

"Preschool Parent Handbook"

2018-2019



EARLY CHILDHOOD CENTER

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# I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

## ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

*Go, therefore, and make disciples of all nations...  
Teaching them to carry out everything I have commanded you.*

*Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.<sup>1</sup> The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic, value-oriented manner.

<sup>1</sup> Declaration on Christian Education #3

## ***DIOCESAN MISSION STATEMENT***

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service, and integrity.

## ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

### **Mission Statement**

St. Philip Early Childhood Center (ECC), a ministry of St. Philip Catholic Church, fosters spiritual and educational growth in partnership with our student's families and the parish community. St. Philip ECC enables its students to achieve success by experiencing a child-centered educational program in a safe and supportive setting that is optimal for spiritual, social, emotional, and academic growth. This foundation prepares each student for elementary school and beyond.

### **Philosophy**

St. Philip Early Childhood Center (formerly Corpus Christi ECC), a Catholic school in the Diocese of Arlington, offers an early learning environment which encompasses teaching the whole child.

We believe that each child deserves a safe, healthy, and supportive environment, that is challenging and engaging. Our teachers use a multi-sensory hands-on learning approach to teach our faith, early academics, and social emotional skills. Curriculum centers are theme-based and incorporate fun and learning through a play-based approach. The Catholic faith permeates all our

subjects, including beginning academics, free play and story time, music and Spanish lessons. All classes have access to our new science lab, where students use microscopes, magnifying glasses, weights, and many other hands-on tools to explore their environment. As a Catholic School, we encourage faith through many avenues. Beginning in the two year old program the students learn about being a part of God's world. The focus on social/emotional skills is so important in helping them learn to be kind and caring followers of Christ. The children participate in daily Religion lessons to help them grow in God's love. These lessons are reinforced during story time, visits to the church, attending prayer services, and enjoying visits from our parish priests. Students learn about helping others through helping collect food for our food pantry and other outreach opportunities. St. Philip ECC strives to provide an educational and faith-based curriculum that allows children to achieve their highest potential. In partnership with the parents the faculty and staff strive to help our littlest disciples prepare to become responsible, dedicated life-long learners to meet the challenging demands of our changing world.

## ***STUDENT/PARENT HANDBOOK***

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines, and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (*Appendix AG-3*). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines, or regulations of the Office of Catholic Schools, the Office of Catholic Schools' policies, guidelines, or regulations shall be of controlling force and effect.

## ***PARENTAL ROLE***

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to

raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term “parent” refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Office of Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal/director may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal/director (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

## ***NON-DISCRIMINATION CLAUSE***

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property, or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC CHILDREN***

The presence of children from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic children in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic children are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic children must participate in liturgies, retreats, and other religious functions incorporated within the program.
- c. Non-Catholic children may not be exempted from the catechesis held during the school day.
- d. While Catholic teaching respects the various faith traditions of the children attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents of the effective date of any changes. Any section headings are for convenience of use, and shall not

affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver, or preclude the school from acting in a subsequent situation of the same or similar kind.

## II. CURRICULUM

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

- a. Daily outdoor play, weather permitting
- b. Alternating periods of quiet time and active play
- c. A balance of large muscle and small muscle activities is provided.
- d. Various small group or large group activities through most of the day
- e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The school will use media, such as television, films, videotapes and computers, that have been previewed by adults prior to use. Another option for activity is always available. No child is required to view or interact with the program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question, and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety, and nutritional practices;
- h. encourage creative expression and appreciation for the arts;

- i. respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as toileting, eating, dressing and sleeping are incorporated into the program as a means of furthering children's learning, self-help and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who are early risers and for children who do not nap.

The teachers use a variety of materials to develop age appropriate skills. The students at this age learn best with hands on experiences. We add Science Lab, Music, and Spanish to enhance our curriculum along with other after school parent options.

The weekly themes are sent home on the newsletter each month.

## ***SUPPLIES AND MATERIALS***

The school provides supplies for preschool classes. Individual teachers may request specific items, such as a smock, tissues, or wipes. Parents will be given this information at Back to School night. Parents whose children attend extended day or full day preschool will be asked to send a blanket and pillow case each week for rest time. A change of clothes in a Ziploc bag is required for every child. This does not have to be a uniform.

A Corpus Christi backpack will be provided to all preschoolers. No other backpacks will be allowed. The school will also supply lunch bag tags for all students who stay for lunch. These will have the child's name on it and parents must write the date in wipe off marker each day. Each child will also receive a home/school envelope. Each week these will be sent home with their classwork and any important information from the school.

## ***ASSESSMENT***

The school's program is intended to assist staff and administrators in a systematic evaluation of the program, to diagnose children's strengths and weaknesses and to aid in the revision of the curriculum and planning of instruction.

A formal progress report is done in November and parent teacher conferences are scheduled. Throughout the year the teachers conduct a variety of assessments to gauge student learning and ensure all students are learning to the best of their ability. End of the year progress reports are done as well. All 4 year old preschoolers continuing on to St. Anthony Elementary School will be given the PALS readiness assessment in May.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a child or class situation before seeking intervention of the director or school administration.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Parents have access to teacher emails or can send a note in the student's folder requesting a meeting. Formal parent teacher conferences are scheduled for November. Teachers or parents can request a meeting at any time of the year to discuss progress and the needs of the students. A second written progress report will be sent home in June.

Monthly newsletters are sent home via email to each class. These will also be posted outside of the classroom. Each week parents will receive a weekly roundup via email with details of the week's activity and what is coming up the next week. Daily the teachers write on the small white board outside of their rooms a brief synopsis of the day. Parents will also receive bi weekly emails from the director/office with upcoming events and other acknowledgements.

## ***PROGRESS REPORTS***

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort.

Parents will be sent a sign up genius to sign up for conferences in November.

## ***RETENTION/PROMOTION/PLACEMENT***

A major goal of the school is to assist children to complete each year satisfactorily. Retention is

recommended only when it is deemed necessary and advantageous to the particular needs of the child.

- a. The final decision to promote or retain a child is based on the child's developmental performance and best interests, as determined by the principal/director.
- b. Parents will be kept informed about the inability of their child to progress satisfactorily.
- c. Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

### **III. ADMINISTRATIVE PROCEDURES**

#### ***ADMISSIONS***

##### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

Children who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health and behavioral requirements are eligible for admission to the school.

##### **ELIGIBILITY**

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, siblings may receive special consideration.

##### **GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION**

There is no testing for preschool admission. However, readiness assessment may be utilized to determine the developmentally appropriate placement in the preschool program. The following list of documents/information is required:

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Progress reports (if available)
- e. Completed Diocesan Application Form (Appendix J)
- f. A non-refundable application fee
- g. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of immunization as required by the Code of Virginia
  - ii. Physical examination covering all required aspects as mandated on the MCH-

213G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

#### **GENERAL CONDITIONS OF ADMISSION**

A child is admitted to the school on the premise the child intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, a child may be admitted on a probationary basis subject to the child successfully completing one or more subsequent interim evaluations. A child with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

#### **INTERNATIONAL STUDENTS**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
    - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
      1. Proof of exact dates of required immunization as required by the Code of Virginia.
      2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

- ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
  - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;
- 2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
- 3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent or guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
  - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
  - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
  - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent or guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
- 4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:

- a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
  - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
  - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
  - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
  - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.
  - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

The principal/director and faculty reserve the right to place a child in a class to ensure the best interests of the child.

The director with the help of the teachers creates the class lists. The classes are split on several criteria. Parent requests are considered, but are not absolute.

## ***ATTENDANCE***

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

Except in cases of emergency as determined by the principal/director and/or a staff member (as applicable or necessary), a child may only be released from school to another authorized adult with the prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.

### **ATTENDANCE/REPORTING PROCEDURES**

#### **ABSENCE**

Parents ***MUST*** let the school know if their child will be absent from school. Please email [attendance@stphilipecc.org](mailto:attendance@stphilipecc.org) and include your child's name, teacher, and the reason they are absent. Any child who is out longer than 3 days must bring a doctor's note on their return.

#### **TARDINESS**

A student who is tardy should report to the principal/director's office or attendance office. A student who arrives late with an excused reason (i.e. director's note) is counted tardy.

Frequent cases of tardiness should be brought to the attention of the principal/director so that the parent may be contacted.

Excessive tardiness is extremely disruptive for the students and the class. At times we understand emergencies, but daily lateness will result in a parent conference. Upon arrival please sign your child in on the form in the office. One of the office staff will bring your child to class.

#### **MEDICAL EXCUSES**

Any child who is absent for more than three days must bring a doctor's note in order to return to

class. Parents must inform the office staff if the student is home with a communicable ailment. We must track for the health department flu, strep, and other sicknesses.

### **ANTICIPATED ABSENCE**

If a student is traveling or staying home for any reason that is non – medical the parent still needs to inform the school. If work is going to be requested, at least two weeks prior notice is needed. **Parents are still obligated to pay their tuition and extended day fees during vacations.**

### **RELEASE OF CHILDREN**

Parents must sign their children in/out when arriving late or being released outside of regular school hours.

Normal dismissal time is either 12:00 or 3:00 p.m. If you need to pick up early please inform your child’s teacher prior to coming to school. In an emergency please call the office. Students must be picked up by 11:30 if leaving early for 12:00 dismissal and by 2:30 if leaving early for afternoon dismissal. This is to cut down on interruptions at a busy time of day. The child must be signed out in the office while one of the staff go to get the child.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. All Fees and Tuition **MUST BE PAID** prior to the release of the child’s records.

**Tuition is prorated on a semester basis. See Tuition Policy.**

## ***LUNCH/MILK PROGRAM***

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all children without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

**Snack is provided for all students around 10:00 a.m. each day. A choice of 1% milk or water is**

offered as well. If your child has an allergy and you will be providing snack you may buy in bulk and leave it in the child's classroom instead of packing each day. This can be done for Lactaid free milk as well.

Lunchboxes must be soft, no metal ones. Every child staying for lunch will receive a name tag that needs to be attached to their lunchbox with their name. Each day parents must write the date in wipe off marker on the tag. The school will offer pizza on Fridays if parents wish to join this program.

**WE ARE NUT AND RAW APPLE FREE!**

### **Birthday Celebrations**

Birthdays can be celebrated in the child's classroom. The teacher must be notified at least two days in advance in order to ensure that no one else is celebrating and that parents of children with allergies have been notified. If the teacher is not notified the treat will be sent home.

Celebrations are during snack time so juice, plates, and napkins do not need to be sent in.

Parents are not allowed to attend celebrations.

Small cupcakes, Oreos, and Popsicle brand popsicles are the easiest and biggest hit with the students. Each parent will be provided via email a list of nut safe foods. The label of the product sent in must state nut free and made in a facility without nuts.

No balloons, goody bags, or other treats are allowed during the party. If a parent wishes to send out invitations to a party via the cubbies then the entire class must be invited. If the entire class is not invited please pass out invitations outside of school.

## ***ARRIVAL AND DISMISSAL***

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents. Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

### **Preschool Arrival**

Regular preschool arrival is at 8:50 a.m. All students and parents must meet outside under the breezeway. There are signs with the teachers' names so parents know where to line up. The community will say the morning prayer together and the teachers will walk the students into school. On inclement weather days students and families will gather in the cafeteria for morning routine. **Only for the first week of school will parents be allowed to walk their student to class and only if the student is crying.**

**Preschool Dismissal:**

Preschool dismissal is at 12:00 p.m. or 3:00 p.m. Parents will go directly to the student's classroom and collect them from the teacher.

At 12:05 or 3:05 students will be brought to our extended care program and signed in. The first time a student is picked up late a drop-in fee of \$10 will be charged. If a student is picked up late a second time, a fee of \$1.00 per minute per child will be charged. Any late fees will be added to your FACTS account.

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **CHILD CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/director with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

#### **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the educational records of a child contain information on more than one child, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, director, assistant principal, and those to whom they extend access within a given year.)

The school administration may elect to provide, at cost, photocopies of a child's educational records to parents, but documentation is to be stamped "unofficial."

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

## **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Assistance Team minutes

The following student records are to be retained for 7 years, or when the student reaches the age of 25, whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

## **SCHOOL VISITORS**

All persons other than school staff and currently registered children must first report to the school office immediately upon entering school grounds, sign in and wear an identification tag when visiting the school.

Parents must enter the office when coming in to volunteer. They must take a volunteer badge and sign in. All parents must be on the cleared volunteer list to participate in events such as reading to class, snack/smoothie help, office help, envelope stuffing to name a few. Big events such as concerts are open to everyone. To become a cleared volunteer you must:

- Fill out the appropriate background check paperwork required by the diocese. This is available in the school office and at [www.arlingtondiocese.org](http://www.arlingtondiocese.org) under the Office of Child Protection tab.
- Take a Virtus training class and register at [www.virtus.org](http://www.virtus.org).
- All paperwork must be returned to the school office. Do Not mail on your own.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL/ DIRECTOR'S COMMUNICATION**

Parents will receive several communications throughout the year including:

- Monthly newsletters, bi weekly emails on events, and emails from the office staff.
- Extra copies of flyers will be available on the table outside of the main office and posted

in the display case.

- Emails from Sign up Genius concerning upcoming events and volunteer opportunities
- The school calendar is live as of July 1<sup>st</sup> on our website [www.stphilippecc.org](http://www.stphilippecc.org)

Most forms will be emailed out to the parents by the office/director or as attachments to the teacher's weekly roundup.

- The school FACEBOOK page.

The extended day director will send email and post flyers in room 6 for all things extended day related.

### **TAKE-HOME COMMUNICATION**

All materials prepared by parents for release to the parish or school community must be approved by the principal/director or his/her designee.

Communication is key to a successful school experience for the student, parent and staff. In addition to this handbook the Early Childhood Center or ECC holds a parent orientation session at the beginning of the school year. This orientation provides a time for the parents to meet the entire staff, review policy, see the classrooms and meet other parents.

Each child will receive a white take home envelope. Important/Urgent papers plus student work will be in this envelope. Folders must be checked and returned each day. Please check your child's cubby daily and respond promptly, if required. These envelopes are key in communicating with parents. If an envelope is lost, please come to the office for a replacement. There is a cost of \$5 per envelope.

### **TELEPHONE USE**

Teachers will return any message from a parent before or after school hours. Parents may use the phone in the main office for emergency purposes.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

St. Philip ECC follows Fairfax County School policy decisions on inclement weather, including closings, delayed openings, early closings, and cancellation of after school and evening activities. All decisions on closings and delayed openings are made by 6:00 AM. For early closings, Fairfax County generally makes a decision between 10-11 AM.

Parents should listen to local television and radio stations for closings and delayed openings. Our email system will only notify you of a school closing during school hours. Closings will be posted on the school website [www.stphilippecc.org](http://www.stphilippecc.org) and the school Facebook page.

<b>IF</b>	<b>THEN</b>	<b>AND</b>
<b>School is closed</b>	Extended Day will also be closed.	
<b>If school closes on time, but ALL AFTER SCHOOL activities are cancelled</b>	Extended Day closes at 4:00 p.m.	All after school activities are cancelled.
If only evening activities are cancelled	Only evening school activities will be cancelled. - After school activities will still occur. - Extended Day will remain open until 6 p.m.	All activities and meetings scheduled after 6 p.m. are cancelled.
Two hour delayed opening (really one hour delay for St. Philip ECC)	ECC - Preschool begins at 10 a.m. <b>ECC – Preschool Extended Day opens at 9 a.m.</b> - Preschool students not typically in extended day may purchase \$10 coupons for 2 hour delays	<b>Shuttle Bus: students leaves St. A at 9:05 am. Shuttle Bus: for St. A students leaves ECC at 9:30 am.</b>
Two hour early closing	Preschool and ECC Extended Day will close at 1:15 p.m.	If early dismissal day, school will close at early dismissal time, 12:00 pm.

Email notification system will be used to notify families under three circumstances:

- 1) Changes in school closings that occur during school hours
- 2) A closing or delay different from Fairfax County Schools
  - a. St. Philip ECC does not close for cold weather, as students do not wait at bus stops.
  - b. School power outage
- 3) A closing or delay when Fairfax County Schools are scheduled to be closed but St. Philip ECC is not (i.e., Fairfax County teacher workdays)

When parents are notified by email, they will be contacted by: home phone, parents' work/cell phones and emails. Please notify the office via email at [sjeshow@stphilipecc.org](mailto:sjeshow@stphilipecc.org) if any of your information changes. Information will also be posted on the school website, whenever possible.

Situations not stated specifically in this policy will be determined by the school administration on a case by-case basis. Email will also be used to notify parents of these unique situations.

## **PHOTOS AND OTHER MEDIA**

Parents may opt their children out of participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

The school at times will post pictures to Facebook and the school website. Names are never used. At designated times you may video record concerts or class events. We ask that you do

not post pictures of other children on any social media to include but not limited to Facebook, Twitter, Instagram, or You Tube without the permission of the parent of the children who have been photographed.

## **LIBRARY**

All books chosen for classroom reading in Diocesan schools must be appropriate for students, not only in age level and reading ability, but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal/director. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

## **FIELD TRIPS**

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A child must give to the sponsoring teacher a permission form signed by a child's parent(s) prior to a child participating in each activity (Appendix R).

In the event private automobiles/vehicles of children, parents or other authorized adults of at least 21 years of age are to be utilized to transport children on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/director for review and approval prior to the use of such vehicles. The principal/director shall have the right to prohibit, for any reason, a proposed driver from transporting children on a field trip.

Youth weighing less than 100 pounds may not be seated near the front seat air bag.

Cell calls and texting are not permitted while driving.

Teachers and other school employees should not drive students in their personal vehicles.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.

It should also be understood, in light of world conditions and specifically threats of terrorism

against Americans, that it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

All four year old classes will go on two field trips a year. The three year old full day class will go on a trip in the Spring. Parent chaperones must have filled out the diocesan background paperwork and taken the Virtus training class.

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

## ***PARENT ORGANIZATIONS***

### ***Family Service Program***

Mission: To expand the parent and family participation in our school community in the hopes of achieving more successful fundraising and creating more school spirit and togetherness.

Goals: To make the required program easy to participate in as well as something that families will strive to make successful. A list of opportunities and a handbook will be sent home. **Any parent wishing to organize/chair an event will be given their 20 hours immediately.**

Details: The St. Philip ECC Family Service Program (STPFSP) provides the structure for service opportunities at St. Philip ECC. These opportunities provide educational enrichment for the students as well as a chance for families to interact with other members of the school community and offers additional funds to help our school. **All FSP hours will be tracked through Sign Up Genius, [www.signupgenius.com](http://www.signupgenius.com). Each family will receive emails about upcoming events and how to sign up.** Any questions please contact Mrs. Stich at [astich@stphilippecc.org](mailto:astich@stphilippecc.org).

Our service program requires that each family either perform a minimum number of service hours during the school year or make a monetary payment. All service hours must be completed or accounted for by end of the year. The service requirements are as follows:

Hours:

- 5-Day families are required to perform 20 hours of service.
- 3-Day-only families are required to perform 15 hours of service.
- 2-Day-only families are required to perform 10 hours of service.

Payment:

- Full time families who are not able to perform 20 hours of service are required to make a payment of \$200.
- 3-Day-only families who are not able to perform 15 hours of service are required to make a payment of \$150.
- 2-Day-only families who are not able to perform 10 hours of service are required to make a payment of \$100
- Payment should be made in the form of a check made out to St. Philp or it will be added to your FACTS account as a one time payment.

Mix:

- Families may perform some of the service hours and make a payment to cover the remainder of the minimum number of service hours described above. Individual hours are billed at the rate of \$10.00 per hour.

**All families wishing to earn their hours during the school day must be on our cleared volunteer list. All forms can be found in the school office.**

## ***FUNDRAISING***

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, director). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, director).

The preschool participates in several fundraising events during the school year including. We encourage all families to participate. This year one of our goals is to update security.

## ***TRANSPORTATION/PARKING***

Drivers must park outside the orange cones at all times (7:00 a.m. – 6:00 p.m.) Please do not park in the handicapped spots without the proper permit. Remember to maintain a safe speed of 10 miles per hour when entering and exiting the parking lot. Do not drive across the parking. Follow the arrows and cones. The children who attend the ECC are small and feel very comfortable on the property may dart between cars.

St. Philip ECC provides bus service between the preschool and the elementary campus. Forms are available on our website [www.stphilpecc.org](http://www.stphilpecc.org) under current families.

## V. FINANCES

### ***SCHOOL TUITION POLICIES***

#### Payments for Preschool

- All preschool tuition fees are paid over 9, 10, or 11 months commencing on July 1<sup>st</sup>. The last payment must be made by May 31, 2017. Preschool payments can be paid yearly, monthly or biweekly. When registering you are signing up for a yearly rate.
- All payments must be made through FACTS (our tuition collection company) unless your tuition account is paid in full.
- The date of payment can be changed by Mrs. Stich if the default dates do not work.
- Parents/guardians must notify FACTS with any changes to address, email, or bank accounts.

All payments are made through FACTS. Extended day fees will be billed in your FACTS account as well. Payments are due even if your student is sick, on a family vacation, or if preschool is closed (Easter break, Christmas break, snow days, and federal holidays).

#### Returned Checks:

A \$30.00 fee will be charged for all bounced payments in FACTS and checks returned by the bank for insufficient funds or any other reason. The school reserves the right to require cash payments or certified funds from any parent who has more than one check returned by the bank.

#### Withdrawal of Students:

If a student is withdrawn during the school year the parent/guardian are responsible for tuition payments based on the following:

If withdrawn by:

- 12/10 you are responsible for 1/2 of yearly tuition
- If the student attends after Christmas break the tuition is owed for the rest of the school year

## ***TUITION AND OTHER FEE SCHEDULES***

All families received the tuition fee form at registration. These can also be found on our website [www.stphilipecc.org](http://www.stphilipecc.org). Extended day fees/forms are also available on our website and have been sent home in our summer mailer.

## **VI. CHILD RESPONSIBILITIES & BEHAVIOR**

### ***CODE OF CONDUCT***

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and children work together to create a Catholic school environment. Based upon the Catholic moral values and loving respect for others taught by Jesus, children:

- a. will be truthful.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will respect all school and personal property.
- g. will play only in assigned playground areas with good sportsmanship and cooperation.
- h. will bring to school only appropriate show & tell items from home.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/director and staff is to work with the children and parents to assist the children in developing a strong Christian attitude toward life.

Our goal is to provide a warm and nurturing educational environment where all students can thrive and grow.

### ***DISCIPLINE***

Classroom rules are designed to protect persons and property and to promote pro-social behaviors, such as sharing and taking turns. If problems arise, the children in question will be

reminded of acceptable behaviors and redirected to more positive activities.

## **USE OF DISCIPLINARY ACTION**

In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/director of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Children who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

## **SPECIFIC DISCIPLINARY POLICIES**

- Any un-Christian conduct is not permitted.
- Spitting, kicking, hitting and throwing of any objects such as toys, mulch and snowballs are not permitted.
- Biting (if a student bites another student or staff member the parent will be called immediately. If the student has broken the skin or left a mark the student will have to be removed from school for the remainder of the day).
- Defacement or destruction of school or personal property is not permitted.
- Physical attack on teachers or fellow students is not permitted.
- Disrespect is not permitted.
- Foul or improper language is not permitted.
- Theft of school or personal property is not permitted.
- Possession or use of illegal drugs, alcohol and tobacco is not permitted.
- A verbal attack on teachers, fellow students or others involved with the school is not permitted.
- Improper conduct on the bus is not permitted.
- No chewing gum or candy is permitted during the school day.
- No fast food (McDonald's, etc.) or canned foods is permitted to be brought for lunch.
- No IPODS or cell phones.
- Potty training: All children 3 to 4 years of age must be fully potty trained.
- A change of clothes must be left at school. This change does not have to be another uniform.
- If a child has an accident 3 days in a row the parent will be asked to keep them home for a week before the child returns to school.
- Toys or games of any kind are not permitted except for "Show and Tell/Share".

The teachers will keep parents informed of any concerns they have with a student. It is our intention to work together as a team to control problem behaviors; however removal from the program may be necessary if issues continue to occur.

## **SUSPENSION**

Suspension may be imposed as determined by the principal/director. Once the principal/director suspends a child, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the child from returning to the regular program.

## **DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/director to dismiss a child at the close of the school year.

Children who are dismissed may apply for readmission to any Diocesan school after one full year.

## **EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

- a. a serious infraction of school rules occurs;
- b. the child has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the child's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/director believes it necessary to expel a child, the principal/director will notify the child and the child's parents about the child's actions and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within five working days from the time of written notification.

During the pendency of any appeal, the expelled child shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/director.

Children who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

## ***REGULATIONS AND PROCEDURES***

Privacy of individual children must be balanced against the need to protect the health, welfare and safety of other members of the school community. The principal/director or his/her designee has the right to protect the health, welfare and safety of school patrons by searching a child's person and/or personal property on school grounds or at school activities. Lockers and desks are school property and are subject to searches by school personnel.

## ***CARE OF SCHOOL PROPERTY***

Children are to care for school property in a respectful manner. Children who deface or damage school property or the property of others will make financial restitution.

## ***DRESS CODE***

The dress code provides a standard for our children that fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/director.

### **DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION**

All students are required to wear the school uniform. All uniform information is on our website at [www.stphilipecc.org](http://www.stphilipecc.org). Uniforms can be purchased online from Educational Outfitters <http://arlington.educationoutfitters.com/> or at their store Lee-Harrison Shopping Center or at Flynn & O'Hara [www.flynnohara.com](http://www.flynnohara.com) or in their store located at Fair City Mall. There are no specific PE days so the preschoolers can wear the dress or PE uniform any day of the week.

You may choose any combination of the uniform you would like. The students do go outside, weather permitting, so comfortable shoes such as sneakers are a must.

Please dress your student appropriately for outside play with consideration given to the weather. All clothing items including sweaters, jackets, mittens, etc. should be labeled with student's name.

In case of accidents, please send in one change of clothes (shirt, pants, socks, shoes and

underwear) in a labeled clear bag. These extra clothes will be swapped twice a year for weather appropriate substitutions. The extra clothes do not have to be the uniform.

## ***PLAYGROUND REGULATIONS***

Weather permitting, outdoor activities will be provided for at least thirty minutes each day. Full day preschool classes will go outside twice a day. Specific times are set aside for each age group to maintain safety and variety. One class is permitted per fenced area.

On inclement weather days, student will have supervised play in either the playroom or the cafeteria. No class will go out to the playground if the outside air temperature is below 35° F or the local weather service has declared Code Red, poor air quality, that day.

If your student has a medical condition that requires that he/she not be allowed to go outside, do not send your student to school. The school does not have extra personnel to supervise students who cannot go outside.

## ***LUNCHROOM REGULATIONS***

Given the risk of potential harm, students' access to and use of microwave ovens is prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

3 year old full day classes and extended day students will eat lunch in the cafeteria at 11:45 a.m.  
4 year old classes will eat at 12:15 p.m.

- All students are asked to remain seated for the duration of the meal, even if they have finished eating.
- Students may only move about the cafeteria in order to dispose of trash or ask the staff on duty a question.
- Students are not allowed to share food.
- No student will be permitted to be signed-out just for lunchtime. This causes a disruption to the student's routine and may cause upset upon the student's return.
- Fast food items are strictly prohibited.
- All lunchboxes must be labeled with student's name and the date, and all student lunches must be ready to eat.
- Lunchboxes must be of the soft variety or a paper bag. No metal lunchboxes.
- Pizza lunch is offered on Fridays for those who would like to take part.
- Milk may be purchased for the year.
- **In an emergency**, we will provide lunch and bill you the cost of the lunch for the day it was provided.

## ***SHOW & TELL***

Children are allowed to bring toys from home for the purpose of Show and Tell only. Weapons (whether real or toys) of any kind are not appropriate Show and Tell items, and shall not be brought to school for any reason. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action which may include, but not be limited to, expulsion.

Each teacher will have their own Show & Tell/Share schedule and requirements. These will be shared at back to school night and reminders will be in the monthly newsletters.

- Weapons (whether real or toys) of any kind are not appropriate Show and Tell/Share items, and may not be brought to school for any reasons. If weapons of any kind are brought to school, the student shall be subject to immediate disciplinary action which may include but not be limited to expulsion.
- We discourage students from bringing expensive toys to school. The school cannot be responsible for replacement or repair of toys brought to school.
- Toys are not permitted at any time other than Show & Tell/Share. Please make sure that your student does not bring any toys from home to school. This includes trading cards and pocket-sized toys.
- One stuffed animal is permitted for students who nap at school.

## VII. HEALTH, SAFETY, & WELFARE

### ***STUDENT HEALTH, SAFETY, & WELFARE***

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

#### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees, and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activity under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee, or volunteer.

Any clergy, employee, or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
- b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal/director who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter, may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian or other person standing in *loco parentis* or school personnel.”

#### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

## ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal/director, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

Parents will be informed of any accidents or injuries during the day. If it is something minor like a scrape the parent will be informed at the end of the day or via email. All other injuries will be reported to the parent during the day. If a child bumps their head the parent will be informed immediately. If a child needs to be brought to the emergency room for any reason the parent will be informed to meet us.

## ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

Any student has a temperature of 100 or higher, diarrhea, or vomiting will be sent home. Parents are required to pick up the child within one hour of the phone call. **Students must be fever free and symptom free without medication for 24 hours before returning to school.** A doctor's note is required after a child is absent 3 or more days in a row or has a communicable disease.

## **MEDICATION ADMINISTRATION OVERVIEW**

All school clinic, administrators, and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage, and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal/director or trained designee. No student is to

carry/possess medications without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (Appendix F-6). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency life-saving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

### **SPECIALIZED STUDENT CARE NEEDS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/director/administration and identify, in writing, the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures, or behavior at school.

### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

### **USE OF MICROWAVE OVEN**

For preschool and elementary schools only; given the risk of potential harm, students' access and use of microwave ovens is prohibited.

### **LIFE THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

All schools must provide an annual in-service, educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school

setting as well as anaphylaxis recognition, medical management, and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform the principal/director and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus drivers, and janitorial staff.

**We are a nut free and raw apple free facility. Children with allergies can bring their own snack to school, but it is suggested that parents leave snacks with the teachers to keep in the closet so they don't have to pack every day. If two epi pens are given one will be kept in the office and one in the classroom.**

## ***INFECTIOUS/COMMUNICABLE DISEASES***

### **DISEASE**

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance the protection of students:

- a. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

- b. Children with fevers and/or contagious or infectious diseases will be sent home

- promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
  - d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

**We are also a nit free environment. If eggs are found close to the top of the head the parent will be called.**

## ***BLOODBORNE DISEASE***

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his

or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

## ***FIRE/EMERGENCY DRILLS***

Fire Drills - Fire drills are scheduled monthly so students are prepared for possible emergencies. Please reinforce the need for listening to the teacher and staying together in an emergency. Lock down drills and shelter in place will be practiced at least twice a year. Tornado and Earthquake drills will be practiced at least once a year.

- ❖ Chemical/Biological Incident – In our continuing efforts to provide the safest possible learning and work environment, procedures have been implemented for protection in the unlikely event of an accident or attack involving chemical or biological weapons.
  - The school’s administrators will secure the school building, and no one will be allowed in or out of the building until an all clear signal is given.
  - While we protect our students in school, we recognize that our parents will be sheltered in their own homes or places of work.
- ❖ Tornado Drills/Earthquake Drills – These drills will be scheduled periodically so students are prepared for possible tornadoes.
- ❖ Lock Down Drills will be practiced throughout the year in case of the event of an intruder.
  - The school has stocked general supplies to be used in case of a lock down emergency.
  - We recommend that students with special medical needs send a small supply to school. Please speak with the director regarding this procedure.

## ***SEXUAL HARASSMENT - STUDENTS***

Sexuality affects all aspects of the person including, in a general way, the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavor to

provide for their students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to, and including, expulsion.

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes.

## ***BULLYING***

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal/director, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal/director for further investigation.

In cases of reported bullying, the principal/director or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal/director may also report incidents of bullying to law enforcement, if appropriate.

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION (SAMPLE LETTER)**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contains some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every three years, St. Philip Early Childhood Center has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The St. Philip Early Childhood Center Asbestos Management Plan has several on-going requirements.

It is the intention of St. Philip Early Childhood Center to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Mr. Tim Harris, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at [facilities@stphilipparish.org](mailto:facilities@stphilipparish.org).

## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school may elect to install video surveillance cameras in order to maintain a safe and secure environment.

- a. At the discretion of the principal/director or his/her designee, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed appropriate to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention, and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student and staff disciplinary proceedings and matters

referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

## VIII. CHILDREN WITH SPECIAL NEEDS

The Office of Catholic Schools recognizes the beauty and potential inherent within each child. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve children with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a child who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is a condition for negating enrollment in the school. A child may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a child has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the child's confidential file. Children who have a documented disability, but do not qualify for services through the local public school, may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Children with disabilities are expected to follow the school's policies and honor code.

Child Find is Fairfax County's preschool early intervention office. Parents can contact Child Find directly if they feel their child needs speech, OT, or other services. The teacher or the director may meet with parents and suggest this service as well. Specialist with Child Find will often visit children during school hours and may be arrange with the Director.

The Special Service Coordinator for the Diocese of Arlington is also available to help families.

Free private speech testing is also offered to the parents in the Fall through Chatting Children.

## **IX. PROGRAM INFORMATION**

### ***LICENSING INFORMATION***

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office  
3701 Pender Drive, Suite 125  
Fairfax, VA 22030  
(703) 934-1505

Northern Virginia Regional Office  
320 Hospital Drive, Suite #23  
Warrenton, VA 22186  
(540) 347-6345

Central Regional Offices  
1604 Santa Rosa Road, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

Verona Licensing Office  
Post Office Box 350  
Verona, Virginia 24482-0350  
(540) 248-9345

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginia Beach, VA 23452-5496  
(757) 491-3990

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church Street, S.W., Ste. 100  
Roanoke, VA 24011-1779  
(540) 857-7920

Abingdon Licensing Office  
190 Patton Street  
Abingdon, VA 24210  
(540) 676-5490

## ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

## ***OVER-THE-COUNTER SKIN PRODUCTS***

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked, but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen, if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

## ***INSURANCE***

The program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

## ***TAX INFORMATION***

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the school will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent. **Tax receipt requests must be made to the director two weeks prior to when you need them. They may be done quicker, but it is not a guarantee.**

## ***PARENTAL INVOLVEMENT***

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

## X. APPENDICES

### School Forms

[Insert School Forms here as needed--optional]

### Additional School Information

[Insert Additional School Information here as needed--optional]

### Diocesan Forms

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
- Insurance Billing Form (*Appendix F-7B*)
- Confidential Individual Health Office Visit Record (*Appendix F-11*)
- Seizure Action Plan (*Appendix F-20*)
- Waiver Information/Right to Object Form (*Appendix N*)
- Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Academic Intervention Plan (*Appendix AA*)
- Preschool Handbook Agreement Form (*Appendix AG-3*)

### Signature Page

The handbook signature page is an online form that can be found at [www.stphilippecc.org](http://www.stphilippecc.org) under current families and online forms.