



Pax Christi
Catholic Preschool

PARENT HANDBOOK

TABLE OF CONTENTS

ABOUT PAX CHRISTI (page 3)

Contact and Social Media Information

Purpose

Mission Statement

Governance

Educational Philosophy

ADMISSIONS & OPERATIONS POLICY (pages 4-6)

Admissions

Non-Discrimination Policy

Registration

School Hours

Tuition and Fees

Tuition Assistance

Withdrawal from School

SCHOOL POLICIES & GUIDELINES (pages 7-16)

Allergies

Assessment

Child Abuse

Communication

Confidentiality

Discipline

Dressing for School

Dropping Off/ Picking Up Children

Emergencies

Emergency Procedures

Field Trips

Gender Identity

Late Arrivals and Departures

Media

Medications

Personal Belongings

School Visitors/Volunteers

Security Measures

Sick or Absent Children

Snack

Special Needs

Staff Supervision of Children

Student Conduct

Sunscreen

Toilet Trained

Volunteer Hours

Weather Dismissal

Questions/Concerns

Pax Christi Catholic School

ABOUT US

School Contacts:

Jennifer Tucker, Director, 303-799-1036 Ext 107, director@paxchristi.org
Sheila Whalen, UCSDCS Superintendent, 719-866-6454, swhalen@diocs.org
Father Andrzej (303)799-1036, frandrzej@paxchristi.org

Media Sources:

School Website: <https://www.paxchristi.org>

Facebook: <https://www.facebook.com/PaxChristiCatholicPreschool>

Instagram: <https://www.instagram.com/paxchristicatholicpreschool/>

ABOUT PAX CHRISTI

Pax Christi Catholic Preschool was established in 2013 by Pax Christi Catholic Church and is a Catholic school in the Diocese of Colorado Springs. The school serves the educational needs of children between the ages of 2.5-6 years from the northern geographic region of the Diocese, in Douglas County. The program is approved by the Office of Total Catholic Education in the Diocese of Colorado Springs and licensed by the Department of Human Services.

MISSION STATEMENT

Pax Christi Catholic Preschool will assist the family, parish and community in forming resilient, servant leaders in the Catholic tradition. Through a strong religious, academic, environmental education program, students will become spiritually, intellectually and morally prepared as stewards who engage the world in service to God and the common good.

EDUCATIONAL PHILOSOPHY AND CURRICULUM

At Pax Christi Catholic Preschool, our goal is to provide a caring and welcoming environment for our students while forming a strong academic foundation and developing their faith through the teachings of God. We strive to help each child develop his/her gifts and to understand that those gifts were given by God to be used to serve God and others. We believe that parents are the primary educator of their children and we are here to support you by providing a faith-based education.

Religious education is embedded in every aspect of the day. Catechesis of the Good Shepherd and our Saints program are used to provide children with a developmentally appropriate approach to learning about our faith and the Bible. These programs support the unique relationship between God and the child. We provide all children with a place to foster the growth of that relationship in the Atrium, which is set up with materials, prayer space, and other activities which help our students learn the truth and beauty of God and his world.

We also use the Preschool Creative Curriculum from Teaching Strategies in our classrooms which includes themed units to help develop academics such as early language, literacy, and math, and helps to promote socialization, and the development of the whole child through play and hands on learning experiences. Students use Handwriting Without Tears to help develop their fine motor skills and to introduce handwriting skills. Instruction is as individualized as possible, as all students grow and develop at different rates.

ADMISSIONS AND OPERATIONS POLICY

ADMISSIONS

Pax Christi Catholic Preschool is approved by the Unified Catholic Schools of the Diocese of Colorado Springs to enroll children from age 2.5 to six years. Children must be independently toilet-trained before beginning school. **Paperwork and fees must be submitted before the start of school.** We value diversity and welcome all children without regard to race, religion, or ethnic group. Enrollment is open to any child, including those with special needs, provided that the school can meet the individual needs of those children. Parents of children with special needs are encouraged to discuss those needs with the director and the child's teacher prior to the first day of school. If the administration team feels the school cannot meet the special needs of a child, admission is not guaranteed.

NON-DISCRIMINATION POLICY

The Catholic schools of the Diocese of Colorado Springs, under the jurisdiction of the Bishop and at the direction of the Superintendent of Unified Catholic Schools, attest that none of the Catholic schools discriminate on the basis of sex in admission policies, treatment of students, or its employment practices.

The Catholic Schools of the Diocese of Colorado Springs, under the jurisdiction of Bishop James Golka and at the direction of the Superintendent of Unified Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the schools. The schools do not discriminate on the basis of race, age, disability, color, national, or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or other school administered programs.

REGISTRATION

Registration for the new school year begins in January. Parents are advised to arrange a visit with the Director and tour the school to see if Pax Christi Catholic Preschool meets their individual needs. Registrations are taken in the order they are received. Once classes are filled, a waiting list is kept, from which later registrations are accepted when an opening occurs.

Prior to your child being admitted into our program, all enrollment forms provided to you at registration must be completed, including the health and immunization forms required by state law such as a General Health Appraisal completed and signed or stamped by the practitioner.

Students will be screened each Fall for hearing, vision and speech concerns. Recommendations or referrals will be made if a student needs further testing and care from their doctor.

SCHOOL HOURS

Morning Session: 8:30 - 1:00 pm

Full Day Session: 8:30 - 3:30 pm

Please be sure that your child does not arrive earlier than five minutes before school begins and is accompanied by an adult until signed in. This gives the teachers an opportunity to prepare for class before greeting children. Please have your child use the bathroom and wash their hands before proceeding down the hall to your assigned classroom.

BEFORE/AFTER CARE

We will offer before/after care services each day of the week. Care will be charged at a rate of \$10/hour. This schedule is subject to change depending on number of students enrolled and staff availability.

Before Care Hours: 7:30-8:30am

After Care Hours: 3:30-4:30 pm

TUITION AND FEES

Tuition must be paid each month by your FACTS payment date. A late charge will be assessed accordingly and communicated by FACTS.

Pricing: Morning Session (8:30 am - 1:00 pm)

Days per week	Tuition - Preschool/PreK/Transitional K
Tues/Thurs AM	\$400/month, \$4,000/year
Mon/Wed/Fri AM	\$520/month, \$5200/year
Mon-Fri AM	\$695/month, \$6950/year

Pricing: Full-Day (8:30 am - 3:30 pm)

Days/week	Tuition: Preschool/PreK/Transitional K/Kinder
Tues/Thurs Full Day	\$485/month, \$4850/year
Mon/Wed/Fri Full Day	\$625/month, \$625/year
Monday-Friday Full Day	\$825/month, \$8250/year

There will be a non-refundable Enrollment Fee of \$300 upon completion of enrollment documents (includes a \$25 Supply Charge - there will not be an additional supply list prior to the beginning of the school year.)

Tuition is paid over ten school months (August-May). Tuition may also be paid in full in August or in semi-annual payments in August and January. Tuition is paid through FACTS Financial Management Portal.

Parents are required to remain current with tuition payments. Tuition that is unpaid for one month gives the school the right to dismiss a child from school. Be sure to remain current with payments.

TUITION ASSISTANCE

Pax Christi Catholic Preschool recognizes the need to support families who cannot afford our full tuition program, but want to support a Catholic education for their child. Tuition assistance is available by applying to the Bishop Scholarship Fund. FACTS makes an objective confidential determination of each family's ability to pay tuition. Once a child is registered for the school program, a family may apply for assistance by the annual deadline in order to qualify for financial aid.

A tuition discount of 5% is given to each additional child registered in the same academic year from the same family.

WITHDRAWAL FROM SCHOOL

Each child is enrolled for the entire school year. If your child will be leaving Pax Christi Catholic Preschool, we require two weeks written notice and payment of two weeks tuition. Refunds will be granted only on prepaid tuition, not including the enrollment fee.

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from the Unified Catholic Schools. Students who have been expelled will not be allowed to return to any Unified Catholic School without prior permission from the principal. Students whose parents have violated their partnership with the school in the academic and spiritual education of their children may also be excluded from the Unified Catholic Schools.

SCHOOL POLICIES & GUIDELINES

ALLERGIES

Parents of children with food allergies are asked to provide nutritious snacks for their own child in the event a class provided snack is not suitable. With the increasing number of children experiencing food allergies, it is sometimes difficult for parents to provide a snack that will suit every child's needs. Your child's teacher will discuss any such special needs with you. The school may observe a no-peanut, no-nut policy because there may be children with potentially life-threatening allergies in your child's classroom. In this case parents should not bring any peanuts, peanut products, or product from a peanut/ nut producing facility. Parents will be cautioned to carefully check labels for warnings about peanuts or nuts in all commercially prepared foods. Please check with your child's teacher or call the school if you have questions about this policy.

ASSESSMENT

The Creative Curriculum and its developmental continuum and Teaching Strategies Gold are used as a basis for observation and assessment. The primary purpose for observation and assessment is so that the teacher can plan curriculum appropriate for the children in her class. In addition, teachers will be looking for continuous growth in all areas, as well as growth that may be outside of the norm. The results of assessment will be shared at your child's conferences. You will receive written reports about your child's growth at least twice a year. Your child's teacher will meet with you and go over observation and assessment results in October and February so that you have a clear understanding of the results and their purpose. For more information about our chosen assessment tool go to www.TeachingStrategies.com and check out the Developmental Continuum. Your child's assessment information will be kept confidential and on file throughout the year. Assessment information will only be used for planning future instruction for your child and the class.

CHILD ABUSE

Any staff member of the school who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. Contact information is below.

The Division of Child Care

Colorado Department of Human Services
1575 Sherman Street
Denver, CO 80203-1714
1-800-799-5876

If you have reason to suspect that a child is being abused or neglected, your concerns should be addressed to:

Douglas County Human Services
4400 Castleton Court
Castle Rock, CO 80109
Phone: (303) 688-4825 Fax: (877) 285-8988
Abuse or Neglect Hotline: 303.663.6270

To report suspected sexual abuse or neglect of a minor call the Diocese of Colorado Springs. Contact should be made to Ed Gaffney, Director of Mission Effectiveness, or Terri Sorter, Director of Employment Relations.

Report to these individuals at: (719) 636-2345.
Diocese of Colorado Springs
228 N. Cascade Ave.
Colorado Springs, CO 80903.

COMMUNICATION

You will receive information about the activities your child has accomplished at school on a daily basis. Check the bulletin board outside your child's class for information. Teachers will also communicate any important information about your child at the door when you pick up your child. Monthly newsletters, update emails on events and daily reports used on the Tadpoles communication app will help keep you informed about learning, important dates, activities and items of interest or concern. Be sure to check your child's backpack each day for information from the school in their back-and-forth folder. Information will be emailed and sent in a families' home language upon request and the staff will try to accommodate with a translator at conferences if necessary. Parents may also refer to the school's web page, Facebook Page, or Instagram.

CONFIDENTIALITY

All observation and assessment information, medical documentation, and family data will be held confidential. Your child's teacher, assistant teacher, and the Director are the only persons who have access to this information. In addition, the locked office files containing information about each child are accessible to licensing agents, our nurse consultant and health department personnel. The Director and teachers have access to the files for emergencies and to obtain background information about the children in their class. The health department, nurse consultant, licensing agents and assessors may view files to ascertain we are meeting health, safety, licensing and accreditation requirements. Families have the right to view their child's file at any time and may add comments on separate memos to that file. Other than updating emergency information, documents in the file may not be altered by parents. Parents with a child with a medical or food allergy may authorize the staff to share this information with other families in their child's class for snack planning purposes.

DISCIPLINE

We believe that as a Catholic community, we are called to reflect the values of Jesus and respect for all people. In this way we build up the Body of Christ within our school community and provide a physically and emotionally safe environment for all members. Staff members do not use any form of punishment or verbal abuse to control the actions of a child or a group of children. Positive guidance techniques are used by the staff at Pax Christi Catholic Preschool to establish appropriate behavior. There may be times when a child will be encouraged to take a short "time out" and will be under supervision at all times in the classroom by a school staff member. This time away from the group is utilized as an opportunity for the child to calm themselves and reflect on their behavior. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control and other pertinent virtues. Behavior will be redirected, and problem-solving skills will be modeled by the teacher. A child who displays uncontrollable behavior, who is destructive and harmful to others, or is disrespectful to the teachers and children will be given a written report and parents will be informed of all incidents. A child may need to be sent home, if necessary, based on the behavior. If practical, prior to a suspension due to behavioral issues, parents, the director and classroom teacher will together:

1. Develop an individual behavior plan to determine if further action is needed. Developmentally appropriate social-emotional and behavioral health promotion practices, and discipline and intervention procedures will be clearly communicated to all staff and families, implemented consistently and without bias or discrimination.
2. Preventive and discipline practices will be used as learning opportunities to guide children's appropriate behavioral development.
3. The individual behavior plan will be reviewed to determine progress and or next steps for the student's needs. **The education for your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.**

DRESSING FOR SCHOOL/UNIFORMS

A school uniform is mandatory at Pax Christi Catholic School. Items may be purchased wherever you typically shop. A uniform information page is included at the end of this handbook.

Girls Uniform Items

Khaki pants or skirt

Polo shirt (ash grey/navy)

Navy Polo Dress (Bloomers/shorts/leggings under dress)

Navy hooded sweatshirt

Dark Tennis Shoes or strapped shoes appropriate and safe for running

Boys Uniform Items:

Khaki shorts or pants

Polo shirt (ash grey//navy)

Navy hooded sweatshirt

Dark Tennis Shoes or strapped shoes appropriate and safe for running

DROPPING OFF/ PICKING UP CHILDREN

State law requires that each child must be signed in and out by the parent/driver each day. Your child's safety is our utmost concern. Parents/guardians or authorized persons will sign the child in using the form provided by the teacher. The parent or driver's full, legible signature (not initials) must appear daily on the forms provided upon arrival and at departure times.

EMERGENCIES/ACCIDENTS

In the event of an emergency, every effort will be made to locate the parents of the child, or those persons designated by the parents as emergency contacts. If this is not possible, the parents will give permission in writing at the time of registration to call a doctor for medical or surgical care at the parent's expense. You may wish to have us include telephone numbers for places you frequently visit during School hours in your child's file.

Minor injuries and accidents will be reported to parents or guardians at the end of class time. A minor injury is considered to be one that the staff can easily treat with basic first aid skills. Any other injuries will be immediately reported to parents or guardians. Please be sure to update your contact numbers if they change during the school year.

EMERGENCY PROCEDURES

We will follow the protocols set up by the Diocese of Colorado Springs which are in the Emergency Response Procedures folders located in every classroom. Pax Christi Catholic Preschool and the Diocese of Colorado Springs follow the STANDARD RESPONSE PROTOCOL (SRP) ACTION PLAN FROM THE I LOVE YOUR GUYS FOUNDATION



The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

FIELD TRIPS

Field trips by car are not taken at Pax Christi Catholic Preschool Catholic School unless all parents are able to participate. State regulations governing car seat use have made it difficult for us to assure the safety of every child on a trip away from our facility. Instead, community helpers and other creative persons often visit the school to share their knowledge and talents with the children.

GENDER IDENTITY

Catholic education is committed to the pursuit of truth and promotion of the Gospel. Central to its mission is the integral formation of students' minds, hearts and bodies in truth and holiness. From a biblical vision of the human person God made both man and woman in His image, of equal and immense dignity, existing as a unity of body and soul and destined for union with Him according to His plan. The Church teaches that our differences as male and female are part of God's creation plan and that our bodies, including our sexual identity are gifts from God. According to church documents the human person is a body-soul union, and the body, created male or female, is an integral aspect of the person. As such everyone, man and woman, should acknowledge and accept

his or her God-given biological sex and the sexuality that corresponds with that gift. (CCC, 2333) The Catholic Church and its Catholic schools today face serious challenges rising from an increasingly secular society, including growing threats to religious freedom specifically from society's views on Human Sexuality.

"The acceptance of our bodies as God's gift is vital for welcoming and accepting the entire world as a gift from the Father and our common home, whereas thinking that we enjoy absolute power over our own bodies turns, often subtly, into thinking that we enjoy absolute power over creation. Learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology. Also, valuing one's own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment. It is not a healthy attitude which would seek to cancel out sexual differences because it no longer knows how to confront it." Pope Francis. "Catholic education's proclamation of the full truth of humanity requires both sensitivity and courage. It requires clarity, charity and integrity. It requires loving pastoral responses and clearly articulated beliefs that are based on Church teaching and on a sound Christian anthropology." Lansing, 2021 While the Church has a duty to teach the truth about the human person (anthropology) and human sexuality, and incorporate this teaching into her policies and procedures, the Church has compassion and empathy toward all her members who suffer from confusion about their identity, including their sexual or gender identity.

It is the policy of the Diocese of Colorado Springs that all diocesan Catholic schools shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex and sexual identity. To this end, below are some examples of how these Guiding principles apply to organizations that teach children and youth in the name of the Catholic Church in the Diocese of Colorado Springs.

1. All employees, parents, students and volunteers shall conduct themselves in accord with their God given biological sex.
2. All school policies, procedures, resources, employee training and assistance given to families are consistent with the Church's teaching on the dignity of the human person, including human sexuality.
3. A student diagnosed with gender dysphoria should not be denied admission to a Catholic school as long as the student and his or her parents/guardians agree that the child will abide by the school policies relating to sexual identity.
4. Schools communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement of a social service agency.
5. A student's name and pronouns usage will correspond to his/her sexual identity.
6. School records will reflect a student's biological sex.
7. The school will interact with students according to their biological sex based upon physical differences at birth.
8. Expression of a student's sexual identity is prohibited when it causes disruption or confusion regarding the Church's teaching on human sexuality.
9. Students are eligible to participate on school athletic teams and all other school sponsored extracurricular activities, in accordance with their biological sex.
10. Students enrolled in Catholic schools who suffer from gender dysphoria shall be treated with sensitivity, respect, mercy and compassion.
11. Catholic schools support and encourage counseling for those who suffer from or are diagnosed with gender dysphoria by licensed counselors or other medical professionals who hold a correct Christian anthropology of the human person and who understand and adhere to Catholic teaching.

12. While the Catholic Church does not support transgender therapies and/or surgeries that assist a person in “transitioning” his or her gender, the church recognizes that appropriate medical care may be necessary in rare cases of true genetic or physical anomalies.
13. In the case of a specific request, the school shall consider in a compassionate way, on a case-by case basis, the physical and psychological needs of a student based on the following questions: a) What is the specific request of the student and/or parent? b) Is the request in keeping with the teaching of the Catholic Church?

LATE ARRIVALS AND DEPARTURES

Children should be picked up promptly at the end of their designated class time. Your children do worry about you when you are late! A late charge is assessed for each late pickup (\$5 for the 1st 10 minutes, \$1/minute thereafter), but we appreciate a prompt pick up time. There are times when emergencies do arise. Please call the school immediately if you are unable to make the scheduled pickup time. Be aware that we would never leave a child unsupervised in such an instance. The Director or Substitute Director would stay with your child until your arrival. If we have not received a phone call from you explaining such a situation, we will release your child to child Protective Services after an hour's time has lapsed. Child Protective Services can be reached at 444-5700 or 475-9593.

MEDIA

We value the confidentiality and safety of personal information at Pax Christi Catholic Preschool Catholic School. In addition to the confidentiality of records and medical information for children enrolled in the school, the school's policy for video and audio recording devices restricts the use of such devices in the school classrooms to protect the privacy of children.

Restricted devices include, but are not limited to, devices such as cameras, video cameras, tablets, photo capturing cell phones, smart phones, and other video or audio capturing equipment. Certain special events, such as Halloween costume parades, Christmas programs and Graduation programs may be exempt from this policy. Parents who do not wish their child photographed should indicate so clearly on the Media Release form to be submitted before school begins. For the protection of children, any photographs or recordings at these named events may not be shared digitally in any fashion or with social media sites without prior parental consent. Identifying children by name will compromise our confidentiality policy and is not permitted in any communications. This policy is in alignment with the Diocese of Colorado Springs Policy for the use of technology within parishes and schools.

MEDICATIONS

Pax Christi Catholic Preschool Catholic School does not dispense medication at School except in extreme emergencies (i.e. inhalers for asthma, Epi-pen, etc.). If your child needs to be medicated, please do so before or after their school day. Do not allow children to carry medications or ointments of any kind in their backpacks. Please also refer to the ill child policy as to whether a child should attend school if medication is needed for the day. Children's medications which have been checked in with the Director with required documentation will be stored in a locked cabinet in the school that is inaccessible to children. Medications will be administered only by staff members who are trained in Medication Administration and who have been delegated to administer such medications by the school's Nurse Consultant.

PERSONAL BELONGINGS

We request that children not bring toys or other items from home except on designated "Show and Tell" days or at times requested by the teacher. Each child will be provided with their own cubby to place personal belongings in, including backpacks, during their hours at School. Please write your child's name on ALL belonging (lunch bag, nap items, backpack, water bottle, extra clothes, etc.)

SECURITY MEASURES

The outside doors to the building will remain locked during school hours. Access to the building may be made by ringing the doorbell or calling the school office.

Interior east School hallway doors are to remain locked during school hours. The east hallway doors, in addition to outside exit doors, should not be propped open for any reason.

SICK OR ABSENT CHILDREN

It is important for you to notify the school if your child will not be attending school because of illness, or for any other reason. This notification process becomes especially important when your child acquires ANY communicable disease such as strep, chicken pox, or conjunctivitis.

A child is too ill to come to school if they have a fever (**100.4 or over**), have significant diarrhea, vomiting, a major cough, nasal discharge that they cannot handle, a contagious illness such as strep, conjunctivitis, or a contagious infestation such as lice within a 24-hour time frame.

If your child becomes ill during class time with any of the above conditions, he/she will be isolated from the class. Parents will be contacted immediately to pick up their sick child. A cot is available for your child to rest upon until your arrival and every effort will be made to make him/her as comfortable as possible.

SNACKS

Parents provide snacks for the daily program about once every 2 months. A sign-up genius will be emailed to sign up for snacks. The State Department of Human Services requires that nutritious snacks be served, and Pax Christi Catholic Preschool strives to have snacks from at least 2 food groups. The following information is intended to help you and your child make wise snack choices.

Limits have been established by the State Health Department and the Department of Human Services for what can be served. Please stay within the following guidelines when selecting a snack. Milk products may be served only if they are transported to school in a cooler with ice packs and are continuously kept cold. This includes milk, cheese, butter, cream or butter-based icings, sour cream, cheese or cream filled pastries, and puddings. Other protein products (meat, fish or eggs) or home canned foods of any type (meat, vegetables or fruit) are not allowed. Also, avoid any snacks containing potatoes, tofu, seed sprouts, or pasta as they are difficult to transport safely to school. The use of artificial sweeteners in any food product is discouraged.

Be sure to check with your child's teacher for any specific allergies that may be in your child's class. Birthdays and parties are always honored days at school. On these days special treats may be acceptable. Please check with your child's teacher to see what is acceptable.

SPECIAL NEEDS: Pax Christi Catholic Preschool Catholic School is open to any child between the ages of 2.5 and 6 years. Pax Christi Catholic Preschool honors each child's home language and encourages home language development. Children with special needs are welcome when the school can meet their needs with reasonable accommodation and when meeting the need does not significantly alter the fundamental nature of the program. If a child comes to Pax Christi Catholic Preschool with an IEP (Individualized Education Plan for a disability or special need), Individualized Family Service Plan (IFSP), School Readiness Plan, Individualized Learning Plan or another Individual Plan, that plan will be followed. Pax Christi Catholic Preschool coordinates and collaborates with community service providers (such as a consultant suggested by Colorado Office of Early Childhood), families, school district personnel, etc. to design a learning environment and activities that aid in meeting outcomes/goals of such plans. If the school does not have the resources to meet the plan, the student will not be enrolled in the program. Parents should discuss diagnosed needs with the Director at the time of enrollment to discuss the child's special needs. If a child needs an individual plan, Pax Christi Catholic Preschool will refer and connect families to appropriate community service agencies (e.g., mental health, health, development, educational). These agencies may include Children's Hospital or Child Find.

STAFF SUPERVISION OF CHILDREN

The school day and supervision of children will begin at 8:30am. After a child has been signed in, the school and its staff are responsible for the child until they are signed out. It is the school's policy that no child may be picked up without staff knowledge and that no child is released to any unauthorized person. Through safe environment protocol through the Diocese of Colorado Springs, two adults acting in a trusted adult position will be in sight of all children and no child or group will be left alone with an outside adult or volunteer.

STUDENT CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility and in accord with Catholic doctrine and morality. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

SUNSCREEN

With parent permission, we will apply Rocky Mountain Sunscreen spray. If your child has particularly sensitive skin, you must apply sunscreen at home before school each day and sign permission for a separate spray sunscreen to be applied. Students 4 and up may apply their own. On walking field trips and picnic days we strongly encourage every parent to do the same. Sun exposure on those days could be greater. We will let you know ahead of time if we plan to take such trips.

Pax Christi Catholic Preschool staff WILL NOT apply DEET based products unless required to do so by the Health Department. Because of the threat of West Nile virus during the months of September and October, you may wish to apply an insect repellent to your child's skin before School. DEET products for children of this age should contain less than 10% DEET. Children will go outside daily, weather permitting. Be sure your child is appropriately dressed for this inevitability.

TOILET TRAINED

As children should be toilet trained upon their enrollment in the school, diaper changing is not a part of the program. Staff will consult with parents who have toilet training concerns for their child to ensure the child is capable of handling toileting independently while at school. In the event of a toileting accident while the child is at school, staff will assist the child to change clothes that either the parents have provided or that the school has available.

VISITORS/VOLUNTEERS

Adult (parent) visitors are welcome at any time in the school. All visitors in the school area of the church are required to sign in with the classroom teacher or at the parish office and provide their name, address, and the purpose of the visit. If the visitor is unknown to the school staff, they must show at least one piece of identification. All visitors will be given a name tag and accompanied by a staff person during their visit. Volunteers working with children will be required to take a Virtus safe environment course online, take the yearly update class, and provide information for a background check. Because of space limitations and state licensing requirements, siblings and friends of children enrolled in the program are not allowed to visit. Please do not allow siblings or other children to enter the classrooms at arrival or dismissal time so that teachers can best greet and dismiss the children safely and assure that all school children are continuously supervised.

VOLUNTEER HOURS

Pax Christi Catholic Preschool School is a community of faith. Here we form young people to be Disciples of Christ in a spirit of discipleship and stewardship. Parents, as the first teachers of their children are called to be role-models to the community. Pax Christi Catholic Preschool volunteer hours provided by our parent body in order to be sustainable. **As part of a commitment to stewardship, parents are required to work 20 hours/year in order to assist the school's continuous improvement and growth and record their hours in the volunteer section.** Volunteer opportunities are shared throughout the year. Some examples include: providing snacks for your child's class, helping out in the classroom, prepping materials for projects, participating in Donut Sunday, etc.

WEATHER CLOSURES

In Colorado the weather can change quickly. Should a bad storm approach while school is in session, we encourage you to pick up your child early. Children will be dismissed only to those persons authorized on the Emergency Information Form in your child's file. A school staff member will always stay with your child until your arrival. If you are delayed, please call the school. A yearly calendar will be provided. Please understand that we will adhere to this calendar as much as possible. Snow days may occur if the weather or driving conditions are too severe to have school. Our policy is to cancel when District RE 1 (Douglas County) cancels. **If Douglas County cancels school, you will know we will be closed as well.** Should District RE 1 have a late (delayed) start, we will also. There are times when District RE 1 does not cancel, but we feel driving conditions in our area of town are too treacherous for travel. Snow closures will be posted on social media accounts and through Tadpoles the morning of the closure.

QUESTIONS/CONCERNS

In keeping with subsidiarity, a principle of Catholic Social Teaching, we ask that all matters of concern be addressed at the most immediate level which could result in a satisfactory resolution. Thus, the appropriate chain of communication is as follows:

1. Contact classroom teacher with concern. If concern is not met;
2. A meeting with classroom teacher, Director and parent. If concern is not met;
3. A meeting with Director and Pastor. If concern is not met;
4. Meeting with Director, Pastor, and Superintendent

Contact information can be found below. At Pax Christi Catholic Preschool, we take parental concerns very seriously; therefore, we aim to communicate in a timely manner. We strive to respond to all attempts at communication within 24 hours during the work week and within one business day following a weekend or school holiday. Similarly, we ask that any concern or problem that you have is addressed with Pax Christi Catholic Preschool leadership immediately. Our experience has shown that unaddressed issues can become the cause of many misunderstandings, affecting the entire school community. Thus, if a concern should arise, please promptly arrange an appointment with the person who can most directly affect change.

Director: Jennifer Tucker (director@paxchristi.org, 303-799-1036)

Pax Christi Pastor: Fr. Andrzej (frandrzej@paxchristi.org, 303-799-1036)

Superintendent: Sheila Whalen (swhalen@diocs.org, 719-866-6456)

Pax Christ Catholic School 2025/2026 Uniform Options



Uniform Options: Students may choose to wear either a navy blue or gray polo shirt with khaki pants, shorts, or skirt. Polos may be purchased from Amazon or other retailers such as Target, Walmart, Old Navy, etc. Girls may opt to wear the navy blue French Toast polo dress which can be purchased from Amazon. We will also be switching from the formal sweater to a navy hooded sweatshirt which will be embroidered on site.



*Revised July 2025