

Sacred Heart Early Learning Program

9450 NE 14th Street
Bellevue, WA 98004
(425) 451- 1773



Parent Handbook 2023-2024

<https://school.sacredheart.org/>

Table of Contents

Welcome	3
Purpose and Mission Statement	3
Admissions and Enrollment	4
Non- Discrimination	4
Placement and Tuition	4
Days and Times.....	4
Arrival and Departure	5
Curriculum Philosophy	5
Sample Daily Schedule	6
School Calendar	6
School Closures	6
Parental Involvement	7
Illness and Medications.....	7
Medical Emergencies	7
Discipline Policy	8
Restraint	8
Expulsion	8
School-Home Relationship	9
Early Learning Program Readiness	9
Disaster Plan	10
Uniforms/Clothing	10
Supplies	11
Meals and Snacks	11
Birthdays and Holiday Celebrations	12
Mandatory Reporting	12
COVID-19 Policies & Procedures	12

Welcome

“What greater work is there than training the mind and forming the habits of the young?” St. John Chrysostom

Dear Parents and Students,

Welcome to Sacred Heart Early Learning Program! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,
Mr. David Burroughs
Principal

Mission Statement of Sacred Heart School

Sacred Heart School is a Catholic community which provides an excellent academic education in an environment of faith and virtue for families of Sacred Heart Parish and the surrounding community.

Vision Statement of Sacred Heart School

Sacred Heart School builds an active partnership between school, parish, and family. Sacred Heart School graduates leaders who are exceptionally well prepared to meet the challenges of college preparatory education with a commitment to Catholic service to others.

Admissions & Enrollment

Acceptance Policy

As openings become available, the following priorities will be used to accept students to Sacred Heart School: 1. Siblings of current students 2. Members of Sacred Heart Parish 3. Members of other parishes 4. Non-Catholic students

Age Requirements

Children entering Pre-Kindergarten must be four (4) years of age by August 31st. Children entering Kindergarten must be five (5) years of age by August 31st.

Admissions Requirements

All new students (Pre-K-8) seeking admission to Sacred Heart School are required to submit prior to admission: Verification of active parish affiliation/stewardship (if applicable), Health and Immunization Records, Copy of Birth Certificate, Copy of Baptismal Certificate (Catholic applicants only), Copy of IEP or Neuropsychological Evaluation (if applicable).

Notice of Nondiscrimination Policy Regarding Students

Sacred Heart School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Schedule and Tuition

Option	Days and Times	Tuition
A	Mon-Fri 8:30 a.m. - 12:00 p.m.	\$7,371/year
B	Mon-Fri 8:30 a.m. - 3:10 p.m.	\$13,976/year

Arrival and Departure

All children must be dropped off and picked up by a parent or legal guardian. 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 early learning program. If you are unable to pick up your child within 15 minutes of the scheduled dismissal time, you will be charged a late pick-up fee of \$10/quarter hour. All children must be signed in and out daily on the form provided by the teacher/aide.

After School Care

After school care is offered to our Pre-K students through our Extended School Services (ESS) program. After school care is available until 5:00 p.m. (and typically until 3:00 p.m. on half days). Registration is required for the program. For registration information, please email ESS Director Amy Davis at adavis@sacredheart.org. Registration packets are available on our website [ESS Page](#).

Curriculum Philosophy

Students will participate daily in activities that are designed to foster their understanding of and skill in reading, writing, speaking, religion, mathematics, and creative play. Each week students will be encouraged to grow in self-expression, curiosity, and wonder through art, music, science, and social studies. Students will join the rest of the school at regular school Masses, approximately three times per month.

As part of a Catholic school, Sacred Heart School's Early Learning Center is committed to the idea that parents are the first and primary teachers of their children. We encourage and expect education to be a partnership between the parents, teachers, and the child. Important learning takes place both at school and home, inside and outside of the classroom.

Early childhood education is intended to support a student's desire and capacity to learn. It should foster their natural instinct to be curious about the world. It should

prepare them for success in primary education with the foundational skills for reading, writing, speaking and math. Finally, early childhood education should support students in the growth of their character; helping them to be good and do good.

Sample Daily Schedule- Sacred Heart Early Learning Program

Welcome	8:20 - 8:45 a.m.
Morning Circle	8:45 - 9:15 a.m.
Free Choice	9:15 – 9:50 a.m.
Clean Up	9:50 – 9:55 a.m.
Outdoor Play/Recess	9:55 - 10:15 a.m.
Snack	10:20 - 10:40 a.m.
Academics	10:40 - 11:30 a.m.
Closing Circle	11:15 - 11:30 a.m.
Lunch & Outdoor Play/Recess	11:35 - 12:25 p.m.
Quiet Time/Rest	12:30 - 1:10 p.m.
Outdoor Play/Recess/Snack	1:15 - 1:40 p.m.
Specialists	1:45 - 2:15 p.m.
Centers	2:15 – 2:45 p.m.
Closing Circle/Story Time	2:45 - 3:00 p.m.
Pack Up/Line Up	3:00 - 3:10 p.m.

School Calendar

The [Sacred Heart School calendar](https://school.sacredheart.org/) is posted on our school website <https://school.sacredheart.org/> and kept up to date.

School Closures

Emergency Early Closure Procedures: In the event the school needs to close early due to inclement weather or some other kind of emergency, notification will be sent out via the school’s emergency alert system and posted to the school’s website.

School staff will attempt to contact any parents who have not shown up to pick up their child at the specified time of closure. Please make sure to keep your emergency contact information up to date.

Parental Involvement

Parents are always welcome to observe in our classroom and are encouraged to participate in their child's birthday celebration (or half-birthday for summer birthdays). These visits may take place virtually through Microsoft Teams.

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](#). To sign up for a Virtus class, you will need to make a Virtus account here: https://www.virtusonline.org/virtus/reg_0.cfm?theme=0

All full-time pre-kindergarten families are required to participate in one or more pre-kindergarten service jobs. The jobs will be described to parents and a sign-up opportunity provided during Back-to-School Night.

Illness and Medications

Please do not send your child to school if he/she has cold or flu symptoms, such as fever, vomiting, diarrhea, or a cough. When children come to school with these conditions, other students are exposed. If a child comes to school with symptoms, we will call you to come and pick up your child. If your child is sent home due to illness, he/she cannot return to school until he/she has been symptom-free for 24 hours. This allows ample time to recover and stops the spread of illness to other children.

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.

Medical Emergencies

At the beginning of each school year, or when a child joins Sacred Heart Early Learning Program, parents are asked to submit a child's medical record. All parents of children with medical conditions need to contact their child's pediatrician to complete and return information to the school. From this information the school keeps its emergency care plans. Emergency care plans and medication forms must be updated annually. If medication/emergency care plans change, parents are asked to inform the school immediately and in writing.

Discipline Policy

In addition to teaching academic subjects such as math, science, reading, and religion, Sacred Heart School's Early Learning Center has as one of its main objectives the formation of each student's character. In partnership with parents, or teachers and administration strive to help all our students to be good and do good. All discipline has the aim of providing students with the opportunity to learn from their mistakes, experience forgiveness, and grow towards more positive behavior.

Parents will be informed by the teacher of any serious or repeated negative behaviors. Serious negative behaviors include those that injure other people, cause significant damage to the property of other students or the school, or significantly disrupt the learning environment. Depending upon the circumstances, the school counselor, dean of students, or another administrator will intervene as needed.

Restraint

Physical restraint will only be used if a child's safety or the safety of others is threatened. Such restraint will be limited, gentle, and developmentally appropriate, and will be reported to parents.

Expulsion

Expulsion is an extremely serious matter. If program staff are unable to reduce or eliminate a serious safety concern through intervention, students who engage in repeated serious violations of school rules, commit a very serious breach of school rules and/or state or local law, or who pose a threat to themselves or to others may

be expelled from Sacred Heart Early Learning Program. Students who have been expelled will not be allowed to return to the school for any classes or schoolsponsored activity, and the expulsion will be reported to the Department of Children, Youth, and Families as required by WAC 110-300-0340.

Due Process Procedure for Expulsion:

1. Parents/guardians will be notified before a student is sent home. A written copy of the reason for the expulsion will be provided to the student's parents/guardians.
2. Parents/guardians and students have the right to request a hearing from the pastor/designee.
3. Parents/guardians and students requesting a hearing must do so by putting their request in writing to the school within three (3) school days following expulsion. If the school does not receive such a written request within three (3) school days, the parents/guardians and students are deemed to have waived a hearing and the disciplinary actions take effect.
4. Once the school administration has received the written request for a hearing, it is held within five (5) school days of such a request.
5. The school administration has the right to exclude the student from all school activities during this time before the hearing.

School-Home Relationship

At Sacred Heart School, we believe that education is a partnership between home and school. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior significantly interferes with the teaching and/or learning process of our students or the operation of the school, Sacred Heart Early Learning Program may require parents to withdraw their children and sever the relationship with the school.

Preschool Readiness

Because children develop at different rates, it is difficult to identify the exact skills necessary to start preschool. The following guidelines may help determine if your child is ready for group learning in a preschool setting:

- Independence – Your child should be able to play games or do projects with other kids for a short period of time (5 to 10 minutes) without needing

repeated redirection from an adult. Children should be able to feed themselves, use the toilet independently, choose a learning center, and be independent enough to participate in activities for a short period of time.

- Expressive – Your child should be able to express him or herself to an unfamiliar adult in an understandable way, including expressing feelings and needs.
- Concentration – Your child should be able to concentrate on an activity (such as a book being read aloud) for 10 to 20 minutes. Children should be able to follow directions and focus on tasks without getting overly distracted.
- Emotional Readiness – While some degree of nervousness is to be expected, your child should be able to say goodbye to a parent or caregiver without too much anxiety. Children are emotionally ready when they are eager to go to school and want to make friends.
- Stamina – Your child should be taking no more than one afternoon nap during the day to demonstrate physical and mental stamina for preschool. Children who are used to following routines and being actively engaged throughout the day adjust well to the preschool setting.

Disaster Plan

Our Disaster Plan is located in the school's front office for review. We conduct monthly fire drills and quarterly disaster drills including lock downs and earthquakes.

Uniforms/Clothing

All students should wear the regular school uniforms shirts. They may wear any school-appropriate bottoms, including the school uniform pants, shorts, skirts, or jumpers. 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 is 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 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.

We ask each student to bring a pair of rubber rain boots to leave at school for the duration of the school year. We go outside rain or shine!

Supplies

- All students should bring a backpack to school each day.
- All students should have an extra change of clothes.
- A pair of rubber boots for outdoor play are helpful.
- Spoons and forks should be sent along with your child’s lunch each day. The school does not provide these.
- Lunch boxes with perishable food must include an ice pack.

Meals and Snacks

The program requires that parents provide all snacks. Lunch may be purchased through our hot lunch program, offered by Delectable BBQ & Catering, or provided by parents. Lunch and snacks must meet the nutritional requirements outlined below as required by state law. All food should be sent to school prepared (i.e., not needing to be assembled at school) and should not require heating. Food that you plan to have served warm should be sent to school in a thermos.

WAC 110-300-0180 - 0197 requires that all meals must meet the requirements outlined in the table below:

Requirement	Lunch	Snack (at least 2 of the 4 components listed)
A fruit or vegetable or one hundred percent fruit or vegetable juice		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
A grain product (such as bread, cereal, rice cake or bagel)	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

Birthday and Holiday Celebrations

Student birthdays are celebrated by inviting parents and other guests to the classroom to read a special story for the student and other classroom traditions. We do not distribute food or other treats to the class for birthdays.

Classroom parties for specific holidays are announced well in advance. Parents are invited to participate in the party as a volunteer and/or by bringing food treats to the class from a list provided by the teacher. All treats provided must be purchased from a store and from the designated list in order to comply with state regulations and to ensure the comfort and safety of any students with food allergies.

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, he or she shall report such incident, or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW 26.44.030”.

COVID-19 Policies & Procedures

Our updated Covid-19 policies and procedures are available on our school website at: <https://school.sacredheart.org/about-shs/coronavirus>

Family Acknowledgement Page
One form per family

Our family has read and reviewed the Sacred Heart Early Learning Program Parent Handbook found on the school's website.

We agree to support and abide by the policies contained therein.

Family Last Name: _____

Parent Signature: _____

Parent Signature: _____

Please return the completed form to the front office or sign the form digitally by September 5, 2023.