

St. Catherine Labouré  
Transitional Kindergarten  
and Kindergarten Day Care



Let it be known to all who enter here that Jesus Christ is the reason for this school, the unseen but ever-present teacher in all its classes, the model for its faculty and the inspiration for its students.

**Admission Policies**  
**Transitional Kindergarten and Kindergarten**

**Office Hours:**

Monday through Friday  
7:00 a.m. to 6:00 p.m.

Preschool Phone: 310-755-8604

School Phone: 310-324-8732

FAX: 310-324-2471

Address: 3846 Redondo Beach Blvd. Torrance, CA 90504

**POLICIES:**

Admission to the TK & K day care program shall be with the understanding that parents have familiarized themselves with and will comply with the guidelines of St. Catherine's Preschool Admissions Policies.

**REQUIREMENTS FOR ADMISSION:**

Admission to the St. Catherine Labouré Preschool for before and/or after school day care is evaluated on an annual basis. All parents wishing to enroll a child for the upcoming academic year must submit an Admission Packet (See Admission Procedure page.) during specified enrollment periods and meet the criteria as set out in this policy.

**ENROLLMENT:**

Day care is currently open to children who are enrolled in the St. Catherine Labouré Transitional Kindergarten or Kindergarten Programs. Registration priority is not accepted until a completed application packet and a non-refundable registration fee are submitted and processed in the preschool office. Registration fees are non-refundable unless the child is not being granted enrollment due to high enrollment or for any other school-determined reasons. Enrollment is subject to space available and the approval of the Preschool Director.

**GENERAL ORDER OF ACCEPTANCE:**

Children who are enrolled in St. Catherine Labouré Transitional Kindergarten or Kindergarten classes are eligible to enroll for preschool day care.

**SPECIAL CIRCUMSTANCES:**

Upon discretion of the program director, it may be determined that the needs of a child may be beyond the program's service delivery capacity. In such situations the parents will be given a two week notice that the child will be withdrawn. The parent may choose to have their child leave before the end of that period. Tuition will be charged through the child's last day of attendance.

**NOTICE OF WITHDRAWAL:**

A **two week notice** is required if planning to withdraw a child. Tuition will be charged during that period.

## **CALENDAR:**

The calendar will be set to and match the St. Catherine Labouré elementary school academic calendar.

## **EARLY DISMISSAL DAYS:**

On early dismissal days your child will need to bring their own lunch. The lunch program is NOT available on early dismissal days. The children will also participate in naptime. Children are not forced to sleep but must lay quietly during the naptime period. Each child must provide a crib sheet and a blanket to use on the sleeping mat. These items will be taken home and returned on the following early dismissal day. Storage is not available to house the items. *Please see the school calendar for early dismissal dates.*

## **TUITION:**

Tuition is calculated on the number of school days in the school year with school holidays factored into the Tuition Payment Schedule, visit [\*\*Tuition Payment Link\*\*](#) for the current year payment schedule. **At the beginning of each month, an Invoice will be sent to you from the school office via your oldest child in the school.** Payments are made to: **St. Catherine Preschool Day Care and are to be made by cash, check, or money order ONLY.**

## **LATE FEES:**

A late fee of \$10.00 will apply for tuition payments made three days later than specified in the Payment Schedule. There is a \$20.00 fee for returned checks.

Our center hours are from 7:00 a.m. to 6:00 p.m. We close promptly at 6:00 p.m. A fee of \$10.00 for every 10 minutes, according to our clock, will be charged for each child who is not signed out by closing time. We realize that occasionally matters may arise that will delay you. However, if there is a pattern of late pick-ups, after the third time late, the fee will increase to \$5.00 per minute. Late pick up fees are due within 30 days. If your child is not picked up by 6:30 p.m. and we cannot reach you, we are required to notify the police department.

## Admission Policy Agreement

I have read and understand the Transitional Kindergarten and Kindergarten Day Care Admission Policy. I agree to abide by all of the rules and regulations of St. Catherine Laboure Preschool. We understand that the director(s) have the right to amend rules and regulations as necessary during the school year.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher/Classroom: \_\_\_\_\_

Mother/Guardian Name Printed: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_

Father/Guardian Name Printed: \_\_\_\_\_

Father/Guardian Signature: \_\_\_\_\_

***Please sign and return to the Preschool Office.  
Thank you!***

# **Transitional Kindergarten and Kindergarten Day Care** **Child Guidance and Discipline**

## Discipline Procedures & Policies

A very important part of the TK & K Day Care experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their won disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time-Out) – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report).

Disruptive Behavior distracts from the full benefit of the Day Care program and will result in consequences.

The following behaviors are considered disruptive:

- Requires constant attention from the staff/or an intervention from the elementary school's Principal/Vice Principal
- Inflicts physical or emotional harm on other children, adults, or self
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline Procedures for disruptive behavior

- Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behavior(s) that directly impact other children, staff members or the group as a whole. This report will be shared with the parent(s) and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The

- incident report will be placed on the child's sign out page, it is to be signed, and returned to the teacher or director no later than the next day.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the Preschool Director.
  - If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the day care program altogether.

Children cannot become self-disciplined unless adults teach them right from wrong. At St. Catherine Labouré Day Care, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school.

## **Discipline Policy Agreement**

I have read the Transitional Kindergarten and Kindergarten Day Care Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of “St. Catherine Labouré Preschool”.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher/Classroom: \_\_\_\_\_

Mother/Guardian Name Printed: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_

Father/Guardian Name Printed: \_\_\_\_\_

Father/Guardian Signature: \_\_\_\_\_

***Please sign and return to the Preschool Office.  
Thank you!***