

ST. PATRICK'S

EPISCOPAL CHURCH & DAY SCHOOL

1322 Church Street Zachary, La 70791 (225) 654-4091

Elementary Student Handbook 2019—2020

Let the little children come to me... For the kingdom of heaven belongs to such as these.

Matthew 19:14

DIRECTOR

Janice Wootan

SCHOOL ADMINISTRATOR

Jessica Lamonte

CLERGY

Father Ashley Freeman

CHURCH ADMINISTRATOR

Jessica Leet

FINANCIAL ADMINISTRATOR

Sandy Bailey

POLICIES

ADMISSION

Admission of children shall include an interview with the parent or guardian to secure necessary information about the child, a completed application and the application fee. This information shall include but is not limited to: a copy of the child's birth certificate, immunization record, vital statistics, emergency information, a list of people approved to pick up the child and any court documents establishing custody and/or parental rights.

DISCRIMINATION St. Patrick's Preschool welcomes any child without regard to race, color, religion, sex, national origin, handicapping condition or ancestry provided our program can fully meet their needs.

DISCLOSURE OF INFORMATION POLICY

St. Patrick's Episcopal Day School parents can contact the licensing authority for the availability of licensing surveys/inspections, regulations and information regarding our school. This information can be found on the Department of Education website: louisianabelieves.com

REPORTING CHILD ABUSE, CHILD ENDANGERMENT OR NEGLECT

St. Patrick's Episcopal Day School is required to report any suspected incident of child abuse, child endangerment or neglect in accordance with LA R.S. 14:403 to the local child protection agency (225-925-4571).

Louisiana Child Protection Statewide hotline: 1-855-4LA-KIDS (1-855-452-5437).

BEHAVIOR MANAGEMENT AND DISCIPLINE PRACTICES

Our first priority is the safety and well-being of the children and our staff, therefore,

No child shall be subject to physical punishment, corporal punishment, which includes but not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.

Verbal abuse or threats which includes but not limited to the use of offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children. (The threat of a prohibited action even if there is no intent to follow through with the threat).

No child or group of children will be allowed to "bully" or discipline another child.

No child will be restrained by devices such as high chairs or feeding tables for disciplinary purposes

No child or group of children will be deprived of a snack for disciplinary reasons.

No child or group of children will have active play time withheld for disciplinary purposes, except time-out may be used during active play time for an infraction incurred during the playtime.

For Children over the age of 6: Time out may be extended beyond 1 minute per year of age, only if a signed and dated statement, including a maximum time limit, from parent granting permission, is on file at the center.

Any violation of this policy by our staff will result in suspension of a teacher or staff while an investigation is conducted. Final determination on that employee's disposition will be administered subsequent to a full investigation.

Reports of any mistreatment of children coming to the attention of the administrative staff will be investigated and reported to the Department of Education.

Weekly tuition bills (Summer Camp or Elementary Full-Day Holiday Care) must be paid in full by Monday of each week. If a family's tuition account for the billing week is not paid in full by

PROGRESSIVE DISCIPLINE POLICY

Behavior violations will be documented by teacher/staff member(s) witnessing events. Events will be classified according to severity as **minor** or **major** infractions and immediate disciplinary action will be taken. Immediate disciplinary actions may include time-out (in accordance with policy stated above), appropriate punishment and counseling/redirection. Three minor infractions in the course of a semester, or over the course of summer camp, will result in a parent conference. Upon receiving three (3) minor violations or one (1) major violation a parent meeting will be required. After the parent meeting the following action may apply:

Three (3) Minor Violations: If need be, the student will be placed on a behavior plan (daily/weekly monitoring of targeted behaviors, parent communication, etc). If behaviors continue after meeting with the parents and/or implementation of a behavior plan, further disciplinary action, including suspension and/or dismissal from St. Patrick's, may be taken.

One (1) Major Violation: For the first major behavioral violation the student will be placed on suspension, up to three (3) days. Additional violations will lead to further suspension or expulsion. All instances of physical contact with another child, whether done as aggressor or in retaliation, will be documented as infractions.

Any instance of a child hitting with his/her hand or fist will be considered fighting and will result in suspension or expulsion, as explained above. Our goal is the development of socially competent young men and women; we will not sacrifice the safety of our student body. The resolution of ongoing behavioral issues is only possible with your understanding and participation in this process as a parent.

Minor Violations:

- Disobedience
- Disrespect for teachers / students
- Profane language
- Similar and other behaviors as determined by the administration

Major Violations:

- Fighting
- Assault upon a teacher/student
- Bullying/intimidation
- Damaging school property
- Possession of illegal drugs/alcohol/pornography/weapons
- Threatening school personnel/student
- Vandalism
- Similar and other behaviors as determined by the administration

TOYS, MONEY, ETC.

Please encourage your child to leave toys, money and other valuables at home. Other children like to play with their friends' toys and sometimes this becomes a problem. We cannot be responsible for articles that are brought to school.

TUITION

A non-refundable registration fee is required. Before and/or After Care tuition is due on the 1st of every month. Tuition is late after the 10th and account will be billed a \$25 late fee.

the end of the week the student or students will be un-enrolled from St. Patrick's Episcopal Day School. There will be no refunds for holidays or absences. All of our programs are funded by tuition alone. All payments are to be placed in the Tuition Box. Please make checks payable to St. Patrick's Day School. Upon the tender of two (2) NSF personal checks to St. Patrick's Episcopal Day School, personal checks will no longer be accepted as payment on the account. Payment must be made by money order, certified check, credit card, cash or online through our Tuition Express system.

HEALTH

We are a "well-care" center. If your child needs Tylenol in order to get through the day fever-free, then they need to stay home that day. We understand that parents need to work; however, we also do not want your child to be miserable all day and potentially infect others. (See page 7 for a detailed list of illnesses, etc.)

We cannot keep children inside due to coughs or runny noses. If they are not healthy enough to play outside, then they are not healthy enough to be at the center. If your child has a contagious illness (chicken pox, flu, etc.), please let us know so we can inform other parents. If symptoms of contagious or infectious diseases develop while the child is in our care, he/she shall be in supervised isolation away from the other children until a parent or designated person has been contacted and the child has been picked up from the center. Any child who has a 100°F temperature reading should be picked up from center within one hour of parent being contacted and cannot return until fever free for 24 hours.

Children with the illnesses or symptoms listed on the next page shall be excluded from the center based on potential contiguousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions. See next page.

With most other illnesses, children have either already exposed others before becoming obviously ill (i.e. colds), or are not contagious one day after beginning treatment (i.e., strep throat, conjunctivitis, impetigo, ringworm, parasites, head lice, and scabies.)

All injuries from the neck up will be reported to parents immediately.

MEDICATION

No medication of any type, including over the counter, shall be given by the center personnel unless prescribed by a physician. All medication shall remain in the original container and include pharmacy information sheet of side effects. Parents must complete an authorization form which includes the name of the child and medication, date(s) to be given, time to be given, dosage, and signature of parent. All medication must be picked up daily. Medication will not be allowed in the center over night.

CLOTHING

Please make sure your child is dressed in comfortable, easy to fasten clothing that will encourage self-sufficiency. Tennis shoes or soft-soled shoes are our choice for school shoes. You will be asked to pick your child up or bring them a different pair of shoes if inappropriate shoes are worn.

MEALS

Proper nutrition at the preschool level is vitally important to developing bones, muscles and brains. St. Patrick's serves a hot, balanced lunch everyday (lunch calendars are posted before the first of every month). We also serve snack twice a day. Milk will be offered at lunch. If your child is allergic to any foods, be sure to inform the teacher. If you would like to provide a special treat for the class please speak to your child's teacher. **No food** of any kind may be brought to school without prior approval. All students must have finished breakfast prior to attending school.

Illness/Infection Symptom	Should child stay home?	When can child come back?
Chicken Pox	YES	When all the blisters/pox have scabbed over
Cold	NO (without fever) YES (with fever)	Refer to fever
Coxsackie (hand, mouth and foot disease)	NO (without fever) YES (with fever)	Fever free for 24 hours. If child presented with blisters, all blisters have scabbed over with doctors note
Diarrhea (two or more stools or over and above what is normal for child)	YES	Diarrhea is resolved
Ear Infection	NO (with doctors diagnosis)	
Fever of unknown origin (100 degrees F oral or 101 rectal or higher) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hours
Fifth Disease	NO (without fever) YES (with fever)	Refer to fever
Giardia	YES	When diarrhea subsides or doctor approves readmission
Hib disease		Well and proof of non-carriage or cleared by physician
Hepatitis A		One week after illness started and fever is resolved
AIDS (or HIV infection)		Until child's health, neurological development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the child's physician chosen by the child's parent or guardian and the director
Impetigo	YES	When treatment has begun
Lice	YES	When 1 treatment has been given
Meningococcal disease		Well and proof of non-carriage (Neisseria meningitis)
Pink Eye	YES	24 hours after treatment has begun
Undiagnosed generalized rash		Well or cleared by child's physician as non-contagious
Ring Worm	No (keep area covered)	
Roseola	YES (with fever)	See fever
Rota virus	YES	24 hours after treatment has begun and fever free
Severe Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Thrush	NO (should seek treatment)	
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician

DROPPING OFF AND PICKING UP CHILDREN

Our center opens at 6:30 a.m. and closes at 6:00 p.m. After your child has been checked into our system, they may proceed to their classroom.

WE WILL NOT ALLOW YOUR CHILD TO GO WITH SOMEONE WHO IS NOT AUTHORIZED TO PICK THEM UP UNLESS WE ARE INFORMED.

LATE ARRIVALS

Please have your Summer Camp/Elementary Full-Day student at St. Patrick's no later than 9 a.m. so that your child gets the most out of our program and so our lunch/snack counts are accurate for our kitchen. We understand extenuating circumstances arise, such as doctor's appointments, and we are happy to make exceptions in these cases with a doctor's return to school note.

St. Patrick's Episcopal Day School closes at 6:00 p.m. Any child picked up after 6:00 p.m. will be billed a late charge of \$1.00 per minute.

INCLEMENT WEATHER CLOSURES

During inclement weather conditions we follow Zachary school district closings. If the Zachary schools close, we will close.

FIELD TRIPS

Transportation for all field trips will be provided by First Student. There will be a signed parental authorization for each child to leave the center and to be transported in the vehicle.

Each field trip will require a signed permission form for child to attend.

EMERGENCY PHONE NUMBERS

In the event of an emergency where phone service to the school is interrupted, parents can contact the following numbers to get a message to St. Patrick's Day School:

Ashley Freeman, Rector
Janice Wootan

school (225) 654-4091
school (225) 654-4091
cell (225) 301-4446

PARENT TEACHER RELATIONS

If you have any problems or concerns, please don't hesitate to contact us and we will arrange a meeting time convenient for you and the staff.

PROGRAMS, MOVIES, & VIDEO GAMES POLICY

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.

All television programs, video, DVD or other programming shall be suitable for the youngest child present.

"PG" programming or its television equivalent will not be shown to children under age 5

"PG" programming will only be viewed by children age 5 and above and will require written parental authorization.

Any programming with a rating more restrictive than “PG” is prohibited.
All video games will be suitable for the youngest child with access to the game.
“E10+” rated games are permitted for children ages 10 and older. “T” and “M” rated games are prohibited.

Screen time for elementary students will be limited to 1 hour and 30 minutes a day during the summer/holidays and 30 minutes during after school care.

PARENTAL ACCESS POLICY

Parents or legal guardians of children at St. Patrick’s Episcopal Day School are invited to visit the center at any time that your child is present in the facility.

MONITORING POLICY

In the event an employee’s required background check results are delayed, St. Patrick’s Episcopal Day School will notify all parents/guardians of the delay. That employee will not be responsible for monitoring any student by her/himself until required background documentation is on file.

GOALS

St. Patrick’s Episcopal Day School will provide:

- a program centered in Christian ideals and values.
- an atmosphere to encourage positive self-concept and a joy of learning.
- learning activities appropriate for each age and ability.
- an atmosphere where children learn through experience oriented activities.

MISSION

St. Patrick’s Episcopal Day School’s mission is to share the love of Christ with the world as we serve our families; to guide children as they grow spiritually, socially, emotionally, and academically.

St. Patrick’s Episcopal Day School is an outreach ministry of St. Patrick’s Church. We seek to provide the best possible environment for young people in our area to grow in their ability to work, play and love.

Our approach to education is flexible, responsive to the needs of each child, and designed to help each child discover his or her own gifts through learning in many ways. The ministry of this school is based in our community of faith, which we share by helping others.