



*St. Anthony of Padua Catholic Preschool*



# Statement of Services 2023-2024

St. Anthony of Padua Catholic Preschool, (520) 836-7247, located at 501 E. 2<sup>nd</sup> Street, Casa Grande, AZ 85122, offers an early childhood development program for children aged three to five years of age. The preschool's purpose is to provide a safe, healthy, and caring environment. The preschool is continually identifying strengths and areas for program growth.

The preschool curriculum is based upon building a developmentally appropriate program that takes into consideration age and everyone; with child initiated and child directed activities within a framework provided by a teacher. Weekly and/or monthly thematic units are presented in a center-based environment that will include stimulation of the child's cognitive, emotional, physical, social development and spiritual growth.

The preschool classes follow the regular St. Anthony's school year calendar. Classes begin at 7:40 a.m. and end at 11:30a.m. for the half-day session and at 3:00 p.m. for the all-day session Monday through Friday. Extended Care is available from 3:15 p. m. until 5:30 p.m. (Mondays – Thursday) and Fridays from 12:30pm to 5:30pm for an additional charge. The school will be closed for holidays as noted on the school calendar. Parents or an authorized adult must sign children in and out each school day. An older sibling may not sign children in or out of school (unless that sibling is 18 years of age or older). Children are released to parents or authorized persons only. The preschool is regulated by the **Department of Health Services**, located 400 W. Congress, Suite 100 Tucson, AZ 85701 (520) 628-6646.

### **Admission Policy**

Religious formation is one of the primary purposes of the Catholic School. Students are admitted to St. Anthony's Preschool only if their parents agree to this concept and its implementation.

No student is denied admission based on gender, race, national or ethnic origin.

Age requirements for children entering preschool:

Three years old by September 1<sup>st</sup> of the entrance year and toilet trained.

Age requirement for entering pre-kindergarten:

Four years old by September 1<sup>st</sup> of the entrance year and toilet trained.

Priority of admission is given to those families who are already enrolled in the program. Next, to families who have students attending elementary school, and then to all new families.

Current students request admissions in January for the following school year (or at the designated posted time). All family billing accounts must be paid current or without a balance to register for the next school year. There is a \$25.00 online registration fee required for every family. Parents/guardians of all new students will meet with the director prior to being accepted into the St. Anthony of Padua Catholic PreSchool Program.

Parents of all accepted students must:

Complete Registration forms for each child to attend; bring a birth certificate, a baptismal certificate (if applicable), and immunization records; fill out an emergency form for each child; sign a volunteer and a tuition agreement; complete parish verification form (if applicable); and a complete physical assessment form signed by a physician.

### **Charges, fees and payment requirements**

A nonrefundable online registration fee of \$25.94 is due at the time of registration. All monthly fees are paid through FACT Mgt. online tuition program and are due in a timely manner August through May. The fees for Extended Care are \$5.00 per hour and are billed based on use. Families must commit to **20 hours** of **volunteer** time or purchase those hours at \$15.00 per hour. All fees and tuition must be paid in full by the end of the school year.

### **Disenrollment Procedures**

The Preschool Director and school office must be notified if a child will no longer be attending.

Registration fees and completed volunteer hours are nonrefundable.

Monthly tuition is not prorated.

### **Discipline Guidelines**

Discipline procedures used at St. Anthony of Padua Preschool include positive redirection and cooling off period if needed. If the child's negative behavior persists, redirection from staff fails and the behavior causes disruption to daily classroom routine or endangers other children, parents are called to pick the student up. Following a meeting between the Director and Parent/Guardian, if the child's negative behavior continues, the child will be asked to leave the program.

### **Field Trips and Transportation**

We walk to St. Anthony of Padua Catholic Church, 201 N. Picacho St. every Wednesday for Children's Mass and the St. Anthony of Padua Catholic School cafeteria every day for lunch.

A field trip form for the year is filled out for the Wednesday field trip to church.

Attendance is taken before leaving, arrival at church, before leaving church and arrival back at the Preschool Building.

For scheduled field trips, we have an Arizona Department of Health Services Field Trip Form and a school permission slip form signed by a parent/guardian. Our parents provide transportation. All our parents that volunteer to drive, chaperone, or are around the children at any time other than pick up and drop off must be cleared through the Diocese

of Tucson with fingerprint clearance and a Motor Vehicle Department clearance, as mandated by the Diocesan Compliance Policy.

### **Health, Wellness, Medication**

All children in attendance of St. Anthony of Padua Catholic School must have a health assessment on file within the first 30 days of attendance at school. This is to ensure the safety, health and wellness of all children and staff.

Medication-When it is essential for a student to take medication at school the following requirements must be met:

- The student's licensed physician shall prescribe all medication, prescription and non-prescription.
- The parents shall provide all medication.
- Prescription medication will only be accepted in its original packaging.
- Over the Counter medication must be labeled with the student's name, date to begin medication, date to discontinue medication, dosage, and time administered at school.
- A parent/guardian signs a medication form, (obtained from the school office) for each medication administered at school.
- Medication is delivered to the school health assistant or administrator by the child's parent/guardian.
- The school will not administer the first dose of any medication to a child (This should be done in care of a parent/guardian for observation of reaction to medication).
- The school health assistant or director designee will administer medicine.
- No student will have access to self-administer medication and shall not have any form of medication on their person or amongst their possessions at any time.
- No medication will be accepted out of its original packaging and those brought to school will not be administered. We will not accept a note, or any other form of written permission, to administer medication out of its original packaging.

### **Priority List for Administration of Medication**

Amanda Ochoa  
 Diana Peck  
 Marissa Ochoa  
 Elisa Santos  
 Pam VandeZandschulp

### **Emergency Medical Treatment:**

The Arizona Department of Health Service Emergency Card is required. All parents/guardians must fill out this form for each student attending St. Anthony of Padua

Catholic School. No student is allowed in attendance without this form on file. A new form must be filled out or confirmation of information must be provided each year a child is in attendance.

This form will be used if a child is experiencing any form of medical emergency. The director or director designer will contact 911 for medical treatment in case of a medical emergency. A parent/guardian is contacted immediately, if a parent/guardian cannot be contacted we will contact the next emergency contact provided until an emergency contact has been reached. If a child is transported to the nearest hospital or treatment facility, the parent will be notified and given directions to said location. It is extremely important that at least two people who could assume temporary responsibility be listed, with phone numbers. If the phone numbers change, a new form must be filled out immediately.

All allergies or any other health issues need to be listed on the Emergency form so that we may be aware and act responsibly in an emergency or if the child has a need.

The Arizona Department of Health Service and St. Anthony of Padua Catholic School require the Arizona Department of Health Service Emergency Form. The school staff, teachers, and health department use this form and it is mandated to be in the student's permanent file.

### **Building Maintenance, Repair, and Pesticide Application**

St. Anthony of Padua Catholic Preschool will take all necessary steps to ensure the safety and wellbeing of its staff, children, and families. In ensuring their safety, we have annual inspections of each building on the school and preschool campus. All repairs are scheduled during school closures. If there is a maintenance, repair, or pesticide application necessary during school hours, we will communicate 48 hours in advance of that notice in writing. If there is an emergency, parents will be contacted, and the preschool will be evacuated. The school evacuation protocol is provided in writing upon request to the Director.

### **School News**

Emails from FACTS SIS/ Renweb will include the most current school news, events, changes, and schedule. More information can be found on the school website **[stanthonycgschool.org](http://stanthonycgschool.org)** and the **school's Facebook page**. If you do not have the ability to receive communication via internet or e-mail, please notify the school office and a paper version will be provided.

### **Postings**

Copies of all Inspection reports and Proof of Insurance are available upon request to the Director.

After Care 3:15 – 5:30 p.m. Mondays – Thursdays and Fridays from 12:30pm to 5:30pm

After Care is held in the school cafeteria. The charge is \$5.00 per hour. The bill is sent through FACT Mgt. at the end of each month.

**Discipline Procedures for After Care** – If a student becomes disruptive in any way this is the discipline plan that is followed: 1. Talking to the student 2. 5-minute time out 3. Send to Director’s Office 4. Parent is called to come and get the child.

**Schedule for After Care**

3:15pm Sign in and free play

3:45 Snack

4:00 Homework or playing games and toys.

**Student Dress Code 2023 - 2024 PreSchool – 8<sup>th</sup> Grades**

**VII. Dress Code / Uniform Policy**

School uniforms and dress code requirements have been a part of Catholic schools for a very long time. Uniforms and dress code requirements create a sense of oneness and identity. Uniforms with the school logo also encourage pride in the school community. We ask parents to be our partners in enforcing our accepted uniform and dress code policies.

**St. Anthony of Padua Catholic School Uniform - Beginning August 2023**

**Company: [French Toast](#) Online Orders Only – Nationally Recognized Uniform Company**

**All items MAY be purchased from this uniform company.**

**Web site : [www.frenchtoastsschoolbox.com](http://www.frenchtoastsschoolbox.com)**

**School Code: [QS62TRX](#)**

**ALL MAY BE PURCHASED FROM FRENCH TOAST**

Everyday Polo – Red with school logo

Mass Polo – White with school logo

Girls- Plaid Skirts only (with shorts underneath) – **optional** - --- Preschool – 8<sup>th</sup> Grades

**NOTE: the length of the skirt must go no shorter than the kneecap but can go below the knee.**

Girls – Jumpers – **optional** - (may be worn from preschool/pre-kindergarten to 2<sup>nd</sup> grade)

Pants and shorts – Navy blue (These may be purchased elsewhere if you wish.)

**NOTE: Pants must be loose-fitting (not tight or clingy) – straight leg/twill**

**Shorts must be loose-fitting (not tight or clingy) – no higher than 2 inches above the kneecap and no longer than the bottom of the kneecap.**

**PE shirts – K-8<sup>th</sup> Gold with school logo**

**PE Shorts** K-8<sup>th</sup> solid Black with or without school logo - shorts must be loose-fitting (not tight or clingy) – no higher than 2 inches above the kneecap and no longer than the bottom of the kneecap.

K-8<sup>th</sup> - will wear PE uniforms to school on PE days and have the option to wear grey fleece sweatpants (loose-fitting, not tight or clingy), depending on weather

**\*\*\*Special Request on Weekends / Mass at Church** – When your child goes to any of the Masses on the weekend, we ask that you have your child wear their school uniform (white or red polo shirts are fine). This lets the parishioners know who attends our school and it also helps promote our school.

**ALTERNATE PURCHASES**

You also have the option to purchase plain red and plain white polo shirts from a store, then go to **Abiding Impressions** (local) to have our school logo added.

**Abiding Impressions**

(520) 466-5062

719 N. Center Ave.

Casa Grande, AZ 85122

**Cold Weather/Outer Wear Clothes- MAY be purchased from French Toast**

V-Neck Sweater Vest – Navy blue with logo

Cardigan sweater – Navy blue with logo

Polar Fleece Jacket – Navy blue zip-up with logo

Quarter zip sweatshirt – Navy blue with logo

**NOTE:** Outerwear purchased from French Toast (with the school logo) may be worn inside the classroom.

**Alternative:** Plain (no prints, pictures, images, designs) **Navy blue** or **red** colored outerwear (jackets, sweaters, sweatshirts) may be worn at school, but can only be worn outside of the classroom unless you take the outerwear to Abiding Impressions to have our school logo added.

**STUDENT DRESS CODE CONTINUED:**

All shirts must be worn tucked in.

White undershirts may be worn with no writing/pictures/prints and sleeve must not go

past the uniform shirt sleeve. No other color allowed underneath the uniform shirt.

### **GIRLS' DRESS CODE**

**Mass Wear:** Uniform skirt (with shorts underneath) **NOTE:** the length of the skirt must be no shorter than the kneecap but can go below the knee with white polo with logo. Preschool to 2<sup>nd</sup> grade girls may wear a plaid jumper from French Toast. **As another option for Mass, girls may wear Navy blue pants** that must be loose-fitting (not tight or clingy) – straight leg/twill. **Shorts are not permitted at Mass.**

#### **Other than Mass days:**

**Shorts/pants-**Navy blue -no pull strings, no fads in styles **NOTE:** Pants must be loose-fitting (not tight or clingy) – straight leg/twill. Shorts must be loose-fitting (not tight or clingy) – no higher than 2 inches above the kneecap and no longer than the bottom of the kneecap.

Knee socks/ ankle socks: Navy, black, or white

Tights/ Leggings: Solid Navy, green, black or white (no texture or designs) Full length - no capri length – cannot be worn separately – must be worn underneath skirts/shorts

**Shoes:** Tennis shoes or dress shoes only-no lights on shoes. Shoestrings must be completely tied.

**Jewelry** – Allowed: watch (analog or digital only – no phone, texting, or internet features), Catholic medal or cross necklace, earring-stud only 1 per ear (no other jewelry is permitted)

No other accessories permitted such as rings, wrist bands, or bracelets.

**Hair Accessories** must be of the uniform colors only and need to be small, compact and not distracting.

### **BOYS' DRESS CODE**

**Mass Uniform-** White polo with logo and Navy-blue pants [must be loose-fitting - not tight or clingy] – straight leg/twill. **Shorts are not permitted at Mass.**

#### **Other than Mass days:**

**Pants** [must be loose-fitting - not tight or clingy] – straight leg/twill **or shorts** (knee length-no higher than 2 inches above the kneecap and no longer than the bottom of the kneecap) must be Navy blue. Preschool to 1<sup>st</sup> grade may have an elasticized waist. No pull strings for any grades. No fad styles for shorts and pants.

**Socks:** Navy blue, black or white



**Shoes:** Tennis shoes or dress shoes only-no lights on shoes. Shoestrings must be completely tied.

**Belts:** brown or black or Navy blue – buckles: small, compact, and not distracting

**Jewelry** – Allowed: watch (analog or digital only – no phone, texting, or internet features), Catholic medal or cross necklace (no other jewelry is permitted). No other accessories permitted such as rings, wrist bands, or bracelets.

### **GENERAL UNIFORM RULES FOR BOYS AND GIRLS:**

**Students may not wear, distribute, or display items that promote a political agenda, campaign, cause, or an individual running for political office.**

Pants or shorts cannot be faded – no jeans.

No make-up at all in any form. Students will be sent to the office to have it removed.

No nail polish or fake nails of any kind. Students will be sent to the office to have it removed.

Students may not write on their bodies or apply temporary tattoos. Students will be sent to the office to have it removed.

No body or face piercings of any kind permitted [with the exception of one-stud earring (per year) for girls]. Students will be sent to the office to have it removed.

Facial hair **is not** permitted.

General Hygiene – Students are expected to come to school clean and well-groomed.

Perfume/Cologne – Students should only apply an amount that is not distracting or impacting others.

**Hats and caps-** can be worn outside (only) but must be kept in the backpack during the school day. When worn, the brim of hat must face forward. All head covering must be removed for Morning Prayer and Pledge. Symbols, logos, images on hats must be appropriate to a Catholic school setting.

#### **Hair:**

\*Must be neat, clean, well-groomed, and styled so as not to attract undue attention or interfere with the educational process.

\*Students may not change the natural color of their hair including highlights, streaks, or hair attachments.

\*Hair must not obstruct vision at any time.

\*No shaved heads except for medical reasons.

\*Students should style their hair neatly and without cuts or designs above the natural

hairline.

\*Hair may not be shaved on the bottom and then long on the top.

\*No Mohawks/fauxhawks, either actual cut or gelled are permitted.

\*Boys' hair must be off the collar, above the ear and no longer than their eyebrows.

**Out of Uniform Days:** Determined by the principal and the principal has the final say of what is allowed for these days. Classroom T-Shirts may be worn only on assigned days and **ALL other uniform requirements remain in place.**

## CONSEQUENCES

### THE PRINCIPAL HAS THE FINAL SAY IN ANY UNIFORM DECISION.

**For any disruptive or distracting violations to the dress code, the principal can determine consequences, which may include sending the student home until corrected.** **Note:** Uniform (clothing) violations need to be corrected the same day.

Either the parents will bring appropriate clothing to the school, or student will be provided with a loaner set for the day, which will need to be washed and returned to the school within three school days.

**1<sup>st</sup> - Verbal Warning** to Student and a phone call to parent by homeroom teacher (inform principal of warning via email noting date/time). The violation must be corrected within 5 calendar days (of the verbal warning). If the violation is corrected within 5 calendar days, then the matter is resolved.

**2<sup>nd</sup>** [Violation ongoing/not corrected/or repeated] After **School Detention** - On calendar Day 6 (from the date of the first verbal warning or on the date of the repeated violation) – Homeroom teacher will send another note home (inform principal via email noting date/time) and inform the parent that their child will be assigned After School Detention from 3:30 p.m. to 4:30 p.m. [The designated classroom to be determined by teachers \(only held on Mondays, Wednesdays, or Thursdays, as needed\).](#) After School Detention will be served by the next available school day (Monday, Wednesday, or Thursday) so that parents have the opportunity to make arrangements to pick up their child at 4:30 p.m. If child is not picked up by 4:30 p.m., the child will be placed in After Care and charged the following amounts: 5 minutes late - \$5.00; 6-10 minutes late - \$10.00; 11-15 minutes late - \$15.00; and 16-20 minutes late - \$20.00. Principal Letter to Parent / Parent/Teacher Conference

**3<sup>rd</sup>** [Violation ongoing/not corrected/or repeated] **After School Detention and Lunch in Office** – On calendar Day 10 (from the date of the first verbal warning or on the date of the repeated violation) – Homeroom teacher will send a third note home (inform principal

via email noting date/time) and inform the parent that their child will eat lunch in the office (on the day of the infraction) and be assigned After School Detention from 3:30 p.m. to 4:30 p.m. The designated classroom to be determined by teachers (only held on Mondays, Wednesdays, or Thursdays, as needed). After School Detention will be served by the next available school day (Monday, Wednesday, or Thursday) so that parents can make arrangements to pick up their child at 4:30 p.m. If the child is not picked up by 4:30 p.m., the child will be placed in After Care and charged the following amounts: 5 minutes late - \$5.00; 6-10 minutes late - \$10.00; 11-15 minutes late - \$15.00; and 16-20 minutes late - \$20.00. Principal Letter to Parent / Parent/Teacher Conference

**4<sup>th</sup>** - [Violation ongoing/not corrected/or repeated] **In-School Detention** - On calendar Day 14 (from date of the first verbal warning or on the date of the repeated violation) - The principal will send a note home and call the parent. The student will work in the office all day, each day as needed, until the violation is corrected. Once the violation is corrected, the student may return to the classroom and participate in all classroom activities. Conference with Teacher, Principal, and Parent

[Revised as of 06/15/2022]

### **Parent Responsibilities**

Parents/Guardians are an important part of the success of our program, there is an expectation that parents/guardians participate in their child's education while here at St. Anthony of Padua Catholic School and Preschool.

The first of those expectations is that your child shows up for preschool or prekindergarten on time, rested and fed. If children are tired and hungry, they cannot learn, and if they arrive late, they not only miss learning opportunities but also interrupt the learning opportunities of others.

The state of Arizona requires that each child be signed in and out of the program every day that they attend. The signs in books for each class are found in your child's classroom in a designated area. Children who are staying for lunch must be signed up each day for a hot lunch. Hot Lunches are catered for and are \$4.50 per meal; you may apply for the National School Lunch Program at the Main School office located at 501 E. 2<sup>nd</sup> Street Casa Grande, AZ 85122. You may pack your student a lunch from home. No Candy or Carbonated Beverages are allowed. Please check the amount of sugar in each item you pack so there is not a lot of sugar in the lunch. Please include an ice pack in your child's lunch box; we do not provide cold storage for the students.

We expect each family to volunteer **20 hours** per school year. Those hours can be spent in the classroom (**if the parent is cleared with an ID badge and in Compliance with the Parish Safe Environment requirements**), helping teachers while at home, participating in fundraisers, field trips and much more. We encourage you to work with the classroom teacher to help achieve age-appropriate readiness for your child.

Communication between teachers and parents/guardians is critical to creating a loving and spiritual learning environment for all children.

Parental Visits-after a parent has had their fingerprints taken and attended the Compliance Meeting and is cleared by the Compliance Officer, they may visit their child's classroom. Please let the teacher know the day before you wish to visit.

Parents/Guardians are responsible for all Tuition, Child Care, Lunch and communicated program fees. It is necessary to keep all accounts current. If your account becomes delinquent, please communicate with the billing office at (520) 836-7247 immediately. Should your account stay delinquent your student will be removed from the program or not allowed to re-enroll when the time comes. Please do not let this happen! St. Anthony of Padua Catholic School and Preschool are privately funded. They rely on the payments of their enrolled families.

St. Anthony of Padua Catholic School and Preschool reserves the right to deny service to families who do not follow the rules, regulations, guidelines, expectations, and responsibilities listed in the St. Anthony of Padua School Parent - Student Handbook and the Preschool Statement of Service.

Amendments to the St. Anthony of Padua Catholic School Student Handbook and the St. Anthony of Padua Catholic Preschool Statement of Service are communicated to each family in one of the following formats: school email, paper copy, Facebook page or school website ([stanthonycgschool.org](http://stanthonycgschool.org)).

If you have questions about any of the information that you have been provided, please call the school office (520) 836-7247.

**Mission Statement:** St. Anthony of Padua Catholic School Family is committed to fostering strong faith, academic excellence and selfless service.

*St. Anthony of Padua PreSchool*

501 E 2<sup>nd</sup> Street  
Casa Grande, AZ 85122

**Statement of Services 2023-2024 School Year**

**Signature Page**

Family Name: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read the St. Anthony of Padua Catholic School Handbook and Preschool Statement of Service. I understand and agree to support the rules, regulations, policies and procedures as they have been outlined. I understand that this agreement must be signed and returned to the school/preschool office prior to the first day of school.

Parent Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Guardian Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Office Manager Signature \_\_\_\_\_ Date \_\_\_\_\_  
Diana Peck

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Susan Borzych

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