

# ST. PATRICK'S

EPISCOPAL CHURCH & DAY SCHOOL

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

## Preschool Student Handbook

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

*Matthew 19:14*

**CLERGY**

**Father Ashley Freeman**

**DIRECTOR**

**Janice Wootan**

**SCHOOL ADMISISTRATOR**

**Jessica LaMonte**

**FINANCIAL ADMINISTRATOR**

**Sandy Bailey**

**OFFICE STAFF**

**Jessica Leet**

**Church**

## **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.

### **CHILD DEVELOPMENT/LEARNING ACTIVITIES**

St. Patrick's child development and learning activities are based on the faith based developmental curriculum called Pinnacle produced by the Child Care Education Institute 2005 (Rev. 11/05). The curriculum provides age appropriate options for large group and small groups, creative arts, science and sensory activities, dramatic play, math and manipulative activities, music and movement activities, outdoor learning and more.

### **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](http://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.

**TIME-OUT: is not used as a disciplinary measure for children under the age of 2.** Time-out/Redirection shall take place in the teacher sight. The length of each time-out shall be based on the age of the child and will not exceed one minute per year of age. However, redirection will be the first method of discipline. (This means the child will be redirected to another activity).

**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.

### **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 of \$150 per child is required. Monthly tuition bills must be paid in full by the 10th of the month. Tuition bills paid after the 10th of the month will be charged a \$25 late payment fee. If a family's tuition account for the billing month is not paid by the end of the month, the student or students will be un-enrolled from St. Patrick's Episcopal Day School and the position(s) will be assigned to another student.

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 credit card, money order, certified check, or cash.

Upon enrollment at St. Patrick's Episcopal Day School, the full month's tuition will be charged for the enrollment and attendance of a child on or prior to the 15th of the month. One half of the full month's tuition will be charged for the enrollment and attendance of a child after the 15th of the month. Upon ending enrollment, one half of the full month's tuition will be charged if the child attends through the 15th of the month. The full month's tuition will be charged if the child attends after the 15th of the month. Elementary students will be given credit for the last week of May if they attend the first session of summer camp. Elementary students will be given a credit for the first week of August if they attend the last session of summer camp. No other proration will be given for May or August.

Elementary Holiday Care tuition is due prior to attendance.

### **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.

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 last page of booklet shall be excluded from the center based on potential contiguousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

<b>Illness/Infection Symptom</b>	<b>Should child stay home?</b>	<b>When can child come back?</b>
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)	YES (with fever) NO (without 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	YES	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	YES (should seek treatment)	Cleared by child's physician as non-contagious
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	YES	Evaluated and cleared by a physician

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.

### **SAFE SLEEP PRACTICES POLICY**

Children, excluding infants, may be grouped together at naptime with one staff supervising the children sleeping. All children sleeping shall be in the sight of the naptime worker.

### **BACK TO SLEEP PRACTICES**

St. Patrick's Episcopal Day School will follow the following safe sleep practices in regards to infants:

All infant will be placed on their backs while sleeping. Written authorization from physician is required for any other sleep position. *Written notice of the specifically authorized sleep position should be posted near the crib.*

Only one infant will be assigned to a crib.

Infants will not be placed in a positioning device, unless the center has written authorization from the physician to use the positioning device.

Written authorization from a physician for a child to sleep in a car seat or other similar devices and includes the amount of time the child is allowed to remain in said devices. (St. Patrick's Episcopal Day School does not utilize car seats as part of the daily equipment; and we ask parents to keep car seats in their cars)

Children are not be allowed to have a pacifier during playtime. Pacifiers should be labeled and in a container when you arrive in the morning. The center staff will permit pacifiers only during nap for children who can walk and drink from a sippy-cup.

Infants who uses pacifiers will be offered their pacifier when they are placed to sleep, but the pacifier will not be placed back in the mouth once the child is asleep.

Bibs will not be worn by any child while sleeping.

Nothing will be place over the head or face of an infant.

Cribs will be free of toys and other soft bedding.

Staff shall visually check on sleeping infants every fifteen minutes.

Infants will be given the opportunity each day for supervised play while positioned on their stomachs.

**A "Back to Sleep" sign will be posted in each infant room.**

All children under the age of five are required by state law to have a rest period while at St. Patrick's Episcopal Day School. Our rest period is from **11:00 to 2:00**. To avoid disturbing the children who are napping, please try not to schedule pick-ups at this time. If you must pick-up your child during quiet time, please notify your child's teacher in advance so that the teacher may have your child ready when you arrive. **NO Drop-offs will be permitted during quiet time.**

### **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. ALWAYS make sure a weather appropriate full set of extra clothes is carried in your child's book sack at all times, including diapers, pull-ups and wipes if needed. A book sack is required for each child to carry every day.

## **MEALS**

Community Café provides nutritious lunches at St. Patrick's. Proper nutrition at the preschool level is vitally important to developing bones, muscles and brains. There will be a snack time every morning by 9:30 a.m. and afternoon by 3:30 p.m. during which a drink and a food treat will be served. Milk shall be served to the children at least twice a day. 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.

## **NAPMATS**

All children are required to provide nap mats. Rollee Pollees are available at cost by contacting a member of the staff.

## **DROPPING OFF AND PICKING UP CHILDREN**

The daycare opens at 6:30 a.m. and closes at 6:00 p.m. When your child arrives at the center you will need to park and escort your child inside the building to the appropriate classroom. Please make sure the child is first checked in at the front desk. You may pick up your child following the same procedure in the afternoon.

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

## **LATE ARRIVALS**

St. Patrick's Episcopal Day School preschool learning program begins daily at 9 a.m. Please have your child at St. Patrick's no later than 9 a.m. so that your child gets the most out of our learning program. 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.

## **WITHDRAWAL NOTICE**

We require two weeks written notice prior to withdrawal from St. Patrick's Episcopal Day School.

## **INCLEMENT WEATHER CLOSURES**

During inclement weather conditions we follow Zachary Community School District closings. If the Zachary schools close, we will close.

## **POTTY TRAINING**

These guidelines are established in order to assure safety and autonomy for your child as they develop correct sanitary and developmentally appropriate bathroom habits.

Even in an older child, it is important to look for signs of readiness before you begin potty training, including:

- staying dry for at least 2 hours at a time
- having regular bowel movements

- being able to follow simple instructions
- able to help dress and undress self
- has a name for urine and bowel movements
- being uncomfortable with dirty diapers and wanting to be changed
- asking to use the potty chair
- asking to wear regular underwear

Potty training concerns should be discussed and agreed upon by the teacher, parent and Head of School.

Parents should send children in clothes that are easy for the child to dress and undress themselves.

Parents should support potty training at home and communicate problems to the school.

Teachers should provide scheduled potty times as well as need based opportunities.

Teachers are to encourage independence, although children can be placed on the potty and removed from the potty by the teacher.

Teachers are not allowed to stay in the bathroom with the child.

Potty training starts in the two year old classrooms.

Students must be fully independent in the restroom before they can be moved to our upstairs 3-year-old classrooms. Fully independent includes ability to dress/undress, wipe, and wash hands without being prompted.

### **TRANSPORTATION**

Transportation to and from the school is the responsibility of the parent/guardian. The parent/guardian may make arrangements with public, private, or parochial school buses to transport children to and from school.

#### **A. FIELD TRIPS**

Whether transportation for field trips is provided by the center, parents, or an outside source, there shall be signed parental authorization for each child to leave the center and to be transported in the vehicle.

#### **B. TRANSPORTATION BY CONTRACT**

When the center contracts with an outside source for transportation, there shall be an agreement on file signed and dated by the Head of School and a representative of the transportation agency stating that all rules for transportation shall be followed as stated in the law and the regulations. The center shall select a transportation agency with a good reputation and reliable drivers.

#### **C. CAR SEATS**

A child should not ride in a car without a car seat. Your child will not be released to your care if you do not have a car seat to safely transport your child.

### **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	church office (225) 654-4091
Janice Wootan	cell (225) 301-4446

### **ELECTRONIC DEVICES POLICY**

St. Patrick's Episcopal Day School prohibits the use of electronic devices for children under the age of 2. Time allowed for children ages 2 and above will not exceed 2 hours per day.



### **COMPUTER PRACTICES POLICY**

Children will not access computers without teacher permission. Computers with internet access by children will be equipped with monitoring of filtering software that limits access by children to inappropriate web sites, email and instant messaging.

### **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 will be limited to 1 hour in the 2 year old classrooms, of which 30 minutes must be curriculum related.

Screen time for students in our 3 and 4 year-old classrooms will be limited to 1 hour and 30 minutes to allow for computer center time.

### **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.

### **PARENTAL INVOLVEMENT POLICY**

St. Patrick’s Episcopal Day School believes that the parent is the child’s first and most important teacher because they are the most significant adult in his/her life. Our goal is to promote the parent-child relationships and help parents in the difficult task of child rearing. We offer many classroom and program activities that provides opportunities for parent and community involvement. Parents are urged to donate their time and unique services to our program by participating in parent committees, conferences, parent/staff sessions, volunteer opportunities, open house, assigned home activities (homework for children, party planning etc.), and any of our special events scheduled throughout the school year.

### **PARENT TEACHER RELATIONS**

If you have any problems or concerns, please don’t hesitate to contact us. We do ask that you see us before or after school, as we are busy with the children during school hours.

### **BIRTHDAYS**

You may help your child observe his or her birthday by providing a snack on the day you and your child’s teacher arrange. Summer birthdays may be observed any time during May if they do not plan to attend during the summer.

### **CHAPEL AND CHRISTIAN EDUCATION**

Students begin the day by saying the Pledge of Allegiance to the flag. Chapel will be held every Wednesday morning in the church. A blessing is recited in each class before meals.

### **NEWSLETTER**

A newsletter will be sent out at the beginning of each month and will include a calendar with scheduled events for the month and other very important information that needs to be read carefully each month.

## **MUSIC**

Our music teacher leads all the classes in song once a week. They learn classic children's songs along with traditional hymns. Our music director also leads our students and their families in a Christmas Sing Along. Our music director also prepares the 4 year-old class for a Graduation performance in May.

## **CREATIVE MOVEMENT**

Once a week our PE teacher provides creative movement including dancing & tumbling for our 18 month-old through 4 year-old classes.

## **SPECIAL EVENTS**

Every month we have at least one special event, special guest or holiday. The monthly newsletter and calendar will list that month's event and you will get a reminder note and time schedule for the event. Parents are encouraged to volunteer to help with these events.

Please look for a **2018-2019** calendar for special events and school closures closer to the new school year.

## **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.

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.

# PLEASE SIGN AND RETURN

CHILD'S NAME: \_\_\_\_\_

I have read and understand the discipline policy and rules stated in St. Patrick's Episcopal Day School handbook.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*Please sign up with the front desk if you are interested in volunteering for special events.