

### **Preschool Program Policies**

In an effort to provide the safest environment for your children, we have adopted an arrival and dismissal policy for our preschool students.

1. **Program Check-In will be from 8:45-9:00AM.** DO NOT drop off children before that time. DO NOT leave children unattended in the school courtyard. It is especially important to keep all preschoolers and their siblings closely supervised by an adult. Older siblings must be at least 14 years old to function as escorts.
2. **All preschoolers, regardless of age, should be escorted by a parent to the check-in classroom to participate in large group music time.** The preschool teachers will be standing inside the classroom door to greet you. Keep in mind that each preschool age group usually has two head teachers who take turns teaching every other week. Upon your arrival, a staff member will present you with a clipboard containing a class roster sign in/sign out sheet.
3. **Sign in your child on the appropriate space and a staff member will present your child with a name tag to wear.** Your child will then be directed to sit with the other children for large group music time. Please step outside the classroom as soon as possible so the parents behind you will be able to check in their children in a timely manner.
4. **Parents may not remain with their child in the music room.** Only assigned staff will be permitted in the classroom. On rare occasion, an exception may be made at the staff's discretion if a child is exhibiting extreme separation anxiety. Parents, siblings, and other adults should remain outside and may observe through the classroom windows if desired. This provides a more calm and predictable atmosphere for the children and ensures that only authorized persons will come in contact with your children.
5. **The sign in/sign out sheet will remain in the possession of the head teacher at all times.** After music/large group time, the children will move to their respective age level classrooms. Once in their classrooms, each teacher will do a head count using the sign in sheet as reference.
6. **Please pick up your children immediately after 9:00AM Mass.** They become anxious if you are late. It is also an inconvenience for our volunteer teachers who are waiting to go home with their families. Be aware that the safe dismissal of your children will require some patience as you wait in line outside their classrooms to sign them out.
7. **Report to your child's age level classroom for pick up.** The teacher will open the classroom door when she is ready for dismissal to begin. She will stand in the doorway and present you with the clipboard to sign out your child.
8. **Please sign out your child by signing in the appropriate space.** Staff will keep your children occupied until the teacher calls your child to the door for dismissal. Children will not be permitted to gather in the doorway and parents should not call out to their children to come out to them. Parents and siblings must wait outside the doorway until the teacher calls your child forward for dismissal.
9. **Help your child take off their name tag and leave it with their teacher for safe keeping.** Once you have signed out your child, the preschool staff is no longer responsible for their supervision. Please exit the school courtyard area as soon as possible so our volunteer preschool staff may lock up the school grounds and go home.

While we realize that it will require a lot of patience to wait to sign your child in and out, we believe this is the best way to ensure your child's safety while in our care. It is important that we know the whereabouts of your children at all times. Thank you so much for your support and understanding regarding these procedures. Earleen and the preschool staff should be able to answer any other questions you may have. Please feel free to call the Religious Education Office (436-0664) if you have further questions or concerns.

## **Injuries/Accidents/Illness**

Please be sure we are aware of any medical conditions that may require your child to have extra care (asthma inhaler, Epi-pen, specific allergies, etc). If your child becomes ill during class time, we will call you to come pick them up from the Campus office. If your child sustains a minor injury during class time, we will send an accident report form home with them. We will refer to the emergency medical information you provided on your child's registration form if a serious injury or illness should occur.

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## **Emergency Readiness**

In the event of an emergency situation, fire, disaster, or earthquake, the St. John Religious Ed. Office will implement their Disaster Preparedness Plan. The plan is available for viewing upon request. The following policies are included in the plan:

\*No student will be released until their parent (or individual designated by the parent) comes and signs them out. Signs will be posted at the School/ Church to direct you to the area where students will be released.

**\*No student will be allowed to leave with a person other than their parent/guardian, unless we are presented with written permission signed by the parent/legal guardian, OR that particular person is listed on your child's emergency form in our files.**

\*The staff is prepared to care for your children in the event of a disaster. They will do so until you or your designated party is able to reach the parish grounds. The staff will be in communication with local emergency service organizations.

Please help by doing the following:

-Please DO NOT call the Religious Ed Office. We must keep lines of communication open for emergency calls.

-Following a fire, earthquake, or emergency situation, please do not drive immediately to the parish facilities. Streets and access routes to the site may be dangerous and cluttered with debris. The school access route and street entrance must remain clear for emergency vehicles.

\*\* Be assured that we have access to all emergency, water, and earthquake supplies stored for the St. John School students.

## **Safe Environment**

Every parish and Religious Education Program in the Diocese of San Diego must implement a safe environment program to ensure that its children and young people who worship, study, or participate in its activities can do so in the safest and most secure setting possible.

\*A safe environment program begins with screening and background checks of all adults who work with children and young people on a regular basis. Following screenings, they must acknowledge in writing that they will abide by the "Diocesan Code of Ethical Standards for Church Ministers".

\*The safe environment program also requires ongoing training of staff, volunteers, educators, church ministers, and others who are regularly involved with minors as to the issue of child abuse, including sexual abuse. This includes instruction on:

-What constitutes child abuse?

-What action, policies and procedures prevent child abuse?

-How does one identify instances of child abuse? What signs should one look for in a child who may be abused? In a person who may be abusing a child?

-What action should be taken when one believes child abuse may be occurring?

-What are the laws and policies on reporting child abuse?

Be assured that our Parish staff, Religious Ed staff, Religious Ed teachers and all regular classroom aides will undergo background checks and safe environment training.

Your child's safety is our utmost concern. Please call the office for further information on these policies.