



Dear Parents,

In this packet you will find information about our preschool. We hope many of your questions can be answered in the following pages. If you have any questions that the packet does not answer, feel free to call our staff at 888-2974.

Please fill out and return the three attached forms in addition to a copy of your child's Immunization Record:

1. Registration Form
2. Emergency Information/Authorization for Medical Treatment Form
3. Child Release Form (We need to have on record all of the people who will pick up your child from school.)

Parents are asked to provide a small lunch/snack for their child each day. This lunch might include a sandwich, fruit and non-staining juice or granola bar, fruit and milk. **Please do not send gum or candy.**

We would like each parent to sign up to help out in the classroom. **Parents who volunteer in the classroom are now required by the Archdiocese of Seattle to take the *Safe Environment Training Class* given by our parish at different times throughout the year.** Parents who have taken the required class may sign up to volunteer on the calendar provided in the classroom. Parents are also required to organize and help with fundraising events.

I look forward to working with you during the school year. Together we will make this program a successful and fun learning experience for your child.

Sincerely,

Nancy D. Mangano
Director, Our Lady of Sorrows Preschool

Our Lady of Sorrows Preschool

Policies and Procedures

Registration Fee

A **non-refundable \$50 registration fee** plus first month's tuition, **\$245.00** per student, for a total of **\$295.00** is required in order to reserve your child's spot in the preschool class. The registration fee is used to pay for administrative costs and to buy supplies and materials for the upcoming school year.

Tuition Policy

The yearly tuition for Our Lady of Sorrows preschool is **\$2,450.00**. You have the option of paying in full at the beginning of the school year or a monthly payment of \$245.00 (**there will be no reduction in monthly tuition payments due to vacations, holidays, etc.**). If you have more than one sibling enrolled, the cost will be full tuition for the first child and \$10.00 deducted per month for the second child.

It is important that your payment is made on time because of the school's financial obligations. **If the payment is not received by the 10th of each month, an additional \$10 late fee will be charged.** There will be a \$30 charge for returned checks. The check amount will be due in cash within 24 hours after notification of a check returned due to insufficient funds. After the 2nd returned check, cash will be the only acceptable payment method.

Make checks payable to **Our Lady of Sorrows Preschool**. ***If you leave our school before the end of the year for any reason, a one-month notice prior to leaving must be given.*** Your annual tuition will be prorated to reflect the number of months registered (the registration fee is non-refundable).

Criteria for Enrollment

A policy has been established for enrollment priority. Enrollment is determined according to the following factors in the order listed: (1) Returning students (2) Siblings of prior students (3) Registered, participating parishioners of Our Lady of Sorrows (there is a two week "Open Enrollment" for just Parish members. After that time, they will be considered on a "first come first serve" basis with other enrollees) (4) Registered Catholics in parishes other than Our Lady of Sorrows (5) Non-Catholic.

Students are to be 3 years old by September 1st of that school year in order to qualify for enrollment.

Annual Fundraisers

Parents are required to actively participate in all fundraisers. This may include procuring donations and/or committee participation.

Health and Safety

We ask parents to please keep children who are sick or have contagious illnesses home so they will not contaminate the rest of the preschool class. The preschool staff reserves the right to ask that a student be picked up from school should they feel the child is too ill to participate in the class functions or may be a risk to the other students' health.

Bathroom Assistance

Supervised bathroom visits will be available at all times; however, children attending the preschool are responsible for their own toilet needs. Teachers and volunteers will be more than willing to help straighten, button, or snap if the child requests such help. The children will be encouraged to do the best they can and reminded to wash their hands.

Birthdays

We would like to celebrate each child's birthday either on or near his/her birth date. We encourage you to bring in a special treat that day. Please make arrangements with your child's teacher. Treats that are especially well liked and carpet friendly are cookies and brownies (no drinks please).

Clothing

Have your child wear play clothes suitable for active play and art projects. We use smocks for tempera paint and other art mediums, but sometimes things get messy. **Please label all outerwear and backpacks with your child's name.** The children will need some type of outerwear each day because we play outside when weather permits.

Conferences

Conferences will be held once a year in the spring for those students who will be eligible for kindergarten in the fall.

Drop-off and Pick-up

Please bring your child down to the classroom to be greeted by a teacher. Children should arrive at school on time and be picked up on time. Please notify teachers if someone other than you or your designated person will be picking up your child. For the safety of your child we will not release him/her to anyone without your permission. **A parent or authorized person must sign your child in and out each day in the classroom in the notebook provided.**

Emergency Information

This information is maintained in a school file in case an emergency arises. ***If you have any changes on your information sheet, it is to your child's benefit to keep us informed.*** Current phone numbers are especially important. Please fill out information carefully.

Hours

Monday, Wednesday, Friday, 9:30 AM - 12:00 PM. Classes run from September through June, following the Snoqualmie Valley School District calendar schedule. **In case of inclement weather**, such as a snow day or flooding, the preschool will follow the Snoqualmie Valley School District (No. 410) delay and cancellation schedule. ***Should the district delay classes for two hours or more, classes will be canceled for that day. Our policy is to make up to 3 "school closed" days a year.***

Immunization Forms

State law requires us to have an updated immunization form for your child. Your child must be up to date on all immunizations before entering school.

Medication

A "Medication/ Treatment Authorization" form (provided by the preschool) is required for a childcare provider to give and prescribe medicine to a child. All medication must be in the original container, have the child's name clearly marked, amount and times to be given, and dated.

Parent Advisory Committee

This committee comprises of Our Lady of Sorrows Preschool Director, Our Lady of Sorrows Parish Pastoral Associate, teachers and parents. The purpose is to give input to the school staff on school policy. This committee is informal and we meet when the need arises.

Participation

If at any time during the school year the staff determines that the preschool experience is not in the best interest of the child, the right to refuse participation shall be in the authority of the staff.

Snack/lunch

Parents will be asked to provide a small lunch for their child every day. This lunch might include sandwich, fruit, and non-staining juice or granola bar, fruit and milk. **Please do not send gum or candy.**

Our Lady of Sorrows Preschool Registration Form

Child's Name _____ Boy/Girl
Last First Middle

Preferred Name to use in class _____
(ex. Kimberly is child's name; "Kim" is preferred name to use.)

Address _____ Home Phone _____

Birth date _____ Birthplace _____ Baptism Date/Church _____

Father's Name _____ Occupation _____ Phone _____

Address _____ Cell Phone _____

Mother's Name _____ Occupation _____ Phone _____

Address _____ Cell Phone _____

Names/ages of children in family _____

Comment on eating habits/food allergies _____

Comment on specific dislikes or fears _____

Comment on child's behavior/discipline _____

Child's favorite toys or activities _____

Does your child take total responsibility for his/her toilet needs? Yes/No If no, please explain _____

Previous Preschool experience _____

Any additional information that would help us to better understand and work with your child? _____

Please check one:

1. Active parishioner registered in Our Lady of Sorrows Parish to include volunteer service in the _____ parish,
regular financial contribution and regular attendance at Mass

2. Registered Catholic in a parish other than Our Lady of Sorrows

3. Non-Catholic

Emergency Information

If parents cannot be reached, whom may we call?

Name/Relationship _____ Phone _____

Name/Relationship _____ Phone _____

Authorization for Medical Treatment

Doctor's Name _____

Address _____ Phone _____

Hospital Preference _____

Insurance Co. _____

Policy Number _____ Group Number _____

As parent/legal guardian of _____, I hereby authorize

Our Lady of Sorrows Preschool staff to seek emergency medical treatment for my child.

Parent/Guardian Signature

Date

Parent Name (please print)

*** Please remember to submit a copy of your child's Immunization Record!**

Our Lady of Sorrows Preschool
P.O. Box 909
Snoqualmie, WA 98065

Child Release Form

Authorized Adults

I, _____ authorize the
Please print parent/guardian's name

release of my child _____
Please print child's name

to the following adults during the school year:

Name

Phone Number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian Signature

Date