

## Who we are

Utopia, St. Thomas More's Preschool is a preschool program that provides services for children from 3-5 years of age. Our preschool operates on a ten-month program from September through June. We offer a full day program that operates from 7am-6pm, Monday to Friday, as well as several part time options.

## Our Philosophy

The highest goal and most fundamental objective of our practices is the individual development of a child. We understand the development of a child ideally comes about through the process in which we encourage and inspire each child to develop to their full potential physically, socially, emotionally, and creatively. We will encourage each child to develop an awareness and respect not only for themselves and their families, but also for others. Stemming from, and conducive to our highest goal, we place a considerable amount of value in creating an ideal environment, celebrating diversity, supporting individualism, and creating a collaborative relationship between the parents and teachers.

Utopia believes in the importance of creating a safe and nurturing environment that offers fun, challenging, and developmentally appropriate activities. Our goal is to promote each child's love of learning, and to help them develop a positive self-image.

As a whole, the staff here at Utopia feels that it is only through the understanding of alternative ways of looking at the world, offered through the diverse nature of our cultures, that an ideal state of mind is brought about. We want children to value, understand, and respect the cultures, languages, and variety of families that create the community of our preschool.

We support individualism through recognizing the individualistic natures of children. Learning takes place through respecting each child's developmental abilities, style of learning, and the individual pace in which this learning takes place. We think it more than essential to the teaching and the development of the children to take this into consideration.

Parent involvement, participation, and collaboration are critical to a child's preschool experience as they create an essential bond between home and school. It is our hope that throughout the coming year you will share with us what makes your family unique and special for the sake of creating a consistent and perspective rich environment which we think to be exceedingly beneficial to the development of your children.



In sum: we think the achievement of our highest goal of helping each child to develop to their highest potential comes about from establishing an ideal environment through celebrating diversity, supporting individualism, and creating of an essential bond between home and school.

## **Mission Statement**

Utopia, St. Thomas More's Preschool is committed to educating each individual. Recognizing the parents as the primary educators, we provide a challenging, enriching curriculum in a safe, nurturing environment. Inspired by gospel values, we facilitate student growth to their full intellectual and social potential in order to become lifelong learners.

## **Curriculum**

Our program promotes learning through the use of certain themes based primarily upon the interests of the children. Themes such as colors, cultures and jobs are explored using different activities and materials within the structure of a regular day. We think that this type of integration is a key component for a good early childhood curriculum. It is an approach that enables teachers to provide something for everyone within the same activity or experience.

Children learn through their interactions with people and materials in their environment. Therefore, we will maintain a balance between teacher-directed and child-initiated learning, responding to each child's individual learning style and building on specific interests. Emphasis is placed on the process rather than the end product.

Children benefit from having clearly defined, well equipped interest areas that help promote independence and encourage decision-making skills. The wide array of interest areas and materials we provide are placed at the child's level where they are able to make choices for themselves.

Family involvement is greatly valued as part of our curriculum. We welcome your suggestions and will offer many opportunities for your direct participation. It is through this collaboration that a strong connection can be developed with the children in our care, as well as with the families and the community.



## Daily Schedule

7:00-8:30	ARRIVAL
8:30-9:00	MORNING SNACK/BREAKFAST
9:00-9:30	CIRCLE TIME/ GROUP MEETING TIME
9:30-10:15	FREE EXPLORATION/SMALL GROUP ACTIVITIES
10:15-11:00	OUTDOOR PLAY
11:00-11:20	WASH HANDS/GET READY FOR LUNCH
11:20-12:00	LUNCH
12:00-12:30	MAKE BEDS/QUIET WORK TIME
12:30-2:30	REST TIME
2:30-3:00	CLEAN UP/TRANSITION ACTIVITIES
3:00-3:15	SNACK
3:15-4:15	OUTDOOR PLAY
4:15-5:30	FREE EXPLORATION/SMALL GROUP ACTIVITIES
5:30-6:00	CLOSING ACTIVITIES/STORY TIME



## Program Goals

Our focus throughout the year will be to offer daily activities and experiences that will help promote the development and achievement of the following goals and objectives<sup>1</sup>:

### *Social:*

The cultivation of cooperative and respectful behavior with both peers and adults  
Develop an appreciation of the role of the individual as part of a larger group.

### *Emotional:*

Experience a positive sense of self-esteem  
Feel proud about their heritage and background  
Derive confidence in their growing abilities

### *Cognitive / Linguistic:*

Acquire learning and problem solving skills  
Further develop the child's understanding of the world around them  
Expand verbal communication skills  
Develop beginning reading and writing skills

### *Physical Development:*

Develop and enhance gross motor skills  
Develop and enhance fine motor skills  
Use all five senses in learning

### *Health:*

Practice appropriate hygiene habits  
Establish good eating habits and nutrition  
Learn to balance adequate rest and active time



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<sup>1</sup> It is not, however, the expectation that every child will reach every objective listed. There are large differences in child development that are perfectly normal with respect to individual styles of learning and the pace in which this learning takes place.

## **Parent Participation**

Parents are always welcome at Utopia preschool. To enhance a quality program, parent participation is essential. Your participation will convey to your child that you care about their activities when you are away from them.

The following are some suggestions on how you can participate as well as some general policies.

- During drop off or at pick up time you may want to read a book or work on a puzzle together.
- Do you play a musical instrument? Prepare a particular food? Enjoy sewing? Do carpentry? Have a family tradition or celebration your family enjoys? Wherever your talents may lie, we would more than love for you to share them with us.
- Write down your child's favorite recipe. This may be used as a cooking project for the class.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are held at least twice a year. The parent-teacher conference is a time to learn more about your child's adjustment, growth, and development. It is also a good time to discuss ways you can support your child's learning and readiness for Prekindergarten/Kindergarten. In order to plan a classroom curriculum that benefits your child, parents and teachers will work together to identify your child's particular strengths and interests. Teachers will also be available to meet with you at any time to discuss your child's progress or address any concerns that may arise. We encourage ongoing communication.

## **Parent – Teacher Relationship: Being Informed**

Please keep us up to date on any significant events in your child's life (divorce, death, change in visitation rights, etc.) as these events may cause changes in your child's life. Being informed about significant changes in your child's life will better prepare us to help your child during difficult times in their lives.



## Positive Discipline

Necessary and crucial to an effective discipline practice is the establishment of clear and consistent rules and guidelines for children. Expectations for behavior are both age and developmentally appropriate and guidance is educationally sound. Children need to learn about rules, limits and being responsible.

Punishment that violates a child's personal rights is never permitted.

Since children learn through their play and interactions with others, many opportunities will arise in which we will be able to model the type of guidance children need in order for them to learn to manage their own behavior and develop self-discipline. In this approach to discipline, we are able to establish and maintain a positive relationship with the child, which in turn, promotes a child's self-esteem.

Many problems can be *avoided* simply by having children actively engaged with interesting activities and materials. Children are encouraged to independently explore the materials and interest areas in the classroom but the teachers are always ready to guide a child who is not actively engaged or redirect a child who is having negative interactions.

By speaking *with* the child as opposed to *at* them, the student, independent of the content of the conversation, understands that we are working together. In this approach to discipline, we are able to establish and maintain a positive relationship with the child.

The classroom routine is an important part to *preventing* problems. Maintaining a reliable routine for the children to follow helps them know what to expect throughout the day and facilitates transitions. A consistent schedule enables structure within the classroom where children can transition from activity to activity in a manner that is relaxed and unhurried.



## **Utopia Policies and Procedures**

### **Sign In and Out**

For your child's protection, and as required by the California Child Care Licensing Law, children must always be brought into the classroom by a parent or authorized adult and signed in. You must record the correct time and sign your full name at the beginning and the end of each day. Any person designated to pick up a child, other than a parent or legal guardian, must be 18 years of age or older, must be listed on the emergency card, and must show a valid photo identification such as drivers license.

### **Arrival**

Children are expected to arrive no later than 9:00 a.m. This allows us to accurately plan for meals and staffing, as well as allowing your child full participation in the organized learning activities of the day. Late arrivals are disruptive to the classroom routine and can be difficult for children. If your child will be late or absent you must notify the school by phone by 9:00 a.m. Upon arrival, please inform the teachers of any special circumstances that may affect your child during the day. Any medications that need to be administered by a teacher must be discussed with the teacher and appropriate papers signed.

### **Departure**

At the end of the day, sign out, again recording the correct time and your full name. Be sure to let the staff know that you are taking your child home. Anyone who is not known to the teaching staff will be asked to show valid photo identification. Persons not authorized by you on your child's emergency card will not be permitted to take your child from the school. Children will not be released to anyone under the age of eighteen, or anyone who is suspected to be under the influence of drugs or alcohol. Those parents who might have a custody issue should consult with an attorney regarding legal protection for their child. Parents must provide us with any court orders related to their child so that we can enforce their legal rights.

### **Extended Hours**

Hours may be extended with prior notification. It is at the Director's discretion whether to allow a later pick up. Extended hours are based on availability. Make up days are not provided due to missed days like Holidays.

### **Late Pick-up**

Our school closes at 6:00 p.m. It is imperative that your child is picked up on time. If you expect to be late, please call the school. If you are unable to pick up your child, you will need to arrange to have one of the persons listed on the emergency card come for your child. We will make every attempt to contact those persons listed on your emergency card if you haven't picked up your child or called. But remember: it is your responsibility to make arrangements. In the event you are late you will be charged a late penalty fee of \$1.00 per minute. The penalty fee is to be paid directly to the teacher at that time. As per our termination policies, parents who are habitually late picking up their child may

be subject to termination from the preschool program.

If your child is not picked up within 15 minutes after the school session has ended, and we have been unable to contact you or another person authorized to pick up your child, the child may be referred to child protective services or the local police.

### **Appropriate Items**

We recommend that your child's toys be left at home. If bringing something from home makes your child feel more comfortable when adjusting to the school, please check in with the teachers for suggestions on appropriate items. Toy guns or weaponry of any kind will not be allowed. Candy, gum, money, balloons, make-up, and valuable jewelry must also be left at home. We will not be held responsible for loss or damage to personal items.

### **Appropriate Dress**

Dress your child for comfort and active play in clothing that can get dirty. Tennis shoes or other closed shoes are recommended. For safety reasons, open toed shoes, plastic Jellies, slippery soles and flip-flops will not be allowed. Remember to put your child's name on everything you send to school. Please provide a complete change of clothes that will be kept at the Preschool.

### **Excused Absence**

If a child is absent from Preschool, the parent or guardian must phone the school (415-317-6269) before 9:00 a.m. on the day of the absence to alert the staff about the absence and the reason for that absence. In addition to this phone call, his/her parent/guardian must present the note to his/her teacher on the day(s) they return to school. The note is to contain the following information for our records:

- the student's name
- the date
- the date(s) of the student's absence
- a brief explanation as to why the student was absent
- the signature of the parent

### **Emergency Card**

The emergency card is the most important form you will complete when your child starts school. We must be able to reach parents/guardians quickly if a child is ill or injured or in case of an emergency. Notify us of any address or phone number changes throughout the year. Be certain that persons listed on the emergency card are willing to accept the responsibility of caring for your child when you cannot be reached in any of the above situations.

## **Community Care Licensing Visits**

Utopia, St. Thomas More School's Preschool is licensed under the state of California's Department of Social Services/Community Care Licensing. The Community Care Licensing Agency conducts routine site visits and has the right to interview staff and children as needed.

### **Confidentiality**

Any information pertaining to your child and family will be maintained in a confidential manner. There will be no release of information to any outside agency or person without the parent's written consent

### **Child Abuse Reporting Law**

Under state law, all professional staff members of Utopia are "Mandated Reporters." This means we are required by law to report all suspected incidents of child abuse. These include physical injuries (inflicted by other than accidental means) as well as sexual abuse and neglect. The Department of Social Services has a right to interview children and staff and to inspect and audit child or facility records without prior consent. The Department of Social Services has the authority to observe the physical condition of the child or children, including conditions that could indicate abuse, or neglect.

### **Guidelines for Driving/Riding Safety and Conduct**

All drivers must drive slowly and park safely at school. Do not park in "Restricted," "Handicapped," or "No Parking zones". It is against the law to leave children alone in a parked car. Also, children weighting under 60 lbs. and/ or are less than 6 years of age must ride in a child car seat in the rear of a vehicle, per state law. Passenger-side air bags have been known to cause serious injury and death to small children and babies.

### **School Safety Patrol**

The school operates a school safety patrol under the auspices of the San Francisco Police Department. This system is designed for the protection of our children and for that reason it should be given primary consideration by both parents and children. The upper grade students serve on a rotating schedule on the school safety patrol. Just as these students have been asked to be respectful and courteous in doing their job, we ask all parents to treat them with the respect they deserve in making this effort for the safety of all in the St. Thomas More School community.

### **Field Trips**

During the year we will be planning field trips to various points of interest. Parents are informed in advance and given consent forms to sign. These forms must be returned prior to the field trip. Parents are invited and encouraged to support the teaching staff during field trips.

Parental consent for will also be requested walking fieldtrips we will take around the surrounding school grounds and nearby parks. A sign will be posted in advance to notify parents of these times.

## **Non-Discrimination**

The Catholic Schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at St. Thomas More school. The Catholic Schools in the Archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Eligibility and Enrollment**

Many factors contribute to the decisions about acceptance at St. Thomas More Preschool. Siblings are given priority in the admissions process. It is also helpful if the child has other members of their immediate family already enrolled in the school. It is additionally helpful if that family has been both active here as well as prompt in meeting all financial obligations to the school. Children of graduates or others with a particular connection to the school will be given special consideration. It is also helpful if the family is available to participate in school-sponsored activities.

## **Health Policies**

A child's ability to enjoy and fully participate in the planned school activities depends significantly on their physical health and well-being. The basic health policy at our school is that your child must be well enough to participate fully in all regular activities-both indoors and outdoors.

The staff checks the general health of each child daily. If staff determines the child is not well enough to participate in the program on a given day, the parent/guardian will be asked to take the child home. If a child becomes ill during the course of the day, parents and families will be notified. We ask your cooperation in picking up your child immediately after being informed that your child is sick. This is a benefit not only for your own child, but for the health and well being of the other children. Children that are ill will be kept in isolation from other children until picked up.

Young children in-group settings tend to be exposed to colds and other contagious illnesses since they have not yet developed immunities and are still learning good health habits. Most illnesses are spread by hand contact, not from cold weather. Hand washing has been shown to be one of the most effective means of keeping children healthy. We will help the children practice good health habits such as: washing hands when they first arrive and throughout the day, using and disposing properly of tissue, and by covering their mouth when sneezing. Families can assist by keeping their child at home if they are showing any symptoms of illness.

We take great precautions to prevent the spread of communicable diseases at Utopia Preschool. Early detection is essential in the effort to control these diseases. For this reason we ask that your child be symptom free for 24 hours before returning to school. If your child comes down with a contagious disease, please notify us within 24 hours so

that the other families can be informed of the exposure. The name of the child is always held confidential. Please observe your child before coming to school. If you notice any of the following symptoms, please keep your child home.

- Red or inflamed eyes, especially if there is a discharge
- Skin rash, unless doctor's note permits child to attend Preschool
- Fever
- Headache or other persistent pain
- Stomach ache, nausea or vomiting
- Diarrhea, if there have been 3 episodes

The staff can administer prescribed medication only with the parent's and physicians written permission. All medicines must be in the original containers with childproof caps and the pharmacy label intact. Please do not leave any medications stored in your child's backpack or cubby. If your child is on medication, which might affect his/her behavior, please inform the staff at the beginning of the day.

STATE LAW REQUIRES that all children have complete and current health, immunization, and developmental records on file at the Preschool.

### **Sunscreen**

Sunscreen will only be applied if written authorization has been given by parents and the parents have provided sunscreen.

### **Handling Emergencies**

Emergency, disaster, and evacuation plans are posted in the classroom. In the event of a serious incident, injury or illness – The child's file is checked for any allergies and other serious health conditions. Parents/guardians, or if necessary, emergency contacts are notified next. If your child needs immediate medical attention and you cannot be reached by phone we will have your child taken to the nearest hospital. Any costs incurred will be the responsibility of the parents.

In case of a general emergency – if a loss of heat, water or power occurs; parents/guardians will be called for immediate pick-up. In the event of an earthquake or other major disaster, it is possible that parents may not be able to contact the school by phone. Staff will remain with the children until an adult on the emergency card has arrived to pick them up. A school disaster plan is posted in the classroom, and fire and earthquake drills are conducted monthly so that children will know how to respond and follow instructions in an emergency situation.

It is vital that you provide us with an up-to-date list of contacts for people who are available to pick up your child in the case of an emergency. For your child's health and safety it is imperative to notify us immediately if there are changes during the year in your contact phone numbers, or in contact information for others listed on the emergency card.

## **Accident Reports**

We will document all injuries, both minor and major to your child. This incident report **MUST** be signed by the parent/guardian and returned to your child's teacher (a copy will be given to the parent if requested).

## **Accident Insurance**

A Student Accident Insurance Program is provided for all students of our Preschool. This program is to assist you with medical expenses incurred due to an accidental bodily injury sustained by your child while attending Preschool or while participating in a school sponsored activity. An outline of insurance protection is distributed annually.

The plan provides protection for a student while at Preschool during the school day, attending, participating in or practicing for exclusively school-sponsored activities or athletics on school grounds or not, while under the supervision of a proper school authority.

## **Nutrition**

Utopia provides two snacks a day: one in the morning and one in the afternoon (Licensing Regulation 101227). Examples of snacks include fruits, cereals, applesauce, crackers, cheese and so forth. Breakfast will be available for early morning arrivals. At an additional cost of \$4.00 per day, St. Thomas More School offers a hot lunch program that provides an entrée, a fruit/vegetable component and milk. The monthly menu for the St. Thomas More School lunch is posted on the school website. A copy will also be posted on the parent board (located at the main entrance). Parents are also welcome to provide lunch from home. No child will go without lunch. If you forget to pack lunch for your child or to order a hot lunch, preschool staff will order a lunch, and you may pay the next day.

## **Food Allergies**

Modified diets prescribed by a child's physician as a medical necessity will be provided.

A) The licensee shall obtain and follow instructions from the physician or dietician on the preparation of the modified diet (Licensing Regulation 101227).

B) A child shall not be served any food for which the child's record indicates he/she has an allergy (Licensing Regulation 101227).

## **Lunch and Snacks from Home**

Just like any other habit, healthy eating habits start from a young age. Therefore, certain items are not allowed in lunches or snacks. We want all our children to eat healthy, well-balanced meals (e.g. fruits, vegetables, breads). In addition, some foods are not allowed due to safety reasons. Foods that contain sugar are allowed only during birthdays and special holiday celebrations. Special holidays will be determined by the preschool director.

Foods that are not allowed include, but are not limited to:

- Candy, fruit roll-ups
- Gum

- Drinks in glass containers, soda
- Foods that require special attention (heating, cooling, cutting up)
- Round foods (olives, grapes, melon balls) that have not been cut (in half or lengthwise) to prevent choking
- Chips
- Chocolate, pastries, doughnuts or cake

Foods that are encouraged are:

- Fresh or dried fruit and vegetables
  - Cheese and meats
  - Crackers and rice cakes
  - Cornbread
  - Soups and salads
- Pasta and rice dishes

### **Birthday Celebrations**

If you wish to provide healthy class refreshments on the occasion of your child's birthday, please contact the preschool director/teacher at least one week in advance to make a mutually convenient plan. If you decide to provide a treat for your child's class on his/her birthday, we require you also to purchase, before the school celebration in your child's name, a book from our teacher selected collection of "Birthday Books." The books have been selected specifically for our school library. Each book that you purchase from the school will have a bookplate placed in the front of the book indicating that your child donated the book. The students in your child's class will have the first opportunity to enjoy the selection before it is added to the school library. This book represents your family's lasting appreciation to the school for providing a time and a place for such a celebration.

### **Birthday Invitations**

In an effort to be sensitive to the children, birthday invitations may not be distributed to students before during and/or after school. The exception would be if all the students in the class are invited to the party, or if all the boys or all the girls in a class are invited. Otherwise, please distribute these invitations away from the school and outside school time. The school does not provide a list of student addresses or phone numbers.

### **Clothing and Nap Equipment**

It is a licensing requirement that children rest for at least one half an hour. During rest time, all children must either take a nap or rest quietly. Utopia will provide the cots. Each child must bring in a small blanket, and may bring a small pillow if they wish. Please provide a pillowcase or other similar item in which the bedding may be stored. These items will be kept in the child's cubby so it is very important that they need to be a small size. The blankets will be sent home on Friday for laundering and returned on Monday.

## **Children's Rights**

Each child has rights, which include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful, and comfortable accommodations, furnishings and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. The parent(s) or guardian(s) of the child shall make decisions concerning attendance at religious service or visits from spiritual advisors.
- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

## **Parent Rights**

As a Parent/Authorized Representative, you have the right to:

- Enter and inspect the childcare facility without advance notice whenever children are in care.
- File a complaint against the facility with the licensing office and review the facility's public file kept by the licensing office.
- Review, at the facility, reports of licensing visits and substantiated complaints against the facility made during the last three years.
- Complain to the licensing office and inspect the facility without discrimination or retaliation against yourself or your child.
- Request in writing that the non-custodial parent not be allowed to visit your child or take the child from the facility, provided you have shown the appropriate documentation from a court.
- Receive from the licensee the name, address and telephone number of the licensing office.

Please note: California State Law provides that the licensee may deny access to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.

## **Licensing Agency Rights**

Our Preschools adheres to rules and regulations, set by the California Department of Social Services, Community Care Licensing. These rules and regulations are available at the following location:

Department of Social Services/Community Care Licensing Child Care Office  
851 Traeger Ave, Suite 360, San Bruno, CA 94066  
(650) 266-8843

## **Grievance Procedures**

During your child's enrollment at Utopia there may be occasions when you have a disagreement with the way a Preschool policy is carried out. While part of the Preschool's mission is to be supportive of families through meeting the needs of the individual children, it must do so in a way that is feasible in a group care setting. The school is also under legal obligation to follow our state's health, fire, and licensing regulations that pertain to the operation of large childcare facilities. Your child's teachers are responsible for following these policies and regulations within their own classroom. The Director is responsible for the day-to-day operations of the school and the supervision of all staff members. The Director reports to the Assistant Principal.

If you have a disagreement about how a policy affects your child or a question about the application of a school policy or state regulation, please go to the person most closely related to the issue, so that s/he has the opportunity to work the problem out with you, or clarify the policy or regulation. Please follow these steps when addressing a question or concern:

- \* Talk to the person involved.
- \* If that person is an assistant teacher and you still have a problem, go to the lead teacher.
- \* If the problem can't be resolved at that level, speak to the Director.
- \* If you still aren't satisfied or if the problem is with the Director, go to the Assistant Principal.

## **Withdrawal Policy**

Child care services may be terminated by Utopia for any of the following reasons:

- Payment is delinquent.
- The child's behavior becomes abusive to the other children.
- The child's behavior requires more attention than our adult/child ratio allows, thus resulting in the neglect of other children and the program.
- The child's parent's (or parents') behavior is disruptive or abusive to any staff member or child in the classroom or on St. Thomas More School's campus.
- The child's parents fail to cooperate with the staff, the policies and/or the procedures of the preschool.
- Parent is habitually late in picking up the child from school.
- Immunizations and/or required paperwork are not current.
- Parent refuses to sign the Preschool Parent Handbook Agreement Form.
- Any other reason as defined by the Preschool Director or Administration of St. Thomas More School.