



Saint Peter Claver Catholic School



Early Childhood Parent Handbook of Policies

2019-2020

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MISSION STATEMENT

St. Peter Claver Catholic School is a sanctuary of faith, hope and love where each child is prepared for their future in a supportive learning environment centered around God and nourished through Sacrament and Word!

BELIEF STATEMENTS

- We believe that Catholic education provides a gospel-valued environment in which each student is recognized as a unique child of God,
- We believe that students deserve, and will be given, the opportunity to build faith communities and celebrate through worship and service to others without distinction.
- We believe that our school reflects the integration of Catholic faith and values with learning and life, which is evident in our parish, community and daily lives.
- We believe in a nurturing, safe, learning environment for each student, while providing for their spiritual, emotional, academic, and physical growth.
- We believe that student learning is a priority, and the opportunity for success is an essential component for achieving their life goals.
- Each student is a valued individual with unique, spiritual, physical, emotional, intellectual and social needs.

PHILOSOPHY OF EDUCATION

St. Peter Claver Catholic School accepts as a primary responsibility the task of assisting each student to develop his or her own personal gifts along with Christian values. The message of the Gospel is an integral part of daily life at the school. This message is reflected in prayer, worship, and learning activities.

Dedication to the need of those we serve is the hallmark of our identity at St. Peter Claver Catholic School. This hallmark is nurtured in our school environment where attitudes, skills, and activities are central to our stance of service orientation. Thus, we are committed to preparing students to become responsible and productive adults

SCHOOL GOALS AND OBJECTIVES

Objective: To develop the student to the fullest academic, physical, emotional, spiritual and social potential.

Goal: The students will participate in class, school academic programs, physical education and health programs, counseling with the school counselor and/or priest.

Objective: To Create a positive learning environment.

Goal: The student will be given opportunities, whether in the classroom or outside of the classroom, throughout the school year to experience success, to be praised by the faculty and staff, and to be encouraged to want to learn and succeed.

Objective: To allow for individual creativity.

Goal: The student will engage in creative writing assignments, art classes, dance classes, and class projects that will allow for the individual expressions and creativity.

Objective: To establish and maintain effective communication, especially between school and home.

Goal: The student will receive progress reports and conduct reports along with any information from the principal's office of which parents should be aware.

Objective: To maintain a healthy, safe, and efficient school environment.

Goal: The students will be well groomed at all times, monitored in the hallways, the classrooms, and during recess; the doors will remain locked from the outside to provide maximum security.

Objective: To foster a positive image of the entire school.

Goal: The students will practice good habits inside and outside of the school by enhancing public etiquette.

ACCREDITATION

St. Peter Claver Catholic School is fully accredited by the Florida Catholic Conference (FCC) whose practices are approved by the Southern Association of Colleges and Schools. The school is likewise a member of the National Catholic Education Association.

St. Peter Claver Catholic School is licensed by the State of Florida, Child Care License # CTA432402.

ADMISSION – REGISTRATION

Registration takes place each year at regular scheduled times which are announced through letters sent to parents and through the parish bulletin announcement. Parents are asked to complete registration and tuition information in a timely fashion, returning complete packets and fee payments.

Registration for the next school term will not be accepted unless tuition is current.

- Priority is given to students already in attendance and their siblings
- Florida law states that a child must be five years of age on or before September 1, to be eligible for kindergarten. First grade must be six years old on or before September 1.
- New students or transfer students will be placed on 60-day probation until all records have been received from their previous school and it is determined that student and parent are in compliance with school policies.
- The principal and staff, in consultation with parents, reserve the right to determine the grade placement.
- A physical examination is required when a student enters the school for the first time. Age must be verified by a birth certificate. Immunization records and physical exam records must be complete and kept up to date.
- A copy of the Baptismal certificate is required for all Catholic students.
- Each child must have a Social Security number on file.
- In situations of custodial stipulations, a copy of the official court document is required for the file and the signature of both parents on registration and withdrawal documents.

ANTI-DISCRIMINATION POLICY

Open admission policy db35110-5/83: Saint Peter Claver Catholic School, a member of the Diocese of St. Petersburg, restates their open admission policy. Namely that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school operated by them. Nor do they hire or assign staff on the basis of race, color, national, or ethnic origin of the individual they serve.

SCHEDULE OF OPERATIONS

The school hours are from 8:00a.m to 3:00p.m. No child should arrive at the school before 7:30 a.m. There is no supervision before 7:30a.m and the school will not accept responsibility for the safety of the child.

Our day begins with morning devotion and pledge of allegiance at 8:00a.m. Every effort should be made to have students arrive at school on time. Being prompt is an important lesson for students to learn, which will be essential as they take on future responsibilities.

See school calendar for holidays and times for special events.

Absence

Because of the disruption caused to the class when a student leaves before regular dismissal hour, we ask that any doctor appointments be made after school hours or during holiday vacations. If this is impossible, you must send a dated signed note to the school requesting early dismissal. We would also need to know who is picking up the student.

If a student needs to be sent home for sickness or any other reason, the parent will be informed by the school office. Emergency contacts will need to pick up students exhibiting signs of illness within 1 hour (60 minutes) of contact. If pickup is not timely, emergency (911) contact will be made.

To receive an excused absence student must return to school with a statement from the doctor.

If a student is going to be absent from school, the parents should call the school between 7:30 A.M. and 8:30 A.M. This would also be the time to inform the school as to who will pick up the student's work, whether it is another student or an adult. The work can be picked up in the school office at 3:00 P.M. If we are not told that the work will be picked up, it will not be available.

Excused Absences

- Personal (child's) illness
- Doctor's appointments
- Illness or death in the family
- Court appearances
- Weather or road conditions making travel dangerous
- Any natural disaster such as hurricane.

Unexcused Absence is not limited to:

- Waking up late
- Traffic
- Vacation or trip days out before or after scheduled school holidays
- Any other absences other than those mentioned above may be deemed unexcused by the administrator unless written notification is received at least 3 days prior to a planned absence and approved by the principal.

If absences exceed those allowed by the Hillsborough County Early Childhood Coalition for VPK enrollment, a student may be dismissed.

ARRIVAL AND DISMISSAL

Children who are dropped off before 8:00AM must be walked to the line-up area or the school office. Students who arrived late must be escorted by parent or legal adult to the office for their late slip and to be escorted to their classroom. The classroom teacher will sign in each student as they arrive. Parents will initial the signed in sheet at the end of each month.

Children will be dismissed to parents through the school office beginning at 12:00PM for any enrolled in just the morning session and at 3:00PM to parents or for aftercare. Children will be dismissed using the VO'SRI dismissal system. Parents will be required to sign children out.

Parents picking up from aftercare need to park in designated areas and come in to Extended Day room to sign out and pick up their children. The child will only be released to authorized people on school Emergency Card.

PARENTS' RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access to their child without prior notice whenever they are in care at St. Peter Claver School. Parents must follow the safety procedures

mandated by the Office of Catholic Schools and Centers of the Diocese of St. Petersburg. All visitors must sign in at the school office, present ID if requested, and get a visitor's badge. This policy is in effect unless an authority, such as a Law Enforcement Officer or Fire Safety Officer, places our facility in a lockdown due to an emergency. In such a situation, the authority of this officer takes precedence and overrides decisions about who may or may not enter a building.

In cases where an enrolled child is the subject of a court order (example, Custody Order, Restraining Order, or Protection from Abuse Order), St. Peter Claver School must be provided with a certified copy of the most recent court order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) request a more liberal variation of the order in writing. In the case where both parents are afforded shared-joint custody by order of the court, both parents must sign the request for a more liberal interpretation of the order.

In the absence of a court order on file with St. Peter Claver School, both parents shall be afforded equal access to their child as stipulated by law. St. Peter Claver School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. St. Peter Claver School staff will contact the local police should a conflict arise.

PARENT RESPONSIBILITIES

Tuition and Fees

The St. Peter Claver Catholic School current tuition and fee schedule is available by contacting the school office or checking the school website.

Registration fees are **NON-REFUNDABLE** unless the child is not accepted for admission.

Registration fees must accompany the enrollment forms.

Additional information on registration, tuition amounts, and possible tuition financial assistance is available through the school finance office (813-224-0865).

A tuition contract is signed by each family at August registration. This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees.

Tuition fees are due no later than the end of each month starting in August and ending in May. Payments can only be accepted in cash, by credit/debit card, by bank check or by money order. No personal checks are accepted. **Late fees for the prior month** are assessed at \$10/month/child. Tuition covers only a portion of the cost of educating each student. Additional school funds are generated from fund raising activities, parish tuition assistance and donations.

Questions regarding tuition payment should be directed to the St. Peter Claver Catholic School Business Office at 813-224-0865. All families are required to fulfill the entire year's contract.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following:

(1) a school family may not be allowed to use aftercare if a tuition payment is thirty (30) days past due;

(2) a student will may be permitted to attend class if a tuition payment is sixty (60) days past due;

(4) no transcripts, report cards, or diplomas will be issued until all library fines, lost or damaged textbook charges, restitution for damages to school property, cafeteria charges, tuition or administrative fees have been paid in full.

(5) Students not picked up at dismissal will be charged a \$10 late pickup fee for each 15 minutes pickup is late.

CHANGE OF ADDRESS/PHONE NUMBER

When there is a change of address, phone number (cell or work) email address for any family members and/or emergency contacts, **please notify the school immediately** by phone or note.

DISCIPLINE

General Guidelines

An important aim of Catholic education is the Christian development of the person. Our aim is to bring the student to self-discipline and to a responsibility for his or her own conduct. **No corporal punishment of any type is ever acceptable.**

St. Peter Claver Catholic School is a place where:

- Every person is respected regardless of age;
- Students, staff, teachers, and administrators work to help each other;
- All exhibit the love and concern of Christ Himself, for Christ is very present in our school today.

Our school community is a community of faith, whose bond of unity is shared by the presence of God in each one of us. In order to create the atmosphere where such values and attitudes can grow, it is necessary for all students to fulfill their responsibilities. Children must have respect for themselves, for one another, and for the adult members of this school community.

Student Expectations

We expect Students to:

- Be a good example to fellow students
- Participate in self-discipline and develop a sense of responsibility
- Obey rules established by the school and the classroom teacher
- Treat others and property in a respectful manner

- To speak with courtesy to all faculty members and visitors. They should be addressed as, “Sister, Father, Brother, Mr., Mrs., Miss, Ms.;
- To conduct themselves in a manner that will assure the well-being of the entire St. Peter Claver Catholic School community; and,
- To observe all the regulations outlined in this handbook.

Students are expected to behave in such a way as to show Christian Charity towards each other.

The rules for all areas of the campus are based on the Six Pillars of Character:

1. Be trustworthy.
2. Be responsible.
3. Be respectful.
4. Be fair.
5. Be caring.
6. Be a good citizen.
7. Be smart.

Parent Expectations

- Support the faculty and reinforce the ideals and goals of the school in your home and by encouraging your children in their efforts to achieve them.
- Take a conscientious role in your child's development by being aware of his or her academic or social needs.

Faculty Expectations

- Implement rules and policies fairly and consistently,
- Communicate to parents any significant changes in their child's behavior, academic or social being. Meeting with parents will be held privately.

Student Behavior

- Discipline and achievement: There is close connection between discipline and academic achievement. This achievement demands self-control on the part of the student, mutual respect, and cooperation on part of the teachers and students and creating a learning environment that is orderly, peaceful and purposeful.
- Behavior Improvement Process: Self-control is a learned process and it takes time and effort to develop. Much unacceptable behavior occurs because children make mistakes in

their journey of becoming young adults. This usually means that the school needs to be the environment that will help the student develop a sense of self-control.

Classroom Etiquette

Teachers are responsible to maintain a proper Christian learning environment in their classrooms.

They will establish basic rules for proper behavior in their own classrooms. These basic rules will be based upon the following premises:

- Students will not stop the teacher from teaching.
- Students will not prevent another student from learning.
- Students will show courtesy and respect at all times.

The teacher and school must be able to exercise discretionary authority. Therefore, each classroom teacher will send home class rules at the beginning of the school year to be signed by both parent and student as a means of communicating such rules.

Church Etiquette

The church building is a sacred place; hence we act with reverence when we are there. Some guidelines to help our children remember the correct behavior are:

- Be respectful at all times.
- Walk in a quiet line with the teacher to and from church.
- No inappropriate talking;
- Students are expected to participate in verbal responses and singing during Mass;
- Use Holy Water properly.
- Genuflect/bow appropriately.
- Use kneelers properly.
- Stay in line as you enter and leave the pew.

Teachers will take attendance at Mass.

Playground Rules

Children are to play in areas designated by their teachers. This is for the safety and well-being of all the children. Rules are designed to protect our children as much as possible. We ask that parents and families reinforce the importance of playground safety, so that children learn to take responsibility for their actions and treat each other with respect at recess times.

General playground rules:

- If a problem should arise, tell the teachers on duty.

- Share playground equipment.
- Use playground equipment properly.
- Use appropriate language on playground.
- No fighting - physical or verbal.
- Stay within school boundaries.
- Display good sportsmanship.
- Permission is needed to enter building.
- Respect nature.
- Play appropriately.

Playground Games/Use of Equipment:

Swings - Children are not to stand on the swings; sit only. Only one child on a swing at a time. There is to be no twisting or bumping with the swings. Children are to exit swings properly - no jumping out of the seat while in motion. Those not swinging should stay clear of the swinging area.

Slide - Children are to go down the slide seated face front, feet first. Children are not to climb/walk back up the slide surface; use the ladders only for climbing. Do not stand at the top; go down immediately when it is the student's turn to slide.

Equipment - It is the children's responsibility to see that all playground equipment (such as balls, ropes, etc.) is returned to the proper place after use.

Unacceptable Playground Behavior - Fighting, bad language, and any other unacceptable behavior should be reported to the playground supervisor immediately.

Assembly Behavior

Student behavior for assemblies will follow the same expectations as in the classroom and Church. Respect and proper behavior should especially be shown to guest speakers and outside program presenters. The opportunity to attend assemblies is a privilege, not a right. Students may lose this privilege for inappropriate behavior.

Discipline Goals

GOAL: To maintain a positive and safe atmosphere within the classroom.

“We listen”. To be able to listen to directions and prepare him/herself to participate in planned class activities.

“We love one another”. To help children learn to interact with others; to share and help each other; to respect and care for school property and learning tools.

“We use helping hands”. To help children understand how to use his/her body in a positive manner in the classroom.

“We use walking feet”. To help children walk indoors and to understand classroom limits while they use inside space.

DISRUPTIVE BEHAVIOR PROCEDURE

When a child is not participating according to the above rules:

- The teacher explains that the behavior is not acceptable in that situation. The teacher redirects the child and/or elicits from the child possible solutions to the situation.
- Choices are offered (opportunity to modify the behavior or leave the situation). The latter is a time-out area. Time-out is a place, in the classroom, where the child goes to think over the consequences of his/her behavior. This is no more than three minutes.
- Teacher and child then discuss the behavior situation and if the child says s/he can make the correction, s/he returns to the activity. The teacher helps the child with this and observes his/her behavior. **SOME TEACHERS REPEAT THIS STEP A FEW TIMES DEPENDING ON IF THE CHILD UNDERSTANDS.**
- If the child cannot be responsible for his/her behavior at this point, s/he is brought to the Administrator or Office Personnel. A note is written by the teacher explaining the behavior to the parent. The parent is asked to discuss this behavior with the child and return the signed note to the teacher the next day. (Accident/Incident Report)
- If this behavior occurs the next day, the parents may be asked to come to the school for a conference with the teacher. Depending on the severity of the behavior, the Administrator may also meet with the parent.
- If the previous step is not effective, the child may be suspended from the classroom for one day.
- Upon the child’s return to the classroom, if the behavior does not improve, the child may be suspended for a period of 3 days with the possibility of termination if behavior is not corrected.

After the above procedures have been followed, a child may be removed from the program if:

- The child poses a threat to self, staff or other children in the program.
- The child behaves in a manner that is difficult to manage in a large group.
- The child or family continues to act against SPC policies as explained in the Parent Handbook.
- The Administrator’s professional judgment is that the child can no longer function effectively in the classroom/school and/or the school cannot meet the child’s needs.

Childcare licensing prohibits children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child-care personnel.

FIRE/LOCKDOWN/TORNADO DRILLS

Emergency fire drills are held once a month. This may make quite an impression on your child the first time s/he experiences it. Teachers will prepare the students for the drill as well as procedures. Teachers will also practice lockdown procedures with their classes.

A school lockdown practice will be held within the first month of school. Tornado drills are practiced within each child's classroom throughout the year. Each class' safe space during a tornado watch is with their teacher in their classroom bathrooms.

Fire Drills

The school shall have fire drills on a monthly basis. When the bell signal is given, everyone is to leave the building in a quiet and orderly manner. There is to be no loud talking, running, or playing. Teachers must have attendance books to call and compare attendance.

The teacher will direct students where to go once they are out of the building. Students should not return to the building until the all clear signal is given. Teachers should always take their roll book to check the roll once outside.

FAMILY INVOLVEMENT

Volunteers greatly enhance our program and we welcome your presence in our school. Many parents have special talents and gifts to share with our children. We encourage all parents to choose an area of interest that is suited to their talents and convenient to their schedule.

Volunteer activities may include multicultural activities, serving as a language interpreter, classroom party planning, serving on the Parent/Teacher Club (PTC), lunch help, demonstrating a particular talent to the children, chaperoning, planning, fundraising events, telephone work, teacher-directed activities and projects, etc.

Parents are encouraged to fully participate in their child's early childhood experience. You may choose to spend the day with your child or assist in a classroom activity. Please discuss these options with your child's teacher in advance. St. Peter Claver School has several activities planned throughout the school year. Please refer to the calendar, newsletters and/or website for further information.

Visitors must adhere to the visitor policies provided earlier and sign in at the school office. Volunteers in a supervisory role of children must be background screened and attend a Safe Environment Workshop in accordance with the policies of the Diocese of St. Petersburg. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by licensing and diocesan regulations.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order.

Volunteer Opportunities

- Assisting Teachers/Classroom Aides (During school hours or after school depending on assignment);
- Serving as class room parent or assistant to organize volunteers;
- Help with field days and special school events;
- Baking/bringing refreshments for classroom parties or school events;
- Sharing a hobby or arts/crafts project with classes, After School Enrichment;
- Coaching/Working concessions for athletics;
- Providing transportation/chaperone for field trips/athletic meets (Ethics Training required and other requirements apply);
- Sharing a musical talent with a class;
- Reading to a class or with a student;
- Assisting with special projects and clean up;
- Preparing for classroom activity - cutting out, assembling, etc. at home;
- Planning or decorating bulletin boards;
- Assisting with beautification/school maintenance;
- Maintaining/mowing/cleaning grounds & flower beds;
- Cleaning/decorating classrooms and hallways;
- Volunteering for projects involving general upkeep of the school buildings;
- Coordinating or assisting with special events and fundraisers;
- Chairing an event (grandparents day, thanksgiving dinner, etc.);
- Co-chairing an event (find a partner; you don't have to do it alone!);
- Chairing or serving on a committee for an event;
- Coordinating a fundraiser (bake sale, flower sales, concessions at an event, etc.).

HAND WASHING

All children, staff, and parent volunteers in the classrooms are required to wash their hands upon arrival at school. Children, staff and parent volunteers will also be required to follow strict hand washing procedures throughout the day.

We ask that parents monitor and assist children at home in the proper hand washing techniques. Both children and adults (children, staff, volunteers, and visitors to school) are to follow the following hand washing schedule:

- Upon arrival for the day;
- After toileting.;
- After handling body fluids i.e., blowing or wiping a nose, coughing on a hand, or touching any mucus blood or vomit;
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking i.e., meat, eggs, poultry;
- After playing in water that is shared by two or more people;

- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals;
- When visiting, that involves contact with infants and toddlers;

Adults also wash their hands:

- Before and after feeding a child;
- Before and after administering medication;
- After assisting a child with toileting;
- After handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include:

- Using liquid soap and running water;
- Rubbing hands vigorously for at least 20 seconds , including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails, rinsing well, drying hands with a paper towel (a single paper towel or a dryer) and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

SCREENINGS

St. Peter Claver Catholic School will conduct ASQ screening on all children in the center contingent upon parent permission. Upon enrollment parents will be asked to sign permission to do developmental screening using the Ages and Stages Questionnaire. All children (with permission from parents) will be screened within the first 3 months of enrollment. Children are generally screened every 6 months thereafter determined by age as defined by the ASQ screening tool. Children enrolled in the School Readiness Program will be screened as directed by School Readiness.

The Ages and Stages Questionnaire is used to learn about the developmental level of each child as well as to detect any early signs of delay or the need for additional assessment. It includes a component for parental assessment; parent involvement is an important part of the screening process.

It is important that screenings are conducted by qualified persons. For this reason all St. Peter Claver Catholic School early childhood staff are trained to use the Ages and Stages Developmental Screening Tool. Children are screened by persons that they are familiar with – the Director or their teacher. Screening is conducted in the child’s familiar classroom setting using materials and equipment with which they are familiar. Screenings

at the center can be conducted in Spanish or English, depending on the child's primary language (results will also be discussed with parents in their primary language).

Children's screening and assessment records will be kept confidential in locked student files in the office. Results of the screening or assessments will only be accessed/shared with the parent/guardian who enrolled the child, teaching staff, administration or appropriate professionals (with the parent/guardian's written permission) for the purpose of supporting the child's growth and development.

The Director will share information gained through screenings with parents in a timely manner so that informed decisions can be made by family about appropriate programming, guidance and support as well as assistive services and referrals. Depending on parent schedules, this may occur one to three weeks after the screening. If an outside assessment or referral is required, the Director will meet with parents to discuss the Center's concerns in a positive, caring manner with the overall goal of improving the education, care, school success and quality of life for the child. The Director will suggest an appropriate professional resource to formally assess the child.

All such concerns and referrals will be documented in writing and maintained in the child's confidential file in the school office.

The Center maintains lists of resources that can be shared with any parent who would like information about organizations that provide early intervention or other kinds of help. Parents may choose to contact outside agencies/organizations for programs or services directly (i.e. without a referral if the organization does not require one).

St. Peter Claver Catholic School will make every reasonable attempt to meet the special needs of children in their care; teachers will work with outside agencies to share information and implement individual educational plans for enrolled students.

PLANNING PROGRAM IMPROVEMENT

The administrative team of the preschool evaluates the Assessment Plan annually by reviewing the VPK Assessment Tool classroom profiles and the annual Readiness Rate given by the State of Florida to providers participating in the Voluntary Pre-Kindergarten Program.

NUTRITION POLICIES

Aims:

To ensure children and parents are given support and education regarding nutrition and food safety that are consistent with national dietary guidelines for children, state regulations, food safety principles and that are appropriate for their age, cultural background, religion or medical needs.

A regular, adequate and well-balanced diet combined with fresh air and exercise will maximize children's chances of normal growth and development and minimize the risk of illness.

Strategies:

1. Provide positive eating environments by:
 - Sitting in social groups with a staff member positively encouraging children to eat something from their lunch box (children will not be forced to eat food.)
 - Discussing the nutritional value of food and the health benefits of good nutrition
 - Discussing individual likes and dislikes food groups etc.

Snack

Snack time is an important part of your child's experience here at the pre-school. Morning and afternoon snacks will be provided by the program. Children with special dietary needs are to have a snack supplied by their parent.

Our curriculum includes:

- thanking God for our food, teaching children about healthy food choices, good table manners,
- developing pouring and serving skills, introducing children to a variety of foods, including those from
- different cultures, as well as the cooperation that comes from cleaning up together.

So that parents can be involved in their child's classroom activities, we are asking parents to take turns donating snacks for their child's classroom. List of healthy and **approved snacks** will be posted on your child's classroom window. A child's turn to provide snacks will be posted on the classroom window.

If in doubt, please check with your child's teacher or the school office.

Because we are committed to providing a healthy learning environment and educating the whole child, we ask that parents follow appropriate nutritional guidelines for portions and healthy selections for preschool age children when preparing snacks and lunches, as well as meals at home. Our accreditation standards and licensing guidelines require that all meals served at the school (including those brought from home) meet USDA guidelines. If assistance is needed, the preschool staff will be happy to provide. Copies are available to families upon request.

Lunch

Parents may choose to send a healthy lunch from home with the student or use the hot lunch service available in the school. Please do not bring fast food lunches for students. There will be a five (5) day lunch service.

NO CARBONATED DRINKS OR ENERGY DRINKS should ever be included in lunches.

There is no available microwave to heat lunches. Please label your child's lunch with their full name. It is important that you notify our staff in writing of any food allergies. A form is provided in the enrollment packet for that purpose. Food brought in for celebrations must be store bought.

Peanut Allergy

Peanut allergies have become quite common, and we will try to accommodate the special needs of these students at St. Peter Claver. Our pres-school classes will be designated "peanut free" and the snack list will be modified to accommodate peanut allergies. Because snack is provided communally, and to ensure safety, parents/guardians of children with all other food allergies or more severe food issues will need to provide snacks for their children while at St. Peter Claver. Parents/Guardians of children with food allergies must fill out the 'Severe Food Allergy' form in the office and have it signed by a physician so that SPC can effectively and safely meet the needs of each student.

HEALTH AND IMMUNIZATION RECORDS

St. Peter Claver Catholic School is required by law of the State of Florida to have a record of a current physical examination and certificate of immunization for every child. These are available at your physician's office or the health department. A child may not attend school unless these forms are on file and up to date. Continued enrollment in St. Peter Claver Catholic School is contingent upon immunizations being up to date. As a courtesy, you may receive a reminder notice throughout the year when immunizations are due. Proof of an appointment with a health care provider will be required before reentry into the program. Health records are stored in a locked cabinet in the school office and are only accessible to the principal, child's teachers, office assistant, the child's parents or legal guardians and Hillsborough County Child Licensing.

The Catholic schools of the Diocese of St. Petersburg do not recognize a religious objection to immunization. This policy is effective beginning in the 2011-2012 school year. In the case of a medical exemption, it may become necessary to exclude an under-immunized child from school if an outbreak of a vaccine-preventable disease incident occurs.

PERSONS PERMITTED TO REMOVE CHILD

Children will be released only to the adults listed on the Student Emergency Form, which is included in the registration packet. Please list all family, friends, car pool participants, and caregivers who will be allowed to remove your child from school. Plan ahead for unexpected events and emergencies as teachers and staff will not release your child to another adult unless their names are listed on this form.

Calling the office that day to advise that someone not authorized to do so will be picking up your child will not be permitted.

Be sure to advise all of those authorized to pick your child up from school that photo identification is required to remove a child from St. Peter Claver Catholic School. Simply having the release card with the child's name does not grant permission for someone to remove the child from school.

Please notify the office when a change is being made in dropping off or picking up your child. Written notification is required for changing the names of persons permitted to remove a child. Additional copies of the Student Information Form can be requested from the office.

PROMOTIONAL/MEDIA RELEASE

During the school year, St. Peter Claver may reproduce or participate in videotaping, website, motion picture, audio recording or still photograph productions that involve the use of student's names, likeness or voices. Such productions may be used for educational or exhibition purposes by St. Peter Claver or the Diocese of St. Petersburg and our Partners

News media, including representatives of school publications, television, radio, newspapers, magazines and websites may take notes, still photos, sound recordings and/or moving pictures that may include your child. These items may appear or be used in news or feature stories by print, television or radio media.

You have the right to consent or object to the use of your child's name, picture or voice in these productions. This release is included in the annual enrollment form.

KNOW YOUR CHILD'S DAY CARE CENTER

Hillsborough County Ordinance 86-35, Section 6.09, requires that parents receive a copy of the child care facility brochure, Know Your Child's Day Care Center. A copy of this brochure will be given to you on first day of school. The parent's or legal guardian's signature verifies receipt of the child care brochure.

SAFE ENVIRONMENT FOR BOTH CHILDREN AND ADULTS

As mandated by the United States Conference of Catholic Bishops, for the protection of young children, all schools and centers in the Diocese of St. Petersburg participate in the Safe Environment Program.

All staff, according to Diocesan policy, has participated in the Safe Environment training program, which addresses the safety of all of our children. All persons with direct supervision of children and all St. Peter Claver employees, including substitute staff have completed the Diocesan mandated trainings.

PARTIES

Parties are held during the school year to celebrate holidays and birthdays. Parents are asked to plan and help with these parties. Birthdays are very important to the children. We encourage you to bring a special *healthy* snack to celebrate your child's birthday. Please check with your child's teacher before you send in a birthday treat. To ensure the safety of the children we do not allow any sugar items (cakes, cookies, etc.) or balloons to be brought to any parties.

Birthday party invitations will not be distributed by the classroom teachers. You may distribute them after class or send them in the mail.

GRIEVANCE PROCEDURE

When a parent wishes to confer with the school personnel for any matter relating to a student, the teacher must be contacted first concerning the problem or question. This appointment of either a phone conversation or a personal conference is made through the school office during the school day. (8:00 A.M. - 3:00 P.M.) Before meeting with the teacher, in the case of a personal conference, the parent must check with the Principal before the meeting.

If matters cannot be satisfactorily solved, the parent should then have recourse to the Principal, The Principal will then confer with the parent and teacher to help solve the matter.

A student or his or her parent or guardian may complain about any dispute relating to the application or interpretation of any school-related policies. No person shall be discriminated against because of filing or participating in this complaint process, and no reprisals of any kind shall be taken against any person because of participation in this process.

The process is not intended to be adversarial in nature and neither party to the complaint shall be represented by legal counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and diocesan levels.

If there is any question about this policy, call the school office (813) 224-0865 between 8:00 A.M. - 3:00 P.M.

HARASSMENT

Harassment will not be tolerated. Treating others with respect is required of all students at St. Peter Claver Catholic School. Physical and/or verbal abuse of classmates will not be tolerated, and such cases will be referred to the Disciplinary Committee or Principal for appropriate action. Harassment includes, but is not limited to, unwelcome sexual advances of a physical, verbal or written nature.

Harassment might also include request for sexual favors, intimidation, name calling or rumor spreading. Students who engage in such behavior will be subject to appropriate disciplinary action.

Concerns should be reported directly to the principal. All credible allegations will be addressed according to the Diocesan policy.

HEALTH

Illness At School

Please have an alternate plan for care when your child is sick, as ill children cannot attend school.

Parents will be called to pick up their children if they are, or become, ill. If a child isn't feeling well at school, the office staff will contact the family to come to the school for immediate pick up. The school will call parents, then emergency contact numbers on the child's Emergency Card if the parents cannot be reached.

Children who need to be separated from the group will be brought to the office to rest comfortably until the family member arrives.

When To Keep Children Home

Please keep your child at home if he/she exhibits any of the following symptoms:

- Inflammation or discharge from eyes;
- Diarrhea, vomiting, or fever of 99 degrees or higher without medicine within the previous 24 hours;
- Head lice;
- Rash;
- Green-colored, thick nasal discharge
- Communicable disease (flu, strep, chicken pox, ring worm, etc.)

Parents are asked to call the school, 813-224-0865, by 8:30AM when your child will be absent;

please be sure to include the reason for the absence as we track incidences of infectious illnesses. If the level of communicable disease is unusual, the Diocese reports this information to the Health Department. Let us know if your child contracts a communicable disease. If children have been exposed to an unusual level or type of communicable disease, parents will be advised and given information on what steps should be taken for protection, such as signs and symptoms of the disease, mode of transmission, period of communicability, and control measures.

Allergies And Asthma

If your child has any allergies or severe asthma, it will be important for the school to be made aware. If children have food allergies, problem foods are to be avoided in school. Parents are encouraged to bring in food items that can be safely stored in the classroom for the child's specific use.

If it is deemed appropriate by a physician, it is the parent's responsibility to provide the school staff with an Epi pen or inhaler along with the notarized Medical Alert Information form and Authorization for Medication Plan, which is signed by the physician. Please check with the office staff for appropriate diocesan form.

Medical Emergencies

If an emergency or illness occurs the following procedure will be followed:

Serious Injury: The school will call 911; call parents; call doctor (if parents cannot be reached), then call names on the emergency list.

IT IS THE RESPONSIBILITY OF THE PARENT TO INFORM THE SCHOOL IN WRITING OF ANY CHANGES IN CONTACT INFORMATION. ALL PHONE NUMBERS ON FILE NEED TO BE CURRENT.

In case of an emergency or disaster, the appropriate authorities will be contacted. Parents and guardians will be notified immediately after. Evacuation will be to the Boys & Girls Club across the street. Parents will be notified by school notification system. (Voice, text and email)

Medical Conditions

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or medical condition), or other medical conditions complete, with instruction for treatment should a child have an allergic reaction or other need.

Medication And Inhalers

All medication must be dispensed through the school office. Any student using medication must have a parent contact the office by phone or a note. Medication must be left in the office in its ORIGINAL CONTAINER, with the necessary diocesan/school form. Additional forms must be signed by your child's doctor and kept on file for your child to receive medication while at school. The school will not dispense any over the counter medication such as aspirin, cold medication, etc.

SOILED CLOTHING

St. Peter Claver Catholic School is not licensed by the County to change diapers; therefore, all children need to be potty trained. We do realize, however, that young children will have accidents. Children in the three and four-year-old programs are required to provide a complete change of clothing, labeled with their name, to be kept at school the entire year.

In case of a 'potty accident,' the teachers will clean the child immediately and change his/her clothing in the rest room. In most cases, the children will be guided in their self-help skills by the teacher. Our regulations require that the handling of clothing soiled with urine and feces be minimized; in such a case, soiled clothing will be placed in a plastic bag and sent home to be laundered.

COMPLAINTS

Concerns and grievances will be addressed by the Lead Teacher first, then to the Principal if necessary.

REMINDERS

Parents are responsible for:

- Providing the school with your child's up-to-date immunization and health records;
- Knowing when to keep children home from school due to illness;
- Calling the school, 813-224-0865, by 8:30AM when your child will be absent; Please be sure to include the reason for the absence;
- Informing the school if your child contracts a communicable disease;
- Informing the school if your child has any allergies or severe asthma and providing an Epi pen or inhaler, if appropriate, along with required paperwork;
- Following the hand washing policy while at school and reinforcing it at home;
- Giving medications and applying sunscreen and insect repellent at home before leaving for school as needed;
- Keeping all parent contact information up to date.

Revised: August 2019

ACKNOWLEDGEMENT OF RECEIPT

Please read and sign this page. Return this entire page to the student's homeroom teacher.

I have read the 2019-20 Early Childhood Parent Handbook of Policies. I understand that my child and I will be expected to abide by these policies and procedures. I have signed an agreement. I have read and agree to abide by the DOSP Parent Code of Conduct. I also understand that no school records will be released until my total financial obligation has been met.

Instructions: Please print all student information. List the name and grade of each of the children you as a parent are responsible for. Then print, date and sign your name.

Student Name	Grade

Parent's Name: _____ (Please Print)

Parent's Signature: _____ Date: _____

Please return this page to your child's homeroom teacher.