



Our Lady of Fatima Parish School

3301 W. Dravus St.
Seattle, WA 98199

**Early Learning
Family Handbook
2023-2024**

www.school.olfatima.org

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Welcome

Welcome to all parents who have made the important decision to enroll your child in Our Lady of Fatima Parish School. This handbook will help answer questions you may have or questions that may arise during the school year. This handbook is only for your reference – we encourage parent/staff communication anytime.

Purpose and Mission Statement

Our Lady of Fatima School is a parochial elementary school established as a primary ministry of Our Lady of Fatima Parish. The school is first and foremost an instrument of the Gospel achieving its objectives by:

- Educating the children of the parish in the Catholic faith.
- Supporting parents as the primary educators of their children.
- Maintaining an environment in which our faith and its moral values can be lived out.
- Developing the mental and physical capabilities of the students; preparing children for leadership and service to others.

Admissions & Enrollment

1. Children of active, participating parish members who have siblings who will attend OLF during the next academic year.
2. Children of active, participating parish members as defined below who do not have siblings in the school.
3. Other children with siblings who will be in the school in the next academic year.
4. Other Catholics.
5. All other children.

Please Note: Students enrolled in Our Lady of Fatima's pre-kindergarten program are not guaranteed admission into the following year's kindergarten class. See our [Application Requirements](#) for more information.

Notice of Nondiscrimination Policy Regarding Students

Our Lady of Fatima Parish School admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. In the administration of its policies the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its

educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

Placement Options

Preschool Options:

3 days 8:30am-12:30pm	4 days 8:30am-12:30pm	5 days 8:30am-12:30pm
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Preschool Enrichment Program (1-5 days) 12:30-3:15 (M, T, Th, F); 12:30-2:15 (W)
3 days (M,T,Th) 4 days (M, T, Th, F) 5 days (M,T,W,Th, F)

*3 year old children MUST be potty trained. No pull ups after 8/30

Pre-Kindergarten Options:

5 days (full) 8:30am-3:15pm (M, T, Th, F) 8:30am-2:15pm (W)	3 days (M, T, Th)- 8:30am-3:15pm 2 days (W, F)- 8:30am-12:30pm	5 days (half) 8:30am-12:30pm
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It is the policy of Our Lady of Fatima School that children of any parish family may attend school (space permitting) regardless of their ability to pay tuition. Parish families may apply for financial aid after receiving an admission to OLF- please see the Admissions tab on the school website for details.

Arrival and Departure

All children must be dropped off and picked up at their classroom door. 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 preschool program. If you are unable to pick up your child within 15 minutes of the scheduled dismissal time, please meet your child in the front office.

All children must be signed in and out daily on the Brightwheel app.

Curriculum Philosophy

Our early learning program seeks to build a bridge to the kindergarten classroom. Integrating play with learning, each student has opportunities to develop their literacy and numeracy skills while also learning about the world around them.

To foster a responsive classroom, our teacher to student ratio does not exceed 1:10, with each class serving a maximum of 20 students. Each class is led by a certified early learning educator and an instructional aide that allows us to meet the diverse learning needs of our students. We believe this approach best equips our young learners with the social and academic readiness needed for the next steps on their educational journeys.

The classroom also promotes the spiritual growth of our students, building in prayer throughout the school day. Our preschool follows the pedagogy of the Catechesis of the Good Shepherd, an approach to the religious formation of children. It is rooted in the Bible, the liturgy of the church, and the educational principles of Maria Montessori. Children gather in an “atrium,” a room prepared for them, which contains simple yet beautiful materials they use to help them absorb the most essential proclamations of the Christian faith.

Our pre-kindergarten builds off this foundation, emphasizing our school values of love, community, faith, stewardship, and joy. Students learn the importance of respect and how to collaborate with each other. They grow in responsibility as they care for their classroom and the world around them, and they do so in a spirit that fills them with an excitement to explore and fosters a lifelong love of learning.

Sample Daily Schedule for Preschool (half day)

Arrival and Free Choice Play	25 mins
Circle Time (prayer, calendar, flag, weather, academic instruction)	25 mins
Bathroom Break	10 mins
Snack and Outdoor Play	30 mins
Learning Centers (children rotate through different centers)	

	45 mins
Goodbye Circle (prayer, review day's lesson, sharing)	10 mins
Dismissal	5 mins

Sample Daily Schedule for Pre-Kindergarten (half day)

Arrival and Free Choice Play	15 mins
Morning Meeting	10 mins
Literacy Circle	15 mins
Learning Centers	40 mins
Snack and Outdoor Play	30 mins
Science/Social Studies/Religion (subjects rotate by day)	15 mins
Math Circle	15 mins
Goodbye Circle	10 mins

Sample Daily Schedule for Pre Kindergarten (full day)

Welcome, Morning Business, Free Choice	30 mins
Morning Meeting	10 mins
Centers, Music during clean up	60 mins
Literacy Circle	15 mins
Snack and Outdoor Play	40 mins
Story Time, Religion, Social Studies, Science	15 mins
Lunch time	45 mins
Quiet time	60 mins
Free Choice, Music, Math Center	30 mins
Snack and Outdoor Play	40 mins
Share and Goodbye Circle	15 mins

School Calendar

Please refer to the school website (school.olfatima.org) to stay up to date on all school activities.

School Closures

Because of the hardship that can be caused by an abrupt cancellation, school will not be canceled unless a significant safety risk has been created by extraordinary circumstances, such as extreme weather, equipment failure, or public crisis. If school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and

supervision at their home before releasing them from school. When inclement weather makes it necessary to close the school, parents will receive notification over the radio and on TV via early morning broadcasts on KIRO, KOMO, and KING. There will be a “Special Announcement” message on the main school telephone number, 206-283-7031, and in the Announcements section of the school website. If there is change in the school schedule, Our Lady of Fatima School will be mentioned specifically.

Parental Involvement

Parents are always welcome to observe and participate in our classroom. Please connect directly with your child’s teacher to set up specific times to participate in the classroom activities. 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: <http://www.seattlearchdiocese.org/sep/training.aspx>. 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 volunteers will also need to provide proof of Covid-19 vaccination prior to volunteering inside the classroom.

Illness and Medications

Please do not send your child to school if he/she has a fever, is vomiting, has diarrhea, fifth disease, lice/nits, or a bad cough. When children come to school with these conditions, other students are exposed. If a child comes to school and, in the opinion of the teacher, is sick, 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

Parents must provide written consent for Our Lady of Fatima Parish School to seek and approve medical care in an emergency situation, a court order waiving the right of informed consent, or alternate plans for emergency medical and surgical care if the parent cannot be reached. This information is included on the Medical Information and Authorization form signed by the parent and stored in the child’s file.

Discipline Policy

We believe that each person has a right to be respected and has a responsibility to respect others. We know that some conflicts are inevitable. Because we believe in a peaceful world where the dignity of each person is preserved, we value nonviolent resolution of conflict. At Our Lady of Fatima Parish School, conflict resolution is based on the process outlined in the “Second Step” program as well as the principles of “Teaching with Love and Logic.”

Preschool Readiness

Eligible students for the preschool program must be 3 years old by August 31st, 2022. Eligible students for the pre-kindergarten program must be 4 years old by August 31st, 2022. All students must be independent in their ability to use the bathroom.

Kindergarten Transition

To prepare your child for kindergarten there is frequent communication between pre-kindergarten and kindergarten teachers to ensure student activities are supporting the transition. Part of the kindergarten application process will include the Scholastic Readiness Screening for all students.

Disaster Plan

Our Disaster Plan is located in the school office and in each classroom for review and will also be reviewed with parents upon request. We conduct monthly fire drills and quarterly disaster drills including lock down and earthquake.

Uniforms and Clothing

Children should dress in the school uniform. You can access the OLF uniform at [Dennis Uniform Store](#). Students should always dress 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’s 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 kept at school 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.

Shoes are to be tennis shoes or flats/Mary Janes with non-marking soles to preserve our gym floor. They must have a fully enclosed toe and heel. Sandals, boots, Uggs, Heelys, Crocs, or flip flops are not allowed.

Socks must be worn at all times. These can include anklets, various sport sock styles, knee-highs, or tights.

Supplies

All children must bring a water bottle to school daily.

Children enrolled in afternoon Stay and Play will have a short rest period after 12:30 dismissal. Sleep is optional during rest time but children will each have a mat that they can lie down on.

For their comfort, we ask that you please send a nap bag with a small blanket, small pillow and a crib-size fitted sheet to cover the mat. These items will be sent home each Friday to be washed, and we ask that you return them the following Monday for your child to use at rest time.

It is recommended that your child bring a backpack, and necessary eating utensils daily.

Meals and Snacks

The children will bring their own lunch and snacks daily. Please have your child eat breakfast before attending school. Meals served at school must meet the requirements outlined in the table below:

Requirement	Breakfast	Lunch and Dinner	Snack (at least 2 of the 4 components listed)
A fruit or vegetable or one hundred percent fruit or vegetable juice	X		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	X
A grain product (such as bread, cereal, rice cake or bagel)	X	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	X
<p>**When meals are not provided, parents are notified in writing that the meals they provide for their children must meet the daily nutritional requirements.</p> <p>** A daily minimum of one serving of Vitamin C fruit, vegetable, or juice is included</p> <p>** Foods high in Vitamin A are included three or more times weekly</p>			

Transportation and Field Trips

In compliance with Archdiocesan guidelines “all field trips must have the enrichment of the curriculum as their core purpose” (Catholic Schools Policy Manual). Field trips, as an extension of classroom experience, are encouraged provided that adequate supervision and insurance coverage are assured.

The Following Field Trip Guidelines Will Be Used:

- Written parent/guardian permission is absolutely necessary for all students participating in the field trip. Students who do not return a signed Archdiocesan permission slip will not be allowed to go on the field trip. Phone calls will not be accepted in place of the written permission form. Each child must have a Field Trip Student Emergency Form on file in the school office. This form must accompany the child on the field trip. Drivers must carry a copy of the signed Permission Slip and Emergency Information Form with them during the field trip. These forms are returned to school when the students return.
- Under normal circumstances, car pools will be used for transportation. Field Trip drivers must have a Background Check Form and current Field Trip Driver Information Form on file in the school office, with up-to-date insurance information. The school does not carry liability insurance for injuries to passengers or damage to the car. Drivers will be responsible to see that students assigned to their car leave and return seat-belted in the same car.
- Washington state has two occupant protection laws: a seat belt law and a child restraint law. Both are to be followed. The seat belt law requires all vehicle occupants to be properly restrained in all seating positions. Buckling one seat belt around two people or placing the seat belt under the arm or behind the back is dangerous, can cause death or serious injury, and is a violation of the law. The child restraint law requires the following:

- o a. Children 12 years old and under are to be transported in the back seat where it is practical to do so.
- o b. Children up to their 8 th birthday, unless they are 4'9" tall (whichever comes first), must ride in a booster seat.
- o c. The restraint system must be used correctly according to the car seat AND vehicle manufacturer's instructions.
- o d. Drivers are responsible for all students assigned to them. Students are to remain with their driver/chaperone for the duration of the field trip
- Drivers are to go directly to and from the field trip destination. There are no side trips permitted for any reason. There are strong legal ramifications for any stops not previously stated on the field trip permission slip.
- Drivers must not bring younger siblings on field trips.
- Use of cell phones by drivers and chaperones is prohibited except in case of an emergency.

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 26.44.040".