they have questions or concerns about their child or the school in general. If children hear parents criticizing their school and teachers, they are likely to lose confidence and trust in them. In order to facilitate good communication and trust among all of us, please take suggestions or complaints immediately and directly to the person involved. If you do not receive a satisfactory response, present your concern to the next level of administration.

## Meals and Snacks

The importance of proper nutrition plus physical activity lead to lifelong good health. Preschool students can bring a packed lunch from home or participate in the school hot lunch program and/or school milk program. Children should also bring a morning snack from home.

**Hot Lunch:** ICRS partners with the Mount Vernon School District to provide healthy hot lunches to ICRS students. PK Families who qualify for free or reduced lunch are encouraged to apply. This information remains confidential at the school. A monthly lunch calendar is published on the school website and given to families through the Brown Envelope.

**School Milk Program:** ICRS sells milk to accompany home-packed lunches. Parents/guardians can place funds to cover any quantity of milk in the family’s hot lunch account on RenWeb.

The cost for lunch is \$3.25 per meal. Otherwise the preschool program requires that parents provide a nutritious lunch. All students will need to bring a nutritious morning snack for our morning snack time. Here is some guidance on nutrition.

Requirement	Breakfast	Lunch and Dinner	Snack (at least 2 of the 4 components listed)
A fruit or vegetable or one hundred percent fruit or vegetable juice	X		X
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable). Juice must be one hundred percent fruit or vegetable		X	

A dairy product (such as milk, cheese, yogurt, or cottage cheese)	X	X	X
A grain product (such as bread, cereal, rice cake or bagel)	X	X	X
Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)		X	X
A liquid to drink- can be water or one of the required components such as milk, fruit or vegetable juice.	X	X	X
** A daily minimum of one serving of Vitamin C fruit, vegetable, or juice is included			
** Foods high in Vitamin A are included three or more times weekly			

**Hot Lunch accounts:** Hot lunch accounts will be maintained and reported on RenWeb. Minimum balance is \$5.00 for regular users. Parents need to frontload their RenWeb Hot Lunch account and are responsible for RenWeb fees associated with payments (3.75% for credit card and \$0.85 for check). The office will accept cash or check payments for a minimum deposit of \$20.

If an account has a debt of \$50.00, the parents will be notified by phone call to have their children stop ordering hot lunches until the time that they can pay what is owed in full. In the meantime, the parent will be asked to send their children to school with sack lunches.

## Accounting

**All tuition and fees** will be collected on FACTs. **Hot lunch and Extended Day fees** will be collected on RenWeb. In the event that money is turned into the office, please make sure money is (1) sealed in an envelope, (2) the front of the envelope is labeled with your child’s name (first and last), their grade and their teacher’s name, the amount of \$\$\$ enclosed and the purpose of the money, and 3) if you write a check for Extended Day and Hot Lunch, please do write two separate checks.

**NSF Checks:** After the second Non-Sufficient Fund (NSF) check, cash payments or money orders will be required.

## Transportation and Field Trips

At this time, no field trips will be conducted due to Covid.

## Child Safety

**Background Investigations:** An extended background check is mandatory for all employees as well as for volunteers who may work one-on-one with preschool students.

**Safe Environment:** In an effort to keep children safe, all employees, coaches and volunteers are required to take the initial “Protecting God’s Children” workshop offered through the Archdiocese of Seattle, then partake in updates online every 3 years.

In the event that a student has an accident on campus, the parent may contact the school office for guidance regarding student accident insurance information.

Children will be supervised at all times and not allowed access to unlicensed space.

## **Expulsion Policy**

The teachers will work closely with parents to change a child's behavior that might lead to an expulsion, such as a child who loses control repeatedly hurting themselves or others. The steps taken before an expulsion are the following:

1. Parent – Teacher meeting to discuss child's behavior and reasonable accommodations
2. Implement accommodations and determine if they are successful
3. Conduct a second parent-teacher meeting to celebrate progress or expel
4. Where applicable, parents will be provided with resources for children who might qualify for Special Services through the Mount Vernon School District.

## **Consistent Care Policy**

ICRS PK staff will consistently work with the children for much of the day, with a goal of building long-term trusting relationships.

## **Mandatory Reporting Law**

We follow the state reporting laws regarding Child Abuse and Neglect. If there is "reasonable cause to believe that a child has suffered abuse or neglect, ICRS staff are required to report such incident, or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW 26.44.040".

## **Substance Use**

It is the policy of ICRS that no alcohol, tobacco, or cannabis will be used on campus while school is in session and illegal drugs are prohibited.

## **Termination of Services Policy**

**Withdrawal from ICRS:** If a family chooses to withdraw their child/children from ICRS, tuition will be refunded for any month in which the student has not attended ICRS. There is no partial month refund. If tuition payments have been made through FACTS refunds will not be made until the payment has cleared at FACTS. Registration fees are not refundable. If a place has been held in a class for a student, and the student has not attended, tuition will be charged until the withdrawal request has been formally received from the student's parent or guardian.

**Failure to Pay** may result in discontinued enrollment, referral to a collection agency, and/or a student restricted from participating programs.

Any questions regarding tuition or fees should be directed to the school secretary or bookkeeper. *Delinquent tuition or fees can prohibit transferring of records, delivery of report cards, future scholarships and re-registration.*

Parents please sign and return this page.

I have read and understand the ICRS Preschool family handbook and early learning program policies.

(print)\_\_\_\_\_

(sign)\_\_\_\_\_ (date)\_\_\_\_\_

I have read and understand the ICRS Preschool family handbook and early learning program policies.

(print)\_\_\_\_\_

(sign)\_\_\_\_\_ (date)\_\_\_\_\_

In addition, I give permission for photography, videotaping, or surveillance of my child.

(sign)\_\_\_\_\_ (date)\_\_\_\_\_

(sign)\_\_\_\_\_ (date)\_\_\_\_\_