
St. Anne Catholic School

Pre-Kindergarten Parent / Student Handbook

Licensed by the State of Nevada

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2010-2011
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Principal's Message

Welcome!

The Parent/Student Handbook provides our school families with important information regarding school policies and outlines the general operation of the school. Rules and regulations are necessary to maintain a cooperative spirit, and to provide the best learning atmosphere for our students. Become familiar with the policies of the school, and conscientiously follow the directives outlined in the following pages. Whether you are new to St. Anne Catholic School or a returning student, we are glad you are with us!

It is the responsibility of the school Principal to carry out the policies and procedures outlined herein and this handbook can be amended at the discretion of the principal and pastor.

Please remember that you are the primary educator of your child academically, socially and behaviorally. We the faculty, staff and administration of St. Anne Catholic School are here to assist you in that role. No concern is unimportant to us. Your Child's teacher is always the first person you should speak with concerning your child's needs or any concern you might have.

Thank you for entrusting your children to the care of St. Anne Catholic School. It is a ministry that our school community regards with compassion and sincerity.

Yours in the ministry of Catholic Education,

A handwritten signature in cursive script that reads "James C. Machinski, EdD." The signature is written in black ink and is positioned above the typed name.

Dr. James C. Machinski,
Principal

PHILOSOPHY / GOALS

Consistent with the philosophy of St. Anne Catholic School, the pre-kindergarten is dedicated to providing a Christ-centered developmental program for students who will be entering kindergarten next year.

While recognizing the parent as the primary educator and care-giver, we realistically acknowledge the existence of a true partnership between home and school as we strive to promote the spiritual, intellectual, emotional, physical, and social growth of the whole child in a caring, nurturing environment.

We believe it is the responsibility of the St. Anne Pre-kindergarten to:

1. Realize that children must be treated as individuals.
2. Guide, protect, and encourage children to learn at their own rates.
3. Provide activities that are flexible for both large and small groups.
4. Provide materials for learning that relate to the age group.
5. Prepare children for success in future educational experiences.
6. Provide information to parents concerning the welfare of the child and activities in the school environment.
7. Meet all requirements of the child Care Licensing Department.

ADMISSIONS

Registration is accepted beginning in January for students who will be four years old by September 30.

Children are admitted to St. Anne Pre-kindergarten only after parents have completed and filed an application for admission in the school office. Students for pre-kindergarten are accepted with no regard to race, creed, religion, or economic level, and according to the same criteria as those in St. Anne Elementary School; that is,

1. Students with siblings already enrolled in grades K-8
2. Students whose families are registered members of St. Anne Parish
3. Students whose families are registered members of other Catholic Parishes
4. All others

In the spring parents will be notified of acceptance, at which time they will be expected to fill out and submit all forms, including medical and emergency forms, and to pay the non-refundable registration fee. Only twenty students can be admitted to the pre-kindergarten program.

SCHEDULE

Pre-kindergarten students attend class from 8:00 am to 3:00 pm on the same 180 day schedule as St. Anne Catholic School. Sufficient notice will be given if any unexpected changes must be made in the schedule. Such changes occur rarely, if at all.

If possible, children should not arrive more than fifteen minutes before class time. It is important that all be present when class begins.

CURRICULUM

Learning opportunities and materials suitable for pre-kindergarten students are provided to enhance program areas of:

pre-reading	writing	listening skills
science	music	math readiness
art	religion	language development
social studies	social skills	physical education

Formal instruction, games, puzzles, counting pieces, manipulatives, sharing experiences, occasional interaction with older students, parent-involved learning activities, age-appropriate physical activities designed to help develop gross motor skills, and cooperation are all part of the pre-kindergarten program.

COMMUNICATION

The parent or parent designate must sign the pre-kindergarten student in each morning, providing any special information or instructions the staff will need for that day. The staff will inform the parent or parent designate of any pertinent details of the day when the student is signed out.

Letters, bulletins, notices, a monthly calendar, phone calls, and messages in the family envelope will be used to inform parents of special events, class activities, and other matters dealing with the health, welfare, and school life of the child.

Parent-teacher conferences will be scheduled at the end of the first quarter, usually during the first week of November , but parents are encouraged to make appointments for conferences whenever they feel the need to have an in-depth discussion with the teacher.

CLOTHING

Pre-kindergarten students at St. Anne School are not required to wear a uniform. Clothing appropriate for school and active play is recommended. All items for outerwear should be marked clearly with the child's name. Shoes need to be tennis shoes or closed in shoes with a grip sole for playground safety. No open toe sandals.

HEALTH & SAFETY

We request that your child remain at home if he shows signs of illness – fever, persistent cough, runny nose, sore throat, red, watery, or matted eyes, upset stomach, or a rash. If your child contracts a contagious disease, please notify us so we can inform the other families and the Clark County Health Department. If a child becomes ill at school, he will be brought to the school office and isolated until parents can be called and can pick the child up.

The Parent Association annually tries to arrange for visual, audio, and dental screenings for the children. The school office provides updated health information to staff and parents.

All immunizations must be up-to-date when the child enters the pre-kindergarten. *The HIB shot is mandatory in the state of Nevada for pre-kindergarten age children. (See the separate handouts Recommended

Immunization Schedule for Persons Aged 0-6 Years and/or Catch-up Immunization Schedule for Persons Aged 4 Months-18 Years Who Start Late or Who Are More Than 1 Month Behind.)

LUNCHESES, SNACKS, AND TREATS

Children are to bring a simple, nutritious snack for mid-morning break and a packed lunch which will be refrigerated until lunchtime. Milk for the year can be ordered at registration. Please label all bags and lunchboxes with child's name. Pizza lunch may be ordered when offered. Lunches on all other days must come from home, as per Health Regulations. No tacos or pizza lunchables. No sodas.

With approval of the teacher, birthdays may be celebrated at school; seasonal class parties will also be held. For snack we suggest pure fruit juice – apple, grape, cranberry – graham or plain crackers, and/or a piece of fresh fruit. Lunch should consist of a healthy sandwich; fresh fruit or vegetable; popcorn in place of cookies or cupcakes. No soda and no candy please! Please consult with the teacher and respect her suggestions for appropriate nutritious treats.

FEES

Upon being notified of acceptance into the pre-kindergarten program, parents must pay the non-refundable registration fee. In August, prior to the opening day of school, the first month's tuition is due. Tuition, which must be paid in up to nine monthly installments, is thereafter due by the second Thursday of each month.

FIELD TRIPS

Field Trips are not part of your pre-kindergartener's program. Occasional special activities, guests, and programs take the place of such outings.

PICK-UP OF CHILDREN

Children should be picked up promptly after class unless special arrangements have been made, and must be signed out. No child will be released to anyone not on the parent-provided list of designated persons.

PERSONAL BELONGINGS

Jackets, coats, and sweaters should be plainly marked with the child's name and hung on the hooks in the classroom. Toy weapons, dangerous, fragile, or expensive items should not be brought to school.

DISCIPLINE

A child's acceptance into the pre-kindergarten program is a privilege, not a right. Parents are expected to cooperate with the school in insuring that their child behaves in an appropriate manner.

Positive discipline, respecting the child's dignity and reflecting the caring attitude of the staff, is expected at St. Anne School. A quiet reminder of the rules, a seat closer to the teacher, a change of activity, a change of

voice, or removal to a “time-out” area for a short time are the usual forms of discipline, followed by reinforcement for improved behavior.

A more serious problem may result in an informal visit between the child and the principal/director. Parents will be informed by the teacher of regular behavior problems, and they will be asked to help correct the situation. A written warning may be given at this time. Persistent behavior problems will be discussed in a parent/teacher conference to develop a plan for treating the problem and/or refer parents to a local support agency. Continuing behavior problems can result in the child’s dismissal from the pre-kindergarten if:

1. the child poses a threat to self, staff, or other children.
2. the child behaves in a manner difficult to manage in a large group.
3. the child or parent(s) uses abusive language or threatens other children or staff.
4. the child or family continues to act against school policies outlined in this handbook.
5. the principal/director’s professional judgment is that the child can no longer work effectively in the program and/or the program is being adversely affected by the child’s presence.

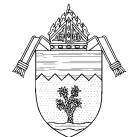
In the case of a situation which may jeopardize the welfare of the children or staff, the principal/director reserves the right to dismiss a student immediately.

VISITORS

Parents are frequently invited to pre-kindergarten activities and are welcome to visit the classroom. It might be wise to check out the schedule to be sure you don’t arrive during lunch or naptime.

THE SCHOOL THE PRINCIPAL AND/OR THE PARISH ADMINISTRATOR/PASTOR RETAINS THE RIGHT TO AMEND THE HAND-BOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

**Diocese of Las Vegas/Saint Anne Catholic School
2010-2011 School Calendar**



Month	M	TU	W	TH	F	Days	Holidays and Events
August	2	3	4	5	6	8	10-13 Registration Forms, Tuition Agreement, etc. Incidental Costs are Due in the School Office 17-New-to-Saint Anne Parent Meeting 18-Orientation Pre-Kindergarten, Kindergarten 20-Orientation Grades 1 – 8; Noon dismissal 23-First Full Day of School
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
September			1	2	3	21	3-Noon dismissal 6-Labor Day 20-24 Test Week
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30			
October					1	20	1-Mid Progress Report, Noon dismissal 2-Fun Fair 2010 4-8 Conference, Noon dismissal 29-Nevada Day Observance: No School
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
November	1	2	3	4	5	17	5-Noon dismissal 11-12 Veteran's Day Observance 12-First Trimester Ends (57 days) 24-26 Thanksgiving Break: No School
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30					
December			1	2	3	13	3-Noon dismissal 8-Feast of the Immaculate Conception 17-Noon Dismissal Dec. 20-Jan. 2 Christmas Break: No School
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
January	3	4	5	6	7	20	3 –Classes resume; 7-Noon dismissal 14- Mid Progress Report 17-Martin Luther King Day: No School 30 – 5 Catholic Schools Week
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		
	31						
February		1	2	3	4	19	4-Noon dismissal;10-Diocese Science Fair (SEAS) 21-Presidents' Day: No School 24-Diocesan Forensics Competition (OLLV) 25-Second Trimester Ends (61 days)
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
March		1	2	3	4	23	4-Noon dismissal 9-Ash Wednesday 11-Diocesan Geography Bee (BGHS) 18-Diocesan In-service Day/ No School
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31			
April					1	15	1-Noon dismissal 18-25 Easter Break: No School 13-Mid Progress Report Card
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
May	2	3	4	5	6	21	6-Noon dismissal 30-Memorial Day: No School 31-Last day of After School Program
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
June			1	2	3	3	3-8 th Grade Graduation: Noon dismissal 3-Last Day: Noon dismissal 3 rd Trimester Ends (62 Days)

For a complete listing of calendar events go to http://saintannelasvegas.org/2010-2011_calendar.

Appendix A

After School Program Guidelines 2010-2011

Dr. James Machinski, Principal
Rene Gastelum, After School Program Staff
Marycruz Perez, After School Program Staff



Fall 2010

To the Parents:

The following material is presented as “Ongoing Guidelines” for the Saint Anne Catholic School After School Program. We have tried to include all information considered for the basic operation of the program, but we realize that some things may have to be modified or changed. As the year progresses, you too, may have some ideas which should be included. We welcome your suggestions, as we all work together to make this a happy and worthwhile experience for both child and family.

Sincerely,

A handwritten signature in cursive script that reads "James C. Machinski, Ed.D.".

Dr. James Machinski
Principal

Introduction

The After School Program provides professional care, supervision, recreation and enrichment activities for working families who desire both parochial school education and supplementary day care in a Christian environment as an After School of the school day. The program does not discriminate on the basis of race, color, nationality and ethnic origin, age, sex, or disability in the administration of policies and procedures. Children enrolled in Saint Anne Catholic School are eligible for enrollment in After School.

This program allows children to engage in a rich diversity of growth activities within a Catholic environment. The daily sessions are planned to complement the philosophy and value systems of the school and family. Arts and crafts, recreational games, music, and rest and snack periods are just a few of the regularly scheduled activities in After School Program. Also, there is a time set aside for homework completion, with occasional tutorial assistance and resource materials available.

Within a large family environment, the program strives to provide individual attention, security, consistency and enrichment for children of working parents.

A qualified staff supervises the After School Program. These people employed on a part-time basis, work together to maintain an atmosphere wherein respect and understanding others is realized.

General Policies

Enrollment

Enrollment in the After School Program is initiated by contacting the School Office. There is an initial, non-refundable registration fee of \$30 per child payable at the time of enrollment. It is necessary to be current in the payment of the school tuition before using the services of the After School Program.

Billing

The After School Program is billed through the School Office from the 21st through the 20th of the month at the rate of \$4 per hour. Hours are billed in increments of .25 hours beginning at 3:15 p.m.¹ Payment is due the 1st of the month. Late fees will be applied to payments not received by the 11th of the month.

Program Participation

Children in attendance are encouraged to take part in all of the activities, both indoors and outdoors. It is expected that children well enough to be in school and attend the program are well enough to be full participants.

Child Arrival

It is necessary for safety and supervision that all students check in no later than 15 minutes after class dismissal.

¹ If a child is picked up at 3:20 p.m, the billing will be for .25 hour. If the child is picked up at 3:30 the billing will reflect .25 hour. If the child is picked up at 3:31 p.m., the billing will be .5 hour. Specifically the billing will be as follows: 01 – 15 minutes past the hour = .25; 16 – 30 minutes past the hour, .5 hour; 31 – 45 minutes past the hour = .75 hour; 46 – 59 minutes past the hour = 1 hour.

Meals and Snacks

The After School Program does not provide snacks. Children who are going to be staying in the After School Program must have a snack with them to eat.

Child Pickup/Late Policy

It is your responsibility to **sign your child out each day**. Children may leave the After School Program only with the parent, guardian, or other persons authorized by the parent. Authorization must be in writing. If you are contacted to pick up your child for illness or behavior problems, you must make arrangements for your child to be picked up within an hour. For this reason, it is important that you, or a responsible adult, can be reached at all times that your child is in After School care. Please keep emergency work and home numbers current.

Staff members are employed only until 6:00 PM. It is common courtesy to respect the time of closure.

Late Policy for Parents Picking Up Children After 6:00 PM

Time is based on the After School Program's clock. You are considered late after 6:00 PM. If pick up is after 6:00 PM, parents will be charged .25 hour/ per minute starting at 6:00 PM, the amount charged not to exceed \$20.00. After three instances of late pickup after 6:00 PM, parents must meet with the Principal and develop a plan for pickup and/or other alternatives, consequences.

Student Behavior

Children explore, observe, feel, interact, and learn through involvement with people and things in their world. All behaviors, even misbehavior, are learned. As members of a Christian and caring community, the children will be expected to respect the staff, each other, and the materials and the environment provided.

Teachers, in their role of caring for children, model and teach appropriate behavior. In keeping with basic regard for children's emotional and physical wellbeing, hitting, striking, and spanking are not allowed by staff or parents on the school grounds. In order to maintain positive behavior, children need continued support, limits, reminders, encouragement, and rewards.

General After School Student Behavior Rules

The following rules have been set to preserve the safety and welfare of all children in the After School Program. *Please discuss them with your child.* Children must be with After School staff immediately after school. Children must stay in assigned supervised areas. Children are not to be in the After School Program areas or rooms at any time unsupervised. The school parking lot, unsupervised areas, and neighboring private property are off limits. Children must have permission from the After School Program staff to leave the room or the supervised play area. Defiance toward After School Program staff is unacceptable and will not be tolerated. Children are to treat each other with courtesy and respect. Teasing, name calling, racial slurs, harassment, and intimidation will not be tolerated. Children may not fight or encourage others to fight. Injury or the threat of injury to children or staff is not permitted. Children must respect and care for other's property. Children in After School Program must also obey the same rules of Saint Anne Catholic School.

Discipline Methods

The following are the most common disciplinary methods used in the After School Program:

1. Having the child take a time out from an activity

2. Providing a related consequence appropriate to the situation and the child's developmental level Children are taught to resolve conflict by problem-solving and discussion.

Occasional methods used in the After School Program:

1. Denying privileges such as participation in an activity or special event
2. Contacting the parent by means of a written note, phone call, or personal contact to make the parent aware of the situation
3. Referral to the school principal
4. Parent conference
5. Behavioral Contract

Rare methods used in the After School Program

1. Parent may be called to pick up child or the child may be delivered to the parent
2. Parent may be asked to repair or replace broken equipment or materials
3. Suspension from the After School Program

Homework

Each day a homework period is scheduled. It is the child's responsibility to acknowledge his/her assignment, and then to use the resources available. The After School Program staff has no way of knowing what work, if any, have been assigned to which student. For the benefit of all, behavior disturbances will not be tolerated in study hall. If your child is removed from study hall, a note will be sent home that evening as to why your student did not work on his/her homework. Your support and cooperation with our study hall procedures are very much appreciated. As usual, it is important to check your children's homework each night in order to remain current with their classroom activities and to show support and interest in their academic efforts. It is not to be expected that all homework is completed during study hall.

After School Activities

After School students may be involved in tutoring, assisting a teacher, clubs, or athletic activities after school. Correspondence between the classroom teacher, coaches and the After School Program staff is necessary if a student is remaining with the teacher after school, attending an athletic practice or game, or joining in other after school activities. **It is imperative for their safety and supervision that all enrolled After School Program students check in with the Program Staff daily before taking part in other functions.**

NOTE: Brothers, sisters, and friends waiting for students involved in sports, are not allowed to be in the gym with the student involved in the particular sport. They must be supervised in the After School Program.

Phone Calls

Occasionally you may need to call your child in the After School room. Please limit these calls to times when it is absolutely necessary.

Cell Phones

Children are not allowed to use cell phones during the After School Program. Cell phones must be turned off and stored in the child's back pack.

Clothing Children are active in the program. They will be using expressive materials including paint (which may not wash out), water, mud, and so on. In addition, they will be involved in physical activities. Please identify all of your children's belongings with permanent marker.

Toys From Home

Children may not bring toys or games from home. Often these items are very personal and important, so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged in our large family environment. If a child is bringing a "show-and-tell" item for a class, it will need to remain in the child's cubby or back pack during their time in the After School Program.

Health and Emergency Policies Emergency Cards

Please keep your child's emergency care up-to-date. People on the emergency card will be contacted when a parent cannot be reached in the following situations: Late pickup Illness, accident, or behavior problems

Please be sure that people on the emergency card are aware that they are an emergency contact and know the location of the After School Program. Children will not be released to persons whose names are not on file (on their emergency card). Appropriate identification may be required prior to releasing children from the program.

Illness

Parents should keep their child at home when signs of infection or illness appear. This is for the child's own welfare and for the welfare of others. A child is contagious at the onset of cold symptoms: weepy eyes, coughing, sneezing, runny nose, and should be kept at home until these signs disappear. At no time will a child with a fever or contagious disease be allowed to attend the After School Program.

If the child is ill or becomes ill during After School hours, the parent or guardian will be notified immediately to pick up the child within one hour.

Medication

We are unable to administer any medications during the After School Program.

Medical Emergencies The After School Program staff uses the forms on file in the School Office for medical emergencies. These files must be kept current.

Appendix B

Room Parent Guidelines 2010-2011

Introduction

Thank you for serving as a room parent for your child's class this year! We appreciate the time that you will spend in this important role in the classroom and in our community. The role of room parents is pivotal in three ways. Your responsibilities will include:

- 1 Assisting teachers: reaching out to and engaging parents in classroom activities and fieldtrips as well as welcoming new families to the grade level
- 2 Assisting in the community building efforts of the Parents/Teachers Organization: interfacing with the Parent/Teacher Organization Room Parent Coordinators to identify individuals who might be able to assist with school events and communicating community-wide activities in each classroom
- 3 Participating in the Room Parent Council: attending once-a-trimester meeting the Principal, Parent/Teacher Organization Room Parent Coordinators to learn about current initiatives as a forum for. The dates for these meetings will be communicated by the Room Parent Coordinators.

As room parents, you are seen as parent leaders of the class and as such, you may have parents calling you with questions and comments. Please encourage parents to talk directly with the classroom teacher, specials teacher or administration about their concerns or questions, particularly those involving curriculum, program or individual children. Your feedback is also always welcomed and helpful in keeping the administration knowledgeable of areas that may be of concern in the parent community. If you don't know the answer to any question, please don't guess; pass the question on to the appropriate person at the school.

Thanks again for your commitment to the class and to Saint Anne Catholic School!

General Information For Room Parents

After School Program: After School Program is available for the children of Saint Anne Catholic School volunteers at no charge for up to one hour between 3:15 p.m. and 6:00 p.m. while a parent is volunteering at school. Contact Rene Gastelum or Marycruz Perez, After School Program Co-Directors, if you are interested in using this service.

Visitors' Name Badges: All visitors to the school, including parent volunteers, must check in at the School Office when entering the grounds and wear a Visitors Pass while working in the school. Please return to the School Office to sign out before leaving the grounds.

Budgets and Expenses: Budget: The Parent/Teacher Organization budget includes money for room parent use. Each classroom is allotted \$125 for the year. Of this total, \$35 is earmarked for an end of the year gift for the teachers.

End of the year faculty gifts: Teachers most appreciate gifts that involve the students, such as a scrap book of student work, a signed apron or pillow, a collage of photos of the year, homemade edibles, personal notes, or gifts for the classroom. The \$35 budgeted for teacher gifts is available to be used for this gift. Even if you have not spent all funds available for the classroom, only \$35 per classroom should be spent on this

purpose. Do not request additional money from parents.

Reimbursement for expenses: Receipts for reimbursement should be attached to a “check request form” and sent to the School Office. Reimbursement Request forms can be obtained in the School Office. We encourage all room parents to submit expenses. However, if you choose not to request reimbursement, please advise the Parent/Teacher Organization Treasurer of your expenses. These amounts may be considered a donation to the school and may be tax deductible. Before purchasing items for classroom use you must obtain the proper tax letter from the School Office. If you do not use the tax letter and pay tax, you will not be reimbursed for tax paid on purchases.

Building Hours/Meetings: The school building is accessible for use during school hours. Check with the School Office regarding availability of rooms. The Church/School/Building Calendars and Schedule for room usage after school hours is kept at the Saint Anne Catholic Church Parish Office. “The Book” is maintained by the Parish Secretary who oversees building use. The Parish Office telephone number is 735-0510.

Parent/Teacher Organization Bulletin Board: The bulletin board located just to the left of the entrance gate (between Rooms 7 and 8) is available for bulletins, notices of events, etc.

Confidentiality: It is important for everyone working at the school to exercise the utmost discretion with regard to information concerning our students. Volunteers at school interact with students and observe many interactions involving students and teachers. It is critically important that volunteers not discuss with others their observations about students and that they respect the teacher’s responsibility to convey information about the academic, social, behavioral and emotional aspects of a child’s day to other teachers, administrators and parents. Room parents play an important role in establishing the appropriate tone among parents on field trips and special events. Your help in this area is appreciated.

Recruiting Volunteers: Please include as many different people in volunteer activities as possible. This helps us in our effort to build a stronger and more inclusive Saint Anne Catholic School community. It is important for the children to know their families are participating and to see as many parents in the school as possible. Please include a list of all family members who volunteered in your final report.

Siblings: Younger siblings may not accompany parent volunteers when they are working in the classroom. Teachers depend on the total attention and concern of the volunteers for the safety of the Saint Anne Catholic School students in their care.

Supplies: Cups, napkins, and other supplies are available on a limited basis in the kitchen area. Please check with the School Office well in advance of any event. Please contact the front office if you need office supplies.

Working with Students: When working with students, the focus of the teachers and the volunteers is needed on all of the children and the tasks at hand. Special attention to one’s own child is not appropriate, nor is this the time to discuss your child or any other child in the classroom with the teacher.

Guidelines for Saint Anne Catholic School Room Parent Volunteers

When volunteering at school, please be alert to the teacher’s directions and the tone set in the classroom. Saint Anne Catholic School respects the individuality and diverse teaching styles of our teachers. We expect volunteers to follow the lead of the classroom teacher with regard to the tone of the room, response to children’s needs, and the introduction and supervision of curriculum and program activities.

The first priority of the teachers and parent volunteers in a classroom or on a field trip is the **safety** and

education of the entire class. We expect parent volunteers to take this responsibility seriously and not to become distracted by conversations with other adults. The classroom teacher will direct the activities and program; parents should follow the directions of the teacher with their assigned group or help with the larger group.

Cell phones should not be used in the building unless absolutely necessary and ringers must be turned off during volunteering. You may direct all calls to come through the School Office while you are on campus.

Parent volunteers are responsible for all children in the classroom or in their assigned group. Sometimes this can be difficult for your own child to understand; a discussion at home before you begin working in the classroom can be helpful. Volunteers should not request favors for their own children (including changes in groups on a field trip). Children should remain in their assigned group for the educational portion of the trip.

Parent volunteers are expected to enforce behavioral expectations with students in their groups on field trips. Please contact the teacher immediately if students are not meeting expectations and do not respond appropriately to adult reminders. If you have concerns about any incidents that occur when you are with students, speak with the classroom teacher. The teachers are often already aware of individual situations and will handle any additional communication or intervention that may be necessary. Parents are expected to model appropriate behavior on trips; for example, not talking among themselves while docents or teachers are addressing the group.

Siblings are not allowed on field trips for safety, insurance and educational reasons.

Please do not ask questions about individual children while volunteering in a classroom or on a field trip. Teachers will be happy to schedule an appointment or phone conference to answer such questions. When volunteering in a classroom we request that you maintain the confidentiality of the classroom. It is important that the behavior or performance of students at school not be discussed with others.

Room Parent Responsibilities

- Prepare sign up sheet for parent potluck at Open House
- Organize manpower for the class Fun Fair booth.
- Assist teachers with organization of sign-ups for field trips
- Make reminder calls/emails to volunteers before planned class field trips
- Make reminder calls/emails to volunteers before parties.
- Coordinate changes with volunteers.
- Work with the other room parents to plan any events outside of school that might help the new families get to know each other-- afternoon gatherings at a park, etc. It is important to the School that, when activities are scheduled, every effort be made to make it possible for working parents to participate.
- Check in with the families who are new to the school periodically to help them feel part of the Saint Anne Catholic School community; inform them of outside activities such as soccer teams that involve Saint Anne Catholic School students.
- There are many parents willing to help out throughout the year and some who could share the room parent duties midyear. Please be sure to call on all parents to help you.
- Thank you for volunteering for this important role at Saint Anne Catholic School. We look forward to working together with you this year.

Events 2010-2011

<p>The following events are those sponsored and hosted by the PTO (**), those where PTO help is needed to assist the Administration and Faculty (+), those which are school collaborative efforts (**/+), and those which are parish collaborative efforts (P+). As one can see, there are ample opportunities to complete required hours for the Family Participation Program.</p>		
Tuesday – Friday	August 10 – 13	(**) Registration 8 a.m. – 12 p.m.
Tuesday	August 17	(**/+) New-to-Saint Anne Parent Mtg & Reception
Saturday/Sunday	Month of September	(**) Fun Fair Raffle ticket sales after Masses
Tuesday	September 1	(+) Pictures: PK – 8
Wednesday	September 2	(+) Fall Open House and (**) Potluck
Tuesday	September 14	(+) Health Screening
Friday	September 27	(+) Pictures: PK-8
Tuesday	September 28	(+) Health Screening
Thursdays	October 7, 14, 21, 28	(+) Living Rosary outside on the grounds
Thursday	September 30	(P+) Fun Fair Set up
Friday	October 1	(P+) Fun Fair Set up
Friday	October 1	(+) Blessing of the Animals
Saturday	October 2	(P+) Fun Fair
Saturday	October 2	(+) Diocesan All School Dance (7 th & 8 th Grades)
Sunday	October 3	(P+) Fun Fair Clean up
Wednesday	October 13	(**) Birthday Day: July 1 through October 31
Friday	October 22	(**) Fright Night: Trunk or Treat and Potluck
Saturday	November 6	(+) Pasta Night (8 th Grade)
Monday	December 6	(**) Christmas Bazaar Set up
Tuesday	December 7	(**) Christmas Bazaar
Wednesday	December 8	(**) Christmas Bazaar Clean up
Tuesday	December 14	(**) Christmas Program
Wednesday	February 2	(+) Science Fair – PK – 8
Wednesday	February 16	(**) Birthday Day: November 1 to February 29
Wednesday	March 16	(+) 1 st Penance (2 nd Grade)
Tuesday	April 12	(+) Seder Meal Re-enactment (Classes TBA)
Wednesday	April 13	(+) Seder Meal Re-enactment (Class TBA)
Friday	April 14	(+) Living Stations of the Cross (Pk – 8)
Wednesday	April 27	(**) Fitness Challenge Potluck
Thursday	April 28	(**/+) 3 rd Annual SACS Fitness Challenge
Saturday	May 7	(+) 1 st Holy Communion (2 nd Grade)
Friday	May 6	(+) May Procession and Crowning
Friday	May 13	(+) Disneyland Trip (8 th Grade)
Wednesday	May 18	(**) Birthday Day: March 1 through June 30
Friday	May 20	(+) Picnic (8 th Grade)
Tuesday	May 24	(**/+) Field Day
Tuesday	May 24	(**) Sports Awards BBQ Banquet
Thursday	June 2	(+) Kindergarten Graduation
Friday	June 3	(+) 8 th Grade Graduation

On-going help is needed with the Saint Anne Catholic School sporting program. Contact the Athletic Director for more details.