

Holy Family Pre-K 3 School



Parent Handbook

Founded in 1980

Licensed by Louisiana State Department of Social Services
Class B License

Approved by Louisiana Department of Health

Member of Southern Early Childhood Association
(SECA)

Holy Family Pre-K3 does not discriminate on the basis of race, color, sex, handicapping condition, national or ethnic origin in administration of our educational policies, admission policies, or other school-administered programs.

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Dear Parents,

This handbook has been written especially for our parents of the Pre-K 3 Program. We hope this handbook will be helpful and reassuring that here at Holy Family your child will be cared for and loved. We will always keep your child's best interest at heart. Please read the entire handbook, so you will be informed of our policies and procedures.

If you should have any questions or concerns, please talk to our Director. After reading the handbook, please sign our agreement and return to school.

We are indebted to you for giving us the opportunity to share in the development of your child.

Sincerely,

Pre-K 3 Committee

Holy Family Pre-K 3 ministries are to foster in each child:

An awareness of God in every living thing

To develop a positive attitude toward school and learning

Assist in helping to understand emotions and feelings

To cooperate and respect each other

And Jesus said "Let the little children come to me, and don't prevent them."
(Matthew 19:14)

In developing the rules and policies for Holy Family Pre-K 3, we have tried to be as explicit as possible, but we are aware that during the school year new and unusual situations will arise. The director will have the authority to use discretion in unforeseen circumstances. The school retains the right to amend this handbook for just cause.

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MISSION STATEMENT

The Mission of Holy Family Pre-K 3 is to develop a community which reflects Christ's presence in our daily thought, words and actions. We seek to provide an educational foundation that encourages our students to develop to their maximum potential.

PHILOSOPHY OF EDUCATION

As educators in a Catholic school, we dedicate ourselves to establishing moral values through a program of instruction that develops and forms each child mentally, physically, and spiritually as an individual and member of our faith community.

ENROLLMENT

Admission

1. Holy Family Pre-K 3 enrollment is open to all qualified students regardless of race, sex, or national origin.
2. The Holy Family Pre-K 3 Committee Board is responsible for the establishment of policy regulating the admission of students applying for Holy Family Pre-K 3 relative to space available.
3. The director is responsible for the implementation of the established admission policies.
4. Students entering Pre-K 3 must be three years old by December 31st . Students **MUST BE POTTY TRAINED**, pull- ups will not be permitted.

School Hours

Students can start arriving at 7:15 a.m. Early arrivers must wait off campus (outside gated area). Morning assembly will start at 7:45 a.m. most mornings. Students must be at school by 8:30 or have a doctor's excuse if they arrive later. Dismissal is 2:30 p.m. and extended care will begin at that time until 5:30 p.m. on regular school days.

School Holidays

Pre-K 3 follows Holy Family School holidays, with the exception of conference days. A list of all school holidays will be given at the Parent Meeting in August.

Entry Requirements

The following forms must be completed and returned to the school on the date of Open House.

- Master Enrollment Card
- Immunization Card (filled out by child's doctor and returned before first day of school)
- Third Party Agreement Form(someone other than yourself)
- A permission Form for Emergency Medical Care
- Field Trip permission form

- Parent Handbook Agreement
- Photo permission form
- Topical Ointment form

All new students are accepted on a probational basis in order to determine if Holy Family Pre-K 3 can meet the needs of the student. Full and open disclosure of health and behavioral history is required. The school reserves the right to accept or reject any applicant and to determine whether a child should remain in the program.

Withdrawing Your Child

A two weeks written notice prior to withdrawal of your child is required to the school. If the notice is not given, the parent(s) will be responsible for the next month tuition.

Transportation

Each parent must provide transportation. Carpools may be arranged by parents, but the school must have a written list of children in the carpool and any drivers. No one but those authorized by the parent will be allowed to pick the child up from school. Phoning the school to let us know that someone other than those listed on the pick up form is not acceptable. The school must have **written permission** to release your child to someone different.

Tuition and Fees

The tuition rate, the registration, art, maintenance and the special event fees are all determined by the Holy Family Pre-K 3 Advisory Board and approved by the Parish Council.

Registration fee: A \$130.00 registration fee is due when your your child is accepted into the program (Non-refundable).

Art fee: A \$60.00 art fee is due in August for open house.

School Supply Fee:	A \$30.00 school supply fee is due in August at Open House. (The Art Fee and School Supply Fee may be written on one check.)
Maintenance & Special Event Fees:	A \$110.00 fee is due the 1 st of October. This fee also includes guest speakers, field trips and bus transportation.
Tuition:	\$330.00 monthly (August to May) or you may pay annual \$3,300.00.

Make checks payable to Holy Family Pre-K 3. **We can not accept cash.**

If you pay monthly, tuition is due on the 1st of each month and no later than the 15th. If payment is received after the 15th a \$10.00 late fee will be added to the tuition. Tuition check should be put in your child's tuition card and returned to school in their folders or handed to a staff member. Do not put tuition checks loose in your child's folder.

* Tuition is due for all children even when they are absent or when school is closed due to natural disasters.

*Any **NSF** (insufficient checks) returned to the school (for any reason) there will be a **\$30.00 charge**.

*Delinquent Accounts One (1) month overdue will result in your child being required to withdraw from the program, unless arrangements have been made with the Pastor or Director.

*Any child that is not enrolled in extended care and has not been picked up by 2:45, will be assessed \$1.00 per minute late charge. Any child that is enrolled in extended care and has not been picked up by 5:30 will be charged \$1.00 per minute late charge. This may be paid at the time of arrival. If not paid at time of arrival, you will receive a weekly notice and it must be paid by the time tuition is due the next month.

Cub Care (Extended Care)

Cub Care will begin at 2:30 until 5:30 p.m. on the days that school in session. You must register your child for Cub Care at registration time.

Registration fee: A \$25.00 registration fee is due when your child is accepted into the Cub Care.

Tuition: \$100.00 monthly

*Tuition for Cub Care can be included in Pre-K 3 Tuition.

*All policies and procedures for Cub Care are the same as Holy Family Pre-K 3.

Lunch and Snacks

Lunch will be provided by Holy Family School Cafeteria. Cafeteria services are provided through the federal and Diocesan School Fund Service Programs. The school's food service manager is responsible for seeing that federal and diocesan guidelines are followed with regard to food selection and preparation. **Pre-K 3, Pre-K 4 and Kindergarten students are required to participate in the lunch program. The August payment is due at the end of the first week of school.** The remaining payments are to be made by the **fifth of each month**, beginning in September with that last payment due no later than April 5. In compliance with Diocesan policy, students are not permitted to charge meals or extras. Cafeteria payments are to be paid online at www.schoolfiles.com

If a child is allergic to certain food or milk products, a doctor's note and diagnosis is to be submitted to the cafeteria manager and the school office. Parents are to communicate these allergies to their children.

School will provide two snacks each day. All students will receive a morning snack and the Cub Care children will receive a second snack after their nap time.

Home and School Communication

Parents are welcome to visit at any time. Please remember that the teacher's first duty is to the children. She will be happy to talk to you about your child's progress at a scheduled time. You may contact your child's teacher by emailing or calling school.

Each month you will receive a newsletter via email informing you of the upcoming activities, events, field trips, units and concepts to be taught.

Service Hours Program

Each family is required to provide 16 service hours each school year. (4 of those for the Parent Workday and 4 of those for the Bear Fair). Families who have children in both Pre-K 3 and HFS may combine service hours for the year which totals to 16 hours (4 of those for the Parent Workday and 4 of those for the Bear Fair). Our goal is to promote community, commitment, and service to the school and parish. The fee for service hours not completed is \$25.00 per hour.

School Uniform Code

The students must wear school uniforms. The girls have a choice of wearing a uniform dress or school shirt with their choice of shorts or pants. The boys must wear the uniform shirt with their choice of shorts or pants. The shirts and dresses can be purchased at School Time. Please be selective as to the type of clothing you choose for your child as some buttons are very difficult for young children to manage. Please keep in mind that your child will be painting and using other art media every day. Tennis shoes must be worn at all times. All outer clothes (sweaters, jackets) must be clearly marked with your child's name. We do not allow **coats with draw strings**, due to safety issues. We do prefer velcro tennis shoes and elastic waistband shorts or pants.

Please bring a complete change of clothing for your child (including underwear and socks). Put clothing in a small labeled zip locked bag for the 1st day of school with their name on the outside of bag. This will be left at school at all times for emergencies. If clothes are soiled, please return to school immediately, as we do not have extra clothing available

Curriculum

The Pre-K 3 program is a place where your child will grow and develop in these areas: cognitive, socio-emotional, physically and spiritually. Everyday will bring the opportunity to play, explore, express ideas and to be creative. We use a curriculum entitled The Creative Curriculum. This curriculum allows us to use thematic units and learning centers (listed below) to help encourage your child's learning throughout the year.

Learning Centers:

- *Dramatic Play
- *Art
- *Writing
- *Sensory Experiences
- *Block
- *Book
- *Bible
- *Manipulative table
- *Science and Nature
- *Math
- *Puppet
- *Music
- *Foreign Language (Spanish)
- *Computer

We also use a curriculum called "Handwriting without tears". This curriculum uses a fun, hands-on approach to develop good skills and teach correct letter formation. It also goes beyond handwriting, emphasizing crucial social, physical, emotional and language skills.

Spiritual Development

Religious studies are integrated at the Pre-K 3 throughout the entire day. Our children discover God as their Father and Jesus as their friend. The children express their love for God through prayer, songs, and finger plays. They become familiar with various Bible stories, prayers, virtues, and liturgical seasons through the Pre-K 3 "Discovering God's Child" series by Sadlier.

Out Door Play

Essential skills necessary for thinking and leadership are experienced through play. This is the basis of why our educational program emphasizes the importance of outdoor play. There are several reasons why outdoor play is critical for young children in early childhood. First, many of the developmental tasks that children must achieve, such as exploring, risk-taking, fine and gross motor skills, are conquered through their experiences learned while on the playground. Outdoor play allows children to discover nature, stimulate creativity, and most importantly exercise. Our playground offers each child an environment to experience these elements through safe elevated platforms for sliding, climbing, and socializing. Nature is explored using materials to decorate, and build. Open spaces give children areas to jump, skip, run, and roll.

Your child will have daily opportunities to play outside, weather permitted. We will continue play time outside during the winter months also if temperatures are above 40 degrees, however it will be for shorter durations of time. It is your responsibility to dress your child accordingly.

Mosquito Policy

We will not spray children prior to outdoor play because it is recommended by the Environmental Protection Agency that children who have been sprayed should be washed with soap and water when they come inside. This would be a time consuming task that we will not be able to do.

Personal Items

Your child will need a rest mat and one beach towel or a small blanket (size of a beach towel). Towels (or blankets) will be sent home every Friday to be washed and returned to school on Monday. **Everything your child brings to school needs to be labeled.**

Children are not allowed to bring toys, books, or candy to school. Show and tell will allow an opportunity for your child to bring a personal item from

home on designated days. Several times during the year your child will bring the Show and Tell Bag home. We ask that when your child has a show and tell day that they come only with **ONE item**. Please do not let your child bring guns, ropes, whistles, or knives. Cowboy hats with strings are dangerous and are not allowed.

Birthdays/Holidays

We do recognize the children's birthdays by allowing the parent(s) of the child to bring simple refreshments to share with his/her class during our refreshment time, which is served at 9:15 am. Cupcakes or cookies make a festive treat. However, we ask that no gifts are distributed during that time and no hard candy is brought. Siblings are not permitted to attend. This policy exists for field trips and party days as well. This allows your child to have your undivided attention, as well as, minimizes the distraction of added children to the class. In addition, issues of safety and liability require compliance. We appreciate your cooperation with this policy.

Visitors on Campus

All persons arriving on Holy Family School campus for personal or business matters are to sign the log book, recording purpose and time on campus. Then they will be issued a visitor's badge. Unidentified persons on campus should expect to be questioned.

Discipline Policy

We offer a child a limited number of situations in which they will not have conflicts. That is he/she frequently has more than one choice of actions in the class and on the playground. The school has been structured in such a way as to eliminate possible conflicts. When conflicts occur, we will help children deal with the natural consequences of their behavior. Accepting the consequences will help children make the connection between how they behave and the effect on them and others. For example, if a child should use the end of a paint brush inappropriately, such as to poke another child with it, then the paint brush would be taken away from that child.

There are times however when behavior can be so upsetting to all involved the child will be removed from the group and placed in the Safe Place. This separation will last no longer than a minute per age of the child and will be

supervised by a staff member. If the behavior continues and the child has to be placed in the Safe Place again the child's parent(s) will be informed. If the behavior does not improve after several sessions, the child's parent(s) will be called to come pick him/her up from school.

- *No child will be subjected to physical or verbal abuse.
- *Cruel, severe, unusual, or unnecessary punishment will not be inflicted.
- *Derogatory remarks about the child, family members, or any other child will not be made in the presence of the children.
- *No child or children will be allowed to discipline another child.
- *No child will be deprived of snacks or lunch for discipline reasons.
- *No corporal punishment will be used.

Inappropriate and uncontrollable behavior unbecoming of a student in a Catholic school **will not be tolerated**. It is the parent(s) responsibility to offer complete cooperation with the school in order to resolve discipline problems with their child. Cooperation between home and school is vital to the success of your child. After all attempts have been made to correct the behavior, withdrawal may be necessary if the attempts are not successful. Before withdrawal, the circumstance will be evaluated by the Pastor and Director and a final decision will be made.

Donations

We graciously accept used toys and books in good condition and any monetary donations. A receipt for donations will be given upon request.

Health Regulations

School is a place for healthy children. Please keep your child at home if he/she has a fresh cold, temperature above or below normal, skin eruptions, or sore/discharging eyes. A child has to be free of fever for 24 hours before returning to school.

Any skin rash or eye discharge must be seen by a physician and a note stating where the rash or discharge is located and that the rash or discharge is not contagious is required to return to school.

If a child becomes ill while at school, parent(s) will be called to come and pick up the child. As mandated by state law all head injuries will be immediately reported to the child's parent.

In case of contagious diseases, please follow your physician's advice in returning your child to school. Please call the school immediately if a child has contacted any contagious disease.

Please refer to the Illness/Symptom Chart for other reasons that a child may not attend school.

ILLNESS/SYMPTOM	EXCLUDE UNTIL
Meningococcal disease (Neisseria meningitis)	Well and proof of non-carriage *
Hib disease (Haemophilus influenza)	Well and proof of non-carriage *
Diarrhea (two or more loose stools, or over and above what is normal for that child)	A child must be out 24 hours before returning to school.
Vomiting	A child must be out 24 hours before returning to school.
Fever of unknown origin (100 degrees F oral or rectal or higher and some behavioral signs of illness)	A child must be fever-free at least <u>24 hours</u> before returning to school, even though the child is no longer running fever and even through a physician says the child is not contagious
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons **
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared by child's physician
Purulent Discharge from Nose	Possible secondary infection and contagion to other children (Nurse Discretion)
Conjunctivitis/Pink Eye	The eye is generally red with some burning and there is thick yellow drainage being secreted. Mucous discharge must be resolved before the child returns to the center.\
Strep Throat	Must be fever free and on medication for 24 hours
Any Communicable Disease (Chicken Pox)	Child can be checked and cleared by the staff
Any contagious illness or rash ***	Requires written clearance by physician and must be presented to Director or Associate Director prior to returning to school. Telephoning physician is not acceptable. Your Doctor must see the child and diagnose and prescribe accordingly.
Head Lice	Treated per pharmacist's recommendation and <u>ALL</u> nits removed. Child to be checked and cleared by office

Extended Illness

In the event that your child will be absent from school for an extended period of time due to an unforeseen illness or if a crisis occurs, requests for assistance will be reviewed by the pastor and the director who will make a determination if funds are available.

Medication

Holy Family Pre-K 3 has a “**No Medication Policy**”. We will only allow life saving devices such as an Epi-pen, or asthma inhaler. Only topical ointments such as Neosporin or Benadryl will be applied with parent’s permission.

In the event of an accident or emergency, every effort will be made to notify parents immediately. If parents cannot be contacted, the school will contact the child’s physician. If the physician cannot be reached, the school will secure the medical attention it deems necessary.

The State of Louisiana requires that each child have a medical certificate signed by a physician each year before the child can be admitted to school.

We require that parents complete an Emergency Card to be kept on file.

Inappropriate Behavior

The school has a zero tolerance policy for inappropriate behavior of parents. Children will be dismissed from the program if parents fail to handle themselves in an appropriate manner.

Bad Weather

We follow Holy Family School closing. During times of extreme weather (hurricanes, floods, ice, snow) we will observe the schedule established by the West Baton Rouge Parish School System with regard to opening and closing.

Emergency Procedures

Emergency dismissal

At the beginning of the year, parents are asked to complete an emergency form in the event of emergency dismissals because of weather conditions, crisis, hazardous conditions, etc. The information on these forms will be used in the case of emergency dismissals.

Chemical Spills

In the event of a chemical spill in the area of Holy Family School, the decision to evacuate or proceed with shelter-in-place procedures will be made by the appropriate authorities.

Crisis Management

A Crisis Management Plan is in place to address various crisis situations. Parents should turn on either the radio or television for up-to-date information and instructions. If the decision to evacuate is made, students will be taken to a place of safety and will be fully supervised. If the problem is temporary in nature, students will be returned to class once the all-clear signal has been given. If students are unable to return to school campus, parents will be notified through the news media. Parents are not permitted to remove students during transfer and evacuation procedures.

Peanut Butter Policy

Due to many children now showing severe reactions to peanut butter, our policy is that we are a “peanut butter free” school. Please remember this when bringing party foods.

Abuse and Neglect

Employees of Holy Family Pre-K 3 are required by state law to report any suspected abuse and / or neglect to the Department of Social Services- Child Protection Agency.

Complaint Procedure

In the event that there is a concern about the school or your child, we recommend the following steps for resolving complaints:

- *Make an appointment to speak with the child's teacher about the issue. Many issues can be resolved at this level and are often the result of miscommunication or misunderstanding. If this conference fails to resolve an issue then the parent(s) needs to:
- *Speak with the School Director about the complaint. If the issue is still not resolved:
- *Speak with the pastor. If the issue is still not resolved to the parent(s) satisfaction then the parent(s):
- *Shall be advised of the licensing authority of the Bureau and shall be given the current telephone number and address of the Bureau and advised that they may call or write the Bureau should they have significant, unresolved licensing complaints.

Holy Family Tax ID Number

Holy Family Pre-K 3 is tax deductible as childcare. Our tax ID number is 72-6012449. We are a non-profit organization.

Holy Family Pre-K 3

Acceptable Policies Agreement

Child's Name _____

I have read and understand the policies stated in Holy Family Pre-K 3 Parent Handbook. I will abide by all policies and procedures.

Parent(s) Signature _____

Date _____

**PLEASE SIGN AND RETURN FORM
ON OPEN HOUSE.**