



LIFE AND LOVE, YOUR GIFT FROM GOD!

Parent / Student Handbook 2010-2011

PO Box 1359
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Carefree, AZ 85377
(480) 595-6409 phone
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Ms. Debbie Allen, Director

Mission Statement

To provide quality Catholic education in a faith-filled environment, serving the community as one family in the Body of Christ.

Curriculum

In keeping with the Diocesan Schools standards, the preschool curriculum is based upon the philosophy of *The Creative Curriculum*. This is a hands-on approach to learning where the classroom is designed to promote learning through exploration. Learning centers are set up, and materials are provided to foster the growth and education of each child at their own developmental pace. A combination of teacher-directed and child-selected activities are offered within a daily framework and schedule to ensure that your child's self-esteem is fostered on a daily basis in a risk-free nurturing environment.

Using an integrated thematic approach, weekly themes and daily activities are provided to help foster a Catholic identity, social and emotional development, physical development, cognitive skills, and creativity. In preparation for more formal education, language development, reading readiness, math concepts, and problem solving skills are explored, built upon, and developed to meet the developmental level of each child. We will also be utilizing the *Handwriting Without Tears* program and Scholastic's *Weekly Readers* in our 4 year old classrooms to better prepare them for kindergarten. In addition, our 4 year old classes will be using MacMillan/McGraw-Hill's *Treasures* curriculum for Language Arts. All classes will be introduced to *Spanish* (via conversation, songs, picture books, and visual/manipulative aids) on a weekly basis. *Music*, *Art*, and *Physical Education* are also incorporated into our program on a daily basis.

Basic Catholic values are intertwined with our program throughout each day. All classes begin and end with prayer, both traditional Catholic prayers as well as personal prayers. In addition, children three years of age and older, are provided with a weekly take-home religious newsletter, *Seeds*, which pertains to the Liturgy of the week in a format that is age-appropriate. We would also like to invite you to attend our monthly **Courtyard Prayers** with your child, in which we will gather as a faith based community to show our thanks to God for all of his blessings. The dates can be found in your monthly calendar. In addition, our students will visit OLJ church for prayer, religious teachings, and Eucharistic Adoration.

Stewardship is Discipleship will be another component of your child's spiritual education. In this program, we hope to assist you in educating your child on the importance of what it really means to be a disciple of God, and to serve and love one another. We will strive to help your child become aware of his/her unique place in God's heart, by teaching life-long skills based on respect, appreciation for multi-cultural diversity, and civic responsibility. With your assistance, we will make available opportunities for your child to practice stewardship within Our Lady of Joy Parish, his/her family, and our faith-based community.

Activities

Although we do not go on field trips, we do believe that it is important to expose children to a variety of interesting learning experiences. We accomplish this by bringing in resources from our community, such as Stargazing for Everyone (a life-size planetarium), the Arizona Science Center, and the local Fire Department to name a few. We also have numerous family functions where we meet as a faith-based community such as a Pizza Party, Beautification Week, Thanksgiving Feast, Christmas Program with a Birthday Party for Jesus, Golf Fundraiser, Breakfast with Dad, Muffin's with Mom(along with a special Coronation for Mary ceremony,) and Spring Fling.

Enrollment

Upon request, families will be provided an enrollment application to be filled out and returned to the School Office. If space is available, a registration packet must then be completed and returned with any applicable fees and tuition payments.

Prior to the first day of class, all fees must be paid and the following documents must be returned to the school:

1. Copy of the child's birth certificate (and custody documents, if applicable)
2. **Emergency Card (with all information completed)**
 - * The most current **immunization record** must be copied or faxed from the doctor's office and attached to the emergency card.
 - * **The doctor and hospital names, full addresses, and phone numbers must be filled in.**

- There must be **at least two emergency contacts with complete addresses and phone numbers**. These contacts must be two additional people other than the child's parents.
3. Signed copy of the Parent Agreement

Our Lady of Joy Roman Catholic Preschool does not discriminate on the basis of race, color, national or ethnic origin in its admissions and educational policies. Continuing families and parishioners are given priority enrollment over new families applying to the program.

Children with special needs will be accepted into the preschool program only if we can provide the services to meet those needs. In the case of a medical or physical situation, parents will be required to provide additional documentation related to any special care or requirements.

All children are expected to be toilet trained prior to entering the preschool program. In the event of repeated, consistent, or habitual accidents, we will ask that the child be removed from the program. Three or more accidents occurring in one trimester may be considered repeated, consistent, or habitual. Since we are not licensed for infants, **pull ups are not permitted!**

State Licensing

The preschool is licensed with Arizona Department of Health Services. Annual inspections are conducted and reports are available for viewing upon request, or through contacting the Office of Child Care Licensure, 150 North 18th Ave., Suite 400, Phoenix, AZ. 85007.

Financial Obligation

Registration fees are due at the time of application and are non-refundable. A non-refundable *deposit* in the amount of one tuition payment will be due no later than May 15th. This deposit will be applied toward your annual tuition; counting as the *first of ten* payments. The second tuition payment will be due August 1st; and regular monthly payments will be made through April 1st of the school year. Tuition payments can be made via personal checks, electronic debit, or credit cards (at this point, we can not accept American Express.) Please complete the required form if you are interested in utilizing our electronic transfer (bank debit) program, and return it to the school office along with a voided check by the first day of school. A \$15.00

late fee will be assessed on all payments made after the 15th day of the month. **OLOJ Roman Catholic Preschool reserves the right to deny your child admission to his/her class should your account fall more than one month behind. *Please notify the office of any special financial circumstances.*** To determine the deposit amount and monthly payments, divide the annual tuition amount by ten. Current tuition schedules are available in the School Office. For returning families, any outstanding fees or payments from the previous year must be paid before your child is able to return to our program.

Communication

Effective communication is a challenge in every environment. In an attempt to help keep parents informed of classroom and school activities, the following procedures are in effect:

- Orientation and Information Sessions
- Monthly school newsletters
- Monthly newsletters from the classroom teachers
- Weekly School Express envelopes
- Posted lesson plans in and outside of each classroom
- Flyers and posters for special events and reminders
- Annual calendar of events and school closures
- Weekly emailed reminders
- Parent/Teacher Conferences
- Staff Meetings
- Monthly HR Parent and PAC meetings

At the beginning of the school year parents and children are asked to attend orientation sessions. At that time, individual classroom routines and objectives will be reviewed.

In November, teachers will provide parents with a brief written overview of their child's progress thus far. In February, Parent/Teacher conferences are held to discuss each child's growth and development as it pertains to their preschool experience.

At any time during the school year, parents are welcome to contact the teacher to schedule a meeting. This is recommended if you have any questions or concerns pertaining to your child. The Director is also available

to help families with any questions or concerns. Please call, email, or stop by the School Office to schedule a meeting.

Parent Participation

Parents are the first and most important teachers in children's lives. We are here to assist you in meeting the educational, developmental, and spiritual needs of your child. **Because we are working together to ensure your child's early success, we would hope that you would want to participate by volunteering a minimum of 10 hours per year.** Hours will be recorded using ProCare and/or a sign-in notebook. The preschool encourages parents to participate in a variety of ways, including volunteering in the classrooms & on the playground, changing bulletin boards, helping with fundraising activities, becoming a Homeroom Parent, working with the Parent Advisory Committee during our special events, or chairing one of our Committees. Your child's teacher will welcome and love your support and help. If you have a special hobby, interest, or craft that you would like to share, please let your teacher know. Please see the Volunteer Opportunities brochure for a description of each volunteer position. Additional information regarding these opportunities will be provided at the beginning of each school year. **We do realize that not everyone has the time available to participate and may choose to offer a financial contribution in lieu of volunteering, which would also be greatly appreciated!**

Parent Classroom Volunteer Guidelines

- * Attend a **mandatory** Safe Environment/Called to Protect training (see Safe Environment Training at Diocesan Website...www.diocesephoenix.org for times and locations.) **All** new parents must attend the 3 hour training session for parents. Please remember to register online prior to attending this class, and to sign-in when taking the class. If you are a returning parent and have already attended the 3 hour training, you may choose one of three renewal sessions, **which can be completed online.**
- * Check in at the School Office, sign the Volunteer log, and obtain a volunteer badge. You must also complete a confidentiality form to be placed in your file. Remember to sign out in the School Office, return your badge, and log your time prior to your departure.
- * Wash hands in the kitchen/bathroom prior to entering the classroom.
- * Check in with your child's teacher for specific direction/plans for the day.
- * Wash hands and wear food gloves when assisting with snacks or lunch.

* Interact with children by sitting at their level, observing their work/play, and becoming a participant only when appropriate. Remember that we are encouraging your children to do their own work, and become independent. It is the process, not the product, that is so important!

* Refrain from discussing specific issues with your child's teacher while volunteering in the classroom or on the playground. Constant supervision on the playground is critical!

* **The Arizona Department of Health Services requires that children must be supervised at all times by an employee. Volunteers may never be left alone with a child.**

Confidentiality

All student records and information are kept in the strictest of confidence. Files are accessed only by the preschool staff, State Licensing, and Diocesan Personnel. No other person or entity may have access without prior written permission from the parents or legal guardian.

Anyone that is privy to information or situations pertaining to a preschool child or family is expected to maintain the utmost level of confidentiality and professionalism at all times. Unethical behavior on the part of a parent may result in the removal of their child from the program.

Health and Safety

The health, safety and well-being of our students are of the utmost importance to us. In order to prevent the spread of disease, we ask that parents adhere to the following policies:

- Children should be taken to wash their hands in our bathroom area prior to entering the classroom each day.
- If your child has any symptoms of a contagious disease, they should be kept home from school. These signs or symptoms include: fever, diarrhea, vomiting, swollen glands, sore throat, cough, nasal discharge that is not clear, and rash.
- Children who have had a fever or stomach disorder should be free of those symptoms a full 24 hours before returning to school.
- If your child has been prescribed antibiotics, they must have completed a 24 hour cycle of medication before returning to school.

Please notify the School Office when your child has a contagious disease

such as Strep Throat, Chicken Pox, etc. State Licensing law requires us to post the symptoms of such illnesses so teachers and parents are aware of potential infection and can hopefully identify additional cases effectively.

The preschool staff will not administer any medication to any child, prescription or over the counter. The only exception to this is in an emergency situation such as treatment for an asthma attack or the use of an Epi-pen for a severe allergic reaction.

When a child experiences a minor illness or injury at school, they will be brought to the School Office and kept as comfortable as possible while the parents are contacted. In the event a parent cannot be reached, those listed as emergency contacts will then be called. **It is important that parents keep our emergency contact cards updated.**

If a child suffers a serious medical emergency, the School Office will call 911 for emergency assistance; and the child will be transported to the nearest medical facility, as determined by the emergency personnel. Parents or designated individuals will be contacted immediately and informed of the situation accordingly.

OLOJ Roman Catholic Preschool has a "Crisis Plan" that is posted and available to parents upon request. This plan includes procedures followed in the event of fire, the need for evacuation, disaster situations and circumstances that may require lock-down protocol.

Monthly fire drills are conducted to help the children become familiar with the routine of evacuating the building. However, we are careful in how we present and discuss this type of procedure, as we do not want to frighten the children unnecessarily. If the need to take protective cover inside our building were ever necessary (away from glass, etc.), once again this will be handled as delicately as possible, so as to not upset the children.

First Aid kits are kept in various locations throughout the building and in each classroom, as are fire extinguishers. We recommend that you familiarize yourself with their location.

In case of telephone outage, the Director or Office Manager can be reached

by cell phone at (480)229-1540 (Debbie A.) or (602)748-3107 (Linda B.) Please only use these numbers if there is no phone service to the School or Parish Offices.

If there is a long-term power or water outage during the school day, parents will be called to pick up their children early. If this situation occurs prior to the beginning of a school day, every effort will be made to notify parents of the need to keep their children home. Please note that we are unable to make up days that school is closed due to this type of situation or any emergency.

School Wellness Policy

Our Lady of Joy Preschool is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life long health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the school year:

- Nutritional guideline
- Nutrition education
- Physical activity
- Other school-based activities
- Parent and staff involvement
- Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices. **Please see our School Wellness Policy posted on the Parent Bulletin by the Preschool Office for more specifics.**

Discipline

Certain behaviors that might be viewed as unacceptable naturally occur with children this age. Actions that may cause harm to themselves or others; that interfere with the learning experiences of others; or show disregard for materials and the environment, are behaviors that require thoughtful attention.

We use a positive approach to discipline starting with helping the child to understand why the behavior is inappropriate, and helping the child learn what is expected and acceptable behavior. We support self-regulation and work with the children to help each child develop a healthy self-esteem by using positive reinforcement. The focus is always on the behavior, not the child. We model appropriate language for children to use, and help them develop peer conflict resolutions skills. Redirection is often used to remove the child from the immediate situation and move them into another activity. Occasionally a child may need to be removed from the classroom in order to eliminate distractions or stimuli.

Repeated behaviors that we are unable to modify with the above approaches will be brought to the attention of the parents. If necessary, the Director may become involved in this guidance process. If a serious problem continues with no progress or resolution, the family may be asked to withdraw from the program.

Arrival and Departure Procedures

Our Lady of Joy Preschool does not provide transportation to or from our school. Parents are expected to escort their children to the classroom each day and sign them in, as required by the State of Arizona, Department of Child Care Licensure. **Children should arrive no earlier than 8:55 in the morning, at which time the classroom door will be opened by the teacher. It is important that you do not arrive late, as it is disruptive to the classroom and can be upsetting for your child.** If you have logistical issues that cannot be remedied, please inform the classroom teacher. Although we like that parents are able to foster new relationships with other parents within our faith-based community, to ensure the safety and respect of all, we do ask that you please take your social interactions outside of the classroom/hallway once school begins.

At the end of the school day, the classroom door will be opened promptly at 2:00 p.m. and the teacher will call each child to the door once the parent is seen and has signed out his/her child. ***Please remember to sign your child out each day***, and notify the School Office if you are going to be late to pick up your child. It is important that we know so we may reassure your child. Parents who are late picking up their child repeatedly will be charged late fees. After a 5 minute grace period, a \$10 late fee will be assessed to your account, along with a \$1.00 per minute fee thereafter.

Before/After Care Program

Our Lady of Joy Preschool offers an extended day program which provides a variety of activities and enrichment opportunities. This program is offered Monday-Friday from 8a.m.-8:55a.m. and from class dismissal until 4:30 in Room #5. Parents/Guardians are still responsible for signing your child in/out when utilizing this program. All policies set forth for the preschool will also be intact for this program. This program will begin September 7th, and will continue throughout the school year, but not be offered on early dismissal days. Snacks will be provided. Priority status will be given to those families who will be utilizing this program on a daily basis. Sign up forms are located in the main school office.

Children will only be released to a parent or guardian, or to a designated adult whose name appears on the emergency contact card. If anyone other than those mentioned above will be picking up your child, we must have prior written or oral notification. We will always ask for identification before releasing the student. At no time is a staff member allowed to transport a child in his or her personal vehicle. We reserve the right not to release a child to anyone not the custodial parent.

Families are asked to park in the parking lot north of the Church property. The parking lot just west of the Children's Center is not designed for drop off and pick up procedures, and can be hazardous when used for this purpose. Please refrain from parking in the spots designated handicapped or fire lanes, as you could get ticketed for doing so. At all times it is imperative that you drive slowly and cautiously when entering/leaving the parking lot and that parish signage is followed.

Each month the school has a raffle for the designated school parking space located to the west of the preschool. Tickets are \$5 a ticket, or \$20 for five tickets, and can be obtained in the preschool lobby. A child is chosen the last day of each month to pick the winning raffle ticket.

It is important that no child ever be left in a parked car. Siblings should be brought in when dropping off or picking up your preschool child. If you are in need of assistance, please let the office know. Also, please remember that most of our classrooms are not set up for children under the age of three. Please be sure to maintain custody of your younger children, as well as your preschool children at all times.

As your child's first and primary educator, we ask that you help us in expecting age-appropriate and respectful behavior of all our students. It is for their safety that we ask your help in reminding all preschool students to obey the school rules at all times. All children are asked to refrain from running inside and on the arcades outside the Parish Hall, walking/jumping on the tables and benches in the courtyard, playing on the stage or piano in the Parish Hall, throwing stones, and being in the playground without supervision. In addition, please see that your child(ren) clean up after themselves. **Children are not permitted in the school before or after school hours without their parent/guardian.**

Conflict Resolution Procedures

The faculty and staff of Our Lady of Joy Roman Catholic Preschool are dedicated to the well-being and development of each of our students, and want to work hand-in-hand with parents to provide a positive preschool experience. However, human nature and emotion often dictate how we perceive certain situations, and there may come a time when a situation may become stressful or uncomfortable.

In an attempt to keep the lines of communication open and relationships moving in a forward and productive manner, we ask that you adhere to the following procedures:

- When there is a concern pertaining to the classroom, please contact the teacher to set up a meeting. Meetings should be held with a third party

in attendance.

- If a solution cannot be found, or the participants need additional assistance, the Director/Office Manager should be contacted.
- Situations that are not rectified to the satisfaction of those involved, will then be brought to the Pastor.

Withdrawal from Program

Parents are asked to provide a minimum of two weeks notice when withdrawing a child from the program. Any refund of tuition will depend on the status of the account, as well as date of withdrawal. Please contact the School Office regarding this information.

At the discretion of the Director, a child may be removed from the program if it is deemed appropriate or necessary. Situations may include, but are not limited to:

- Failure of payment
- Inability to meet the needs of the child
- When it is in the best interest of the class grouping

Insurance

In accordance with Arizona Department of Health Services, Our Lady of Joy Roman Catholic Preschool carries liability insurance. The Catholic Diocese of Phoenix provides accident insurance while a student is on school grounds, when school is in session, or while taking part in a school sponsored activity.

Additional Policies

- 1 At the discretion of the Director, certain foods, such as peanut butter and/or nut products, might be prohibited from being brought into the preschool or specific classrooms. This policy would be implemented when the safety of our students is at risk due to severe allergies.
- 2 Parents could be asked to supply a snack on a voluntary basis. Sign-up sheets will then be posted outside of the classroom. Please check with the classroom teacher to determine the number of children for which you will be providing snack; and if any allergies need to be taken into consideration. Otherwise, each family will be asked to provide a daily snack for your child. We ask that you please follow the diocesan guidelines set forth by our Wellness Program (please see parent bulletin for specifics.)

- 3 If your child eats lunch at school, please use a "cold pack" to help keep perishable foods cool, and prepare a lunch that follows the guidelines of our Wellness Policy (Wellness Policy is posted outside of our School Office.) Please do not include candy or soda in your child's lunch as they are NOT allowed. Lunches should be easy to handle and "ready to eat". Please note that we are unable to heat up or microwave children's meals.
- 4 Our Lady of Joy Roman Catholic Preschool requires its students to wear uniforms. The uniforms can be obtained through Dennis Uniforms. When ordering online at www.dennisuniform.com our school code is QLJ. Uniforms of varying sizes can be tried on in the preschool. The warehouse is located at 4920 E. McDowell Road, #103, Phoenix, AZ 85008, and can be contacted at (602)220-0302.
- 5 Parents are asked to provide a set of "emergency clothing" for their child to be kept at school. Please be sure to include: a shirt, bottoms (pants or shorts), two pairs of underwear, and socks. These clothes should be updated according to season and growth, and placed in a labeled closable plastic bag.
- 6 Students from each grade are recommended to the Director by the teachers and are recognized monthly at Courtyard Prayer for outstanding achievement in academics, activities, leadership, citizenship, self-discipline, effort, improvement and attitude.
- 7 The School Express is a major line of communication between the school and the parents. Most notices about programs and policies are sent home in a School Express envelope to each family on Tuesday/Wednesday. **Parents are asked to read the material** and return any appropriate information in the School Express envelope on their child's next class day. Sending all notes home at one time lets parents know when to expect the news of the school. The School Express is also a great tool for parents to return forms, payments, or notices to the school.

Any parent/committee turning in school-related information to be included in the School Express, must have it in to the School Office by noon on Monday. Submissions from school families must be approved by the Director.

- 8 Party invitations are not to be distributed at school unless the entire class is invited.

- 9 Fliers, marketing products, and other informational or sale items from parents should not be distributed to the school families. Family contact information found in our directories should not be used for solicitations.
- 10 Stewardship and fundraising opportunities will be promoted through the preschool from time to time. We encourage everyone to participate at whatever level at which they are comfortable.
- 11 Damage to books should be immediately reported to the teacher. Please do not attempt to repair books at home. Lost library books must be paid for before a student can be given his/her report card. Refunds will be made on library books lost and paid for when books are returned to the library. Parents should encourage proper use of library materials, including having a special, safe place at home to keep library books away from pets and smaller siblings' reach.
- 12 Students may be issued materials for home use and/or have the use of a classroom set of supplies. Students are responsible for the proper care of the materials and supplies they have been issued, and therefore, will be charged for their damage or loss.
- 13** Children's birthdays are important events, and we want to recognize them appropriately at school. Classroom teachers will inform parents as to the individual classroom policy for a simple celebration to be held. Please speak with your child's teacher before making any preparations. Any food brought into the classroom must be store bought and in an unopened container.
- 14 Please do not allow your children to bring items from home that are of a violent or aggressive nature. (Toy guns, weapons, etc.) We also discourage items that may be of significant sentimental or monetary value, as we cannot always prevent damage or loss.
- 15 Practical footwear should be worn at all times. Open-toed/heeled sandals, cowboy boots, and crocs are not safe footwear for preschool. Please send your child to school in shoes that are rubber-soled and closed-toed/heeled.
- 16 Each month the preschool and school come together in the courtyard for Courtyard Prayer. Each class takes a turn preparing for and facilitating this event. School families are invited to submit special intentions to be included in courtyard prayer. Special intentions may be submitted by writing them in a binder found in the Director's Office. Also, students are recommended to the Director by the teachers and are recognized for outstanding

achievement in academics, activities, leadership, self-discipline, citizenship, effort, improvement, and attitude. Courtyard Prayer begins at 9:05 a.m. Students are still expected to be on time for class. Parents are welcome to join their student in class or proceed to the courtyard to wait until Courtyard Prayer begins. (See Courtyard Prayer Layout/Map.)

17 An extended day program will be offered to our three year old classes from 1-2, and will begin the second week of school. Sign up will be available in the School office.

18 Our Lady of Joy Roman Catholic Preschool closely follows the school calendars of the Diocese of Phoenix Catholic Schools. Monthly calendars for the current school year can be found in the school lobby as well as on the Parent Bulletin.

Please note: The policies herein may be modified at the discretion of the OLOJ Roman Catholic Preschool Administration. Any changes will be made known to families enrolled in the program.

Fruit of the Spirit: A Goal for Each Month

Each month the students will learn of a new gift from the Holy Spirit. These gifts are then incorporated into the classroom discussions, lessons, and activities. Below are the nine gifts and the coordinating scripture passages. Each gift and a quote can be found on the school calendar as well. The students also pray the prayer below, which mentions the nine gifts discussed throughout the school year.

August/September: GOODNESS

You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

Psalm 23:5-6

October: FAITHFULNESS

Remain faithful to what you have learned and believed, because you know from whom you learned it, and that from infancy you have known the sacred Scriptures, which are capable of giving you wisdom for salvation through faith in Christ Jesus.

2 Timothy 3:14-15

November: SELF-CONTROL

Make every effort to supplement your faith with virtue, virtue with knowledge, knowledge with self-control, self-control with endurance, endurance with devotion, devotion with mutual affection, mutual affection with love.

2 Peter 1:5-7

December: PATIENCE

Be patient, brothers and sisters, until the coming of the Lord. See how the farmer waits for the precious fruit of the earth, being patient with it until it receives the early and late rains. You too must be patient. Make your hearts firm, because the coming of the Lord is at hand.

James 5:7-8

January: PEACE

Let the peace of Christ control your hearts, the peace into which you were also called in one body. And be thankful. Let the word of Christ dwell in you richly, as in all wisdom you teach and admonish one another, singing psalms, hymns, and spiritual songs with gratitude in your hearts to God.

Colossians 3:15-17

February: KINDNESS

God, who is rich in mercy, because of the great love he had for us, even when we were dead in our transgressions, brought us to life with Christ -by grace you have been saved- raised us up with him, and seated us with him in the heavens in Christ Jesus, that in ages to come he might show the immeasurable riches of his grace in his kindness to us in Christ Jesus.

Ephesians 2:4-7

March: LOVE

Jesus said to Nicodemus: "For God so loved the world that he gave his only Son, so that everyone who believes in him might not perish but might have eternal life. For God did not send his Son into the world to condemn the world, but that the world might be saved through him."

John 3:16-17

April: JOY

May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit.

Romans 15:13

May: GENTLENESS

Put on then, as God's chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness, and patience, bearing with one another and forgiving one another; as the Lord has forgiven you, so must you also do. And over all these put on love, that is, the bond of perfection.

Colossians 3:12-13a, 14

The Fruit of the Spirit Prayer:

Love so I may love.

Joy to share a smile.

Peace to calm my fear.

Patience to last a while.

Kindness for all I meet.

Goodness in all I do.

Gentleness and **Self-Control**,

And **Faithfulness** to you.

Spirit, may these gifts
Grow ripe each day in me
So I can be a fruit-filled branch
For Christ, the Living Tree.

ORGANIZATIONS

COMMUNICATIONS FACILITATING COMMITTEE

The Communications Facilitating Committee serves to establish good and consistent communication between all facets of the school. They are responsible for assisting the Office Manager with compiling and distributing a monthly school newsletter, sending weekly email updates and preparing the School Express, a folder sent home every Wednesday containing any pertinent information, and the school page of the parish bulletin.

CTODP COMMITTEE

The Catholic Tuition Organization for the Diocese of Phoenix works to provide opportunities for kindergarten students to obtain a Catholic education by securing and providing financial assistance. Our school committee works to inform school families, parishioners, and others of the CTODP program.

EXTRA EARNINGS COMMITTEE

The Extra Earnings Committee serves to identify additional means of fundraising such as Box Tops for Education, Scrip, Honey Baked Ham fundraiser, and others.

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee (PAC) is a caring community of members who work through the Director in establishing all lines of communication and expectations, work with the Director in assuming a key role in fundraising, and serve as ambassadors for the school. The PAC meets on a monthly basis, and its members are listed in the back of the Parent / Student Handbook.

WELCOMING COMMITTEE

The Welcoming Committee serves to welcome all new families to our school community through a wide variety of efforts and activities. This committee is responsible for the courtyard gathering following each Courtyard Prayer.

Our Lady of Joy Roman Catholic School
Preschool and School Staff Directory

OLOJ SCHOOL OFFICE

480-595-6409 (Dial first when using extensions)

ADMINISTRATION

Ms. Debbie Allen , Director	346-3059 or x225	dallen@oloj.org
Ms. Linda Barral , Office Manager/Extended Day Supervisor	X223	lbarral@oloj.org
Ms. Peggy Slaybaugh , Admin. Asst./bkpr	346-3054 or x217	pslaybaugh@oloj.org
Ms. Lori Head , Admin. Asst.	346-3059 or X217	lhead@oloj.org

OLOJ ROMAN CATHOLIC PRESCHOOL

Ms. Jodi Vogel , Early Birds Teacher	X229	jvogel@oloj.org
Ms. Judi Sahid , 3's Teacher	X230	jsahid@oloj.org
Ms. Dulce Shimkus , 4's Teacher	X231	dshimkus@oloj.org
Ms. Jana Murphy , PreK Teacher	X 232	jmurphy@oloj.org
Ms. Maryann Gramlich , Assistant Teacher		
Ms. Karen Powers , Assistant Teacher		

OLOJ ROMAN CATHOLIC SCHOOL

Ms. Carrie Chapman , Kindergarten Teacher	346-3060	x234	chapman@oloj.org
Ms. Sarah Furrier , Kindergarten Teacher	346-3057	x221	sfurrier@oloj.org
Ms. Roberta Klodt , Music Teacher			

Extended Day Room

X233

Note: Please do not call the teachers' extension during classtime, as they will not answer the phone. All emergencies should be directed to the school office.