

ASSUMPTION CATHOLIC PRESCHOOL and PREKINDERGARTEN

PARENT HANDBOOK

2026-2027

Revised, August, 2026

PRESCHOOL HANDBOOK

2026-2027

Mr. E. Omar Ramos –Principal	mrramos@assumption.school
Mrs. Beverly Williams-Director	bwilliams@assumption.school

Your teachers:

Mrs. Lorri Beshara – Lead Teacher	lbeshara@assumption.school
Mrs. Nancy Lawrence- Lead Teacher	nlawrence@assumption.school
Ms. Emily Zender	ezender@assumption.school
Mrs. Anne Patelli	apatelli@assumption.school
Assumption Phone –	(360) 733-6133 ext. 4329

IMPORTANT steps to take each day before coming to school:

- Check in with your child each morning for signs of illness. If your child has a temperature of 99.0 degrees or higher, please do not bring them to school. They must be fever-free for 24 hours (without medication).
- Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
- If your child shows any of these signs while at school, you will be called to pick him/her up.

Please let us know if your child will not be in attendance on any given day. This information can be left by email or on our voicemail.

Our Philosophy

Assumption Catholic Preschool and Prekindergarten is committed to helping children develop the skills and tools needed to succeed in elementary school and beyond. Our programs offer a safe, loving, and nurturing environment designed to provide each child with a positive introduction to their educational experience. We give consistent care throughout the day with the same teachers fostering long-term, trusting relationships. Our warm and open classroom communities are rich with opportunities for learning and growth through age-appropriate, hands-on activities.

Admission Policy and Fee and Payment Plan

A copy of the Preschool Admission contract, which you signed upon enrollment, will be in your first Wednesday envelope (see below). It contains information on our Admission Policy, Fees and Payment plans, along with your fundraising agreement. If you have any questions or require additional information regarding fundraising, please call Angie King at 360-733-6133 or email aking@assumption.school

Enrollment Paperwork

Please have all enrollment paperwork completed and turned into the teachers prior to the start of school. This information is crucial for the best care of your child. If there are any changes throughout the year, please notify us in writing so that we may continue caring for your child appropriately. All information will be kept confidential and accessible only to the child's parents, staff (as needed) and authorized DCYF licensors. **PLEASE NOTE: We must have a current certificate of Immunization Status before your child can attend preschool.**

Nondiscrimination Policy

Assumption Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate based on race, color, racial or ethnic origin in the administration of its educational policies.

Washington Administrative Code (WAC 170-295-6010) states: Childcare centers are defined by state and federal law as places of public accommodation and must not discriminate in employment practices and client services based on race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability.

Assumption Catholic School Mission Statement

Assumption Catholic School, a ministry of the Church of the Assumption, provides excellent Catholic Education to preschool through eighth grade students of Whatcom County. All students are expected to reach their potential, to achieve a strong faith in God, and to go forth and make a lasting difference in the world.

Programs and Times

Preschool (3 years old by August 31)

2 days – T/TH

Half day:	8:00 a.m. – 11:30 a.m.
Full Day:	8:00 a.m. – 3:00 p.m.

Prekindergarten children enrolled in our 5-day program attend school on these days also. According to DCYF regulations, 3 years to kindergarten age may be in a mixed group if there are no more than 26 children and the staff to child ratio is 1:10. (WAC 110-300-0357 Center mixed age group capacity, ratio, and group size.)

Prekindergarten: (4 years old by August 31)

3 days - M/W/F		5 days – (M-F)
Half day:	8:00 a.m. – 11:30 a.m.	n/a
Full day:	8:00 a.m. – *3:00 p.m.	Full day: 8:00 a.m. – *3:00 p.m.

In preschool, we expect all children to be potty-trained. Wearing pull-ups is **NOT** potty trained. Please, **NO** pull-ups. We realize an occasional accident can happen, so it is important to send a change of clothes in a zip lock bag to be stored in the classroom. **If there are more than two accidents during a three-week period of time a meeting with the administrator will be arranged and next steps will be determined.**

*Wednesdays 2:00 p.m. Early Release Days

Parking and Drop-off

Parents will park in the parking lot and walk their child to the entrance of the building. The parent and child will then be directed to the preschool classroom where the parent will sign their child in (using their full legal name). The child will find his/her name above 2 hooks in the hallway. Their bag will be hung on the first hook and their coat/jacket on the second hook. The teachers will meet them at the classroom door and help with the goodbyes. The parent/guardian will then exit through the east exit (by the preschool).

Pick-Up

Preschoolers will be picked up at the classroom door by the **pick-up person** who will come through the main entrance of the school. Pick up is at 3:00 pm (except Wednesday, which is a 2:00 p.m. Early Release Day.) We ask that you line up along the library wall so that we can dismiss students one at a time. Preschoolers will be picked up at the classroom door. We will only release children to the person(s) listed on the Authorization to Pick-Up form. Please notify staff if someone other than the parent/guardian will be picking up. WE WILL ASK ANYONE NEW FOR THEIR I.D, so please remind them to bring it with them. The child must be signed out by the authorized person using his/her full legal signature.

Preschool Schedule

The preschool follows the same calendar as K-8 (early release, closures). Families will be notified if there is a change in the schedule.

What to Wear

Preschool (3 years old) – free dress. Each child should be dressed in weather-appropriate clothes and play shoes (sneakers).

Prekindergarten (4 years old) M/W/F - uniforms T/TH - free dress

Please refer to the uniform policy on Assumption School webpage:>Parent Resources>Preschool Uniform policy.

- If rain/snow boots are worn to school, regular shoes must be brought to change into, for classroom wear.

We play on the playground as much as possible and Prek goes to the gym weekly. Please make sure your child is dressed appropriately for the weather, including a coat or sweater and outdoor play shoes (sneakers) that will not fall off.

What to Bring to Class

Each child should bring a **LARGE** tote bag (such as a reusable grocery bag – these are easier to transport towels and blankets) and a **LARGE** (not preschool-size) backpack. Children also need a water bottle. The drinking fountain provides a filling station with filtered water. Every child staying full day will need to bring a **bath-sized** towel and **small** blanket for rest time. They will need a lunch which meets the U.S.D.A. daily nutritional requirements, (please see **Lunches** on page 8). One **small** stuffed animal is also permitted for rest time. Please leave all other toys, jewelry etc. at home.

Curriculum

Our daily schedule of activities and lesson plans are designed to meet the developmental needs of the child, allowing the opportunity to develop socially, emotionally, intellectually, physically, and spiritually. Our daily schedule and weekly lessons are posted on the parent board.

Academically, our preschool students follow a curriculum that is aligned with standards, instruction, and assessment through third grade. The student-teacher ratio – 10:1, fosters individualized attention for all students.

A Typical Day

Half Day:

Our day starts out with "Tub Time" play, then continues with morning meeting (prayer and pledge), center time (small group), music and movement, snack, calendar, and weather, outside or gym time, large group time (consisting of theme of the month, or other focus such as alphabet, sign language, numbers/math), stories, finger plays, and other timely activities. Prekindergarten students also visit the library, have music class, and gym time once per week.

Full Day:

In addition to the above, full day students have lunch (brought from home), rest time, recess, and age-appropriate afternoon activities.

Religion

For all classes:

- All students learn about God's Love through daily experiences at Assumption Preschool.
- Polite manners and overall kindness are emphasized – "The Golden Rule".
- Prayers and prayer songs are said/sung at morning meeting time, before snack, lunch and before going home.
- We celebrate the liturgical Church year in age-appropriate ways using songs, stories, and art.
- We sing songs, talk about Jesus, and learn to pray spontaneously.

Prekindergarten:

- Each week we use "Seeds" magazine to teach your child God's love. Each lesson incorporates prayer, storytelling, listening, singing and a "table-top" activity.
- We will attend school mass on dates to be announced.

- At Christmas time the Prekindergarten students present a Christmas program in which the children act out the Nativity.

Safe Environment

The Prekindergarten students learn about personal safety as part of their spring curriculum – *Protecting God's Children*. Additionally, students will be introduced to the concept of safety and their role in taking responsibility for themselves including car and traffic safety, saying "no" to unwanted touches, getting lost, etc.

Parents in the Classroom

Parents are welcome in the classroom at any time during school hours, but prior arrangements must be made with the teachers.

Field Trips

Field trips may be planned throughout the school year in accordance with licensing and transportation regulations.

Child Abuse Reporting Law Requirements

- Staff must protect the child in care from child abuse, neglect, or exploitation.
- Staff must immediately report an instance when the staff has reason to suspect that physical, sexual, or emotional abuse, child neglect or child exploitation has occurred.
- If there is immediate danger to a child, the staff must also make a report to local law enforcement.

Physical Restraint in the Classroom

Physical restraint is only used if it has been determined necessary for the safety of students and staff. Families will be notified by the end of the day if restraint has been used, and the incident will be documented in the students' file and in the accident report book in the director's office. Physical restraint is sometimes part of a student's individualized care plan based on their mental and/or physical health care providers' treatment recommendations. Physical restraint is limited to holding a child as gently as possible to prevent injury to others. It is done for as little time as possible for the safety of others. No ties, seats, buckles, blankets etc. are used for restraint. If a child is unwilling to walk, staff may pick them up and take them to a quiet and safe place.

Behavior Management and Discipline

Every child is expected to abide by the rules of our program, respect teachers, other students, and all property. If a child violates these standards, he/she may be separated from the group for a brief period. Verbal communication between teacher and child is always exercised first. If the child does not respond to this and the problem behavior persists, a record of their behavior will be kept, and a copy given to the parent. Should there continue to be problems a conference with parents will be scheduled. After all attempts have failed at improvement of behavior, the family may be asked to withdraw from our program.

The behavior management and guidance practices are always fair, reasonable, consistent, and related to the child's behavior. Corporal punishment, cruel, unusual, hazardous, frightening, and humiliating discipline is prohibited.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Procedures involving an ill child

Children who are ill will be separated from the group and cared for in another part of the classroom. The parent/guardian or emergency contact will be notified to pick up the child. Children should be fever-free for 24 hours before returning to school. We follow the CDC guidance on how to clean and disinfect the area and surfaces once the child has gone home. If a student develops symptoms, he/she may be with a staff member in the isolation room until a parent can arrive to pick him/her up.

Medication Management

The school policy requires all medication to be kept in the school office except for rescue medication. Please see "Guidelines for Parent/Guardian regarding Oral Medications in School" from the Archdiocese of Seattle, Catholic Schools Department referenced in the Childcare Center Health Policy

Procedures for Injuries and Medical Emergencies

- Child is assessed
- If needed, a First Aid Guide will be consulted
- First Aid is administered
- Staff will call Parent/Guardian or emergency contact if needed
- Staff records emergency on an "Accident/Incident Report" form, copy to parent and file
- The childcare licensor is called immediately for severe injury requiring medical attention
- Injury is recorded on injury log

Please refer to the Health Policy for further details. (All preschool policies can be found on our website https://school.assumption.org/preschool/ A hard copy can also be found in the preschool classroom.)

Specific Health Needs

If a child has a special health problem or need (for example: allergies, difficulty hearing, vision impairment) the child's teacher and the school office should be notified before school begins. Use the form in the Summer Packet of Information to let the teacher and school office know of this specific health need. This information will help us better service your child and should be listed on his/her Emergency Information form.

Policies

A copy of our policies, including Health and Staff, (as it pertains to the preschool program), and other relevant program policies are available on our website https://school.assumption.org/preschool/ or hard copies in a binder located in the classroom. A copy of the Liability Insurance and all other inspection reports (compliance paperwork) can be found in the school office.

Communication

Communication is vital to the success of each child's educational experience. We have several avenues used continuously. The teachers also check email and voice mail daily. Please feel free to contact the teachers or the director any time at the above-listed emails or phone number.

- Each new family will participate in a **Family Engagement** meeting at the beginning of the school year to meet the teachers, and familiarize themselves with the classroom, and schedule. This is also an opportunity to ask questions and pass on pertinent information.

- **Website -** Our preschool web page is updated weekly and can be viewed at https://school.assumption.org/preschool/

- **Monthly calendar -** At the beginning of each month we will provide a preschool calendar showing the month's theme and daily activities along with other valuable information. This is our best way to communicate with you, keeping you informed as to what the children are doing.

- **Parent Envelope -** Every family has a parent envelope used for communication between the school and family. The envelope will contain essential information about the happenings at school. They will be in alphabetical order outside the preschool classroom each WEDNESDAY. Please take the papers out but leave the envelope. It will be yours for the year.

- **Parent Information Board –** This is located outside the Preschool classroom. It is used for class activity notifications and reminders along with materials that must be posted as required by DCYF.

- **Wish List -** Instead of requesting classroom supplies on the school supply list as the upper classes do, we will occasionally post a "wish list" for items we need. Please be on the look-out for it on the bulletin board.

- **Conferences -** Brief questions can be answered after class, but a more in-depth conference will need to be scheduled at any time. During the K-8 conferences in November, Prekindergarten parents will be able to schedule an in-person conference. You will receive a formal end-of-year summary in June.

- **Notes Home –** Once a week you will receive a "Notes Home" page which is a short email about what your child worked on and accomplished that day along with a picture. The note will also include a quick description of what the class is working on. This will keep you updated on the class' progress.

Snacks

DCYF regulations require the staff to prepare a snack menu each month, which meets the U.S.D.A. nutritional guidelines. Each family will be assigned a snack during the month to share with the class. Families will receive a copy of the schedule which includes a grocery list for that day. The menus are posted on the parent information board and on the back of the monthly calendar. Our sink space is limited, so the snacks will be limited to individually packaged, or easily served items.

DCYF requires the snacks you bring:

- Must be store purchased.
- Fruits and vegetables will be in individual packages.
- Foods must be prepackaged and in their original container.

Napkins/plates and paper cups are provided by the preschool.

Lunches

Parents will be responsible for furnishing lunch each day for their child attending the full day class. DCYF licensing requires that we notify you that the lunches you provide must follow the U.S.D.A. nutritional guidelines. **They must contain one serving of each of the five following food groups:**

- Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)
- A grain (such as bread, cereal, rice cake or bagel)
- A fruit
- A vegetable
- Milk – fat free or low fat (A milk ticket may be purchased from the office for $45.00 which will buy milk for the entire year.)

It is important to know if any student has food allergies. A list is compiled which is referred to daily before a snack is served. Parents may furnish their own snack for their child who may have dietary needs. If there is a peanut allergy, we will designate a “peanut free” table.

When packing lunches please remember we are not able to warm up food. Also, please check to be sure that the drink **lids are on tight.** It is a sad child who opens their lunch box to wet and soggy food.

Birthdays/VIP days at School

Children will be assigned a day closest to their birthday to bring a snack. If a child’s birthday falls during the summer, a VIP Day will be assigned, usually around the 6-month date. Your date will be noted on the snack calendar. Parents may bring in special snacks on these days, (examples: cookies, donuts, donut holes, snack cakes, sweet breads, popsicles, ice cream), whichever your child prefers. Please be sure it is a “snack-sized” portion which should be accompanied by a fruit (banana, tangerine, sliced apples package). **We ask that you do not bring cakes or cupcakes** because of the high sugar content. If your child has food allergies, please bring in “safe” snacks/treats to be kept at school so he/she can participate on these days.

Please remember:

- Snacks must be store-purchased.
- Fruits and vegetables in individual packages.
- Foods must be prepackaged and in their original container.

Use of Student Information/Pictures

Unless otherwise notified in written form by a parent, a student's picture and/or comments may appear in the newspaper, on television, school newsletters, yearbook, website or in school brochures/marketing materials.

Playground use

Preschoolers are only permitted to use the playground during school hours - 8:00-3:00 p.m. The playground is reserved for students in the Extended Day Program after 3:00 pm.

No Smoking/Vaping

Smoking, vaping, or similar activities are prohibited in licensed preschool indoor and outdoor spaces. They are also prohibited within 25 feet of entrances, exits, windows, and vents. Consuming or being under the influence of alcohol, cannabis, illegal or misused prescription drugs is also prohibited. Any items related to these things will not be stored in a place accessible by children.

Guns/weapons

Guns and weapons are prohibited on school grounds.

Right to Amend

Assumption Preschool reserves the right to amend this handbook as circumstances warrant. Parents will be promptly notified in writing if changes are made.

Learning Objectives- Preschool

Language/Literacy

- Demonstrates an understanding of new vocabulary words
- Uses new vocabulary words in conversation
- Repeats short rhymes and songs
- Listens to books, stories and poems
- Chooses books
- Predicts what will happen next in stories

Mathematics

- Counts by rote
- Names and matches geometric shapes
- Sorts and names colors

Creative Arts

- Moves to music
- Expresses creativity through a variety of art experiences

Social Emotional

- States name
- Follows classroom rules or rules of a simple game
- Listens to teachers and other children
- Participates in cooperative play, both structured and unstructured

Approaches to Learning

- Shows initiative and curiosity while choosing and participating in a variety of activities
- Attends to a single task for an increasing amount of time

Physical Health

- Builds with blocks
- Assembles puzzles
- Lacing, cutting and use of fine motor skills activities
- Dance, exercise, games, and use of large motor skills

These objectives are for the children at the end of the Preschool school year.

Learning Objectives - PreKindergarten

Language/Literacy

- Matches spoken words that begin with the same sound
- Demonstrates understanding of rhyming words
- Matches the sound to letters with prompt
- Claps or taps for each syllable of the word
- Retells story in own words
- Recognizes a group of letters as a word
- Sorts letters from other symbols
- Attempts to write and names letters in print (especially in own name)

Mathematics

- Uses one-to-one correspondence in counting
- Names numerals in print and matches numerals to sets
- Combines, separates, and sorts objects
- Groups and orders by size
- Identifies, copies, and expands patterns

Science

- Uses senses to observe, describe, and compare objects and events to make predictions

- Uses a variety of tools and measuring device to gather information

Creative Arts

- Begins to create representational drawings
- Engages in role-play

Social/Emotional

- Expresses pride in accomplishments
- Shows awareness of jobs and their requirements
- Healthy peer interactions – conflict resolution through verbal skills

Approaches to Learning

- Circle time – able to focus on subjects within a group
- Offers alternate solutions to a problem
- Independent thinking

Physical Health

- Uses scissors and glue with control
- Holds writing instrument correctly
- Maintains balance while hopping on one foot
- Catches a playground ball

These objectives are for children at the end of the Prekindergarten year. Prekindergarten objectives include Preschool objectives. The Prekindergarten framework helps children achieve the readiness needed for success in kindergarten.

Signature Page

Our Parent Handbook is available on our webpage:
Assumption Catholic Preschool/Prekindergarten Parent Handbook ~ 2026-2027 – ACS Preschool

Our Health, Pesticide, Emergency (Disaster Response), and Blood Borne Pathogens Policies are available on our webpage:
Assumption Preschool/Prekindergarten Policies ~ 2026-2027: Blood Borne Pathogens, Health, Emergency, and Pesticides – ACS Preschool

All policies are also available for review in the preschool classroom.

I/we have reviewed the handbook and the early learning program policies regarding Assumption Catholic Preschool. (If you have any questions or require additional information regarding preschool policies, please call Beverly Williams, preschool director at 360-733-6133 or email bwilliams@assumption.school)

Fundraising: I/we have read and signed our 2025-2026 Fundraising Commitment, a part of the Preschool Admission contract, and agree to the school policies and procedures as stated. A copy of this contract will be in our first Wednesday envelope. (If you have any questions or require additional information regarding fundraising, please call Angie King at 360-733-6133 or email aking@assumption.school)

_____ _____
Please Print Date

_____
Signature

_____ _____
Please Print Date

_____
Signature