



St. Patrick's Episcopal Day School  
Student Handbook

2011-2012

**"Let** the little children  
**come** to me ...



**For** the kingdom of  
heaven belongs to  
such as these."



Matthew 19:14

## **SCHOOL BOARD**

Jean Woodside, President  
Francis Nezianya  
Judy Genre  
Pat Watson  
Barbara Seiver

## **CLERGY**

**Father Chad Jones**

## **HEAD OF SCHOOL**

**Terri Reynolds**

## **FINANCIAL ADMINISTRATOR**

**Sandy Bailey**

## **OFFICE STAFF**

<b>Katherine Martin</b>	<b>Church</b>
<b>Shasta Miller</b>	<b>School</b>

## **POLICIES**

### **ADMISSION**

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

### **DISCRIMINATION**

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

### **CHILD ABUSE**

Any abuse and or neglect of a child will be reported in accordance with Louisiana Revised Statute 14.403.

### **DISCIPLINE**

St. Patrick's follows the "time out" method for minor discipline problems. "Time out" means a child is placed in a chair away from the other children for 2 to 10 minutes, depending on the age of the child. This gives the child time to think about their behavior. Most children are ready to return to their regular routine after a "time out". A behavior modification program will be developed for children with continuous or repetitive incidents, such as hitting, biting or being disrespectful to staff members. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. Derogatory remarks shall not be made in the presence of children about family members of children or about the children themselves. No child or group of children shall be allowed to discipline another child. No child shall be deprived of snacks or meals for discipline reasons. Children will never be left alone or out of sight of staff for discipline reasons.

### **TOYS, MONEY, ETC.**

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

### **TUITION**

A non-refundable registration fee of \$100 per child. Tuition is billed weekly. Payments can be made at your convenience as long as balance is \$0 at month's end. A statement will be sent home at the middle and end of each month indicating balances and payments.

There will be no refunds for holidays or absences. All our programs are funded by tuition alone. All payments are to be given to the Director or placed in the Tuition Box. Please make checks

payable to St. Patrick's Day School. After two NSF checks are received, you will no longer be able to pay by check. Cash, Money Order or Certified checks will only be accepted. Elementary Holiday Care tuition is due prior to attendance.

## **CLOTHING**

Please make sure your child is dressed in comfortable, easy to fasten clothing that will encourage self-sufficiency. Tennis shoes or soft-soled shoes are our choice for school shoes. You will be asked to pick your child up or bring them a different pair of shoes if inappropriate shoes are worn. ALWAYS make sure a weather appropriate full set of extra clothes is carried in your child's book sack at all times. Including diapers and wipes if needed. A large book sack is required for each child to carry every day.

## **MEALS**

Community Café provides nutritious lunches at St. Patrick's. Proper nutrition at the preschool level is vitally important to developing bones, muscles and brains. There will be a snack time every morning by 9:30a and afternoon by 3:30p during which a drink and a food treat will be served. Milk shall be served to the children at least twice a day. If your child is allergic to any foods, be sure to inform the teacher. If you would like to provide a special treat for the class please speak to your child's teacher. No food of any kind may be brought to school without prior approval. All students must have finished breakfast prior to attending school.

## **HEALTH**

Please help us keep everyone healthy by keeping sick children at home. If your child has a contagious illness (chicken pox, flu, etc.), please let us know so we can inform other parents.

If symptoms of contagious or infectious diseases develop while the child is in our care, he/she shall be in supervised isolation away from the other children until a parent or designated person has been contacted and the child has been picked up from the center.

Any child who has a 100°F temperature reading should be picked up from center within one hour of parent being contacted and cannot return until fever free for 24 hours.

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

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

All head injuries will be reported to parents immediately.

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

## **MEDICATION**

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

## **NAP MATS**

All children are required to purchase nap mats (Rolle Pollee) at cost from St. Patrick's.

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

Preschool children may be dropped off from 8:45 a.m. - 9:00 a.m. at the entrance to Martin Hall and picked up from 2:45 p.m. – 3:15 p.m. at the same location. The daycare opens at 6:30 a.m. and closes at 6:00 p.m. If your child arrives at the center before 8:45 a.m. or after 9:00a.m. you need to escort the child inside the building and to the appropriate classroom. Children being picked up at times other than designated carpool times must be checked in or out at the computer at the reception desk.

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

## **LATE ARRIVALS**

St. Patrick's Episcopal Day School Preschool program begins daily at 9 a.m. Please try to have your child at St. Patrick's no later than 10 a.m. Children who arrive at school after 10 a.m. must check-in at the office and may not be allowed to enter class. We understand extenuating circumstances such as doctor's appointments and are happy to make exceptions in these cases with a doctor's return to school note.

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

## **WITHDRAWAL NOTICE**

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

## **POTTY TRAINING**

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

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

- staying dry for at least 2 hours at a time

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

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

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

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

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

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

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

Teacher encouragement with potty training begins when the child is moved to the T-buildings.

## **TRANSPORTATION**

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

### **A. FIELD TRIPS**

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

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

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

### **C. CAR SEATS**

A child should not ride in a car without a car seat. If you arrive without a car seat, you must enter the building and check your child out.

## **EMERGENCY PHONE NUMBERS**

In the event of an emergency where phone service to the school is interrupted, Dr. Jeff Machen's office (654-1490) can contact us with a message. Dr. Machen's office is located next to St. Patrick's Church.

## **PARENT VOLUNTEERS**

All parents are encouraged and welcome to volunteer at St. Patrick's Day School. Your involvement in your child's school enriches their learning environment. For volunteer opportunities, please see the last page of this handbook, sign and return.

## **BIRTHDAYS**

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

## **CHAPEL AND CHRISTIAN EDUCATION**

Every morning at 9:00 a.m. in the classroom the children hear a short Bible story and learn to recite The Lord's Prayer. A chapel service is held each Thursday at 9:00a.m with Father Chad Jones or Mrs. Terri Reynolds in St. Patrick's Episcopal Church. Blessing is recited in each class before each meal is served.

Also, each morning before classes, students say the Pledge of Allegiance to the flag.

## **PARENT TEACHER RELATION**

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

## **NEWSLETTER**

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

## **MUSIC**

Once a week, Mrs. Lucie Mashburn, teaches music to the children. The children learn classic children's songs along with traditional hymns. At Christmas the 3 and 4 year old classes perform in a Christmas concert and the 4 year old class performs at graduation in May.

## **CREATIVE MOVEMENT**

Once a week Mrs. Becky Coxe, with The Children's Moving Company, teaches creative movement to each class.

## **SPECIAL EVENTS**

Every month we have at least one special event, special guest or holiday. The monthly newsletter and calendar will list that month's event and you will get a reminder note and time schedule for the event the week prior. Parents are encouraged to volunteer to help with these events. Please see enclosed 2010-2011 calendar for special events and school closures.

## **GOALS**

### **St. Patrick's Episcopal Day School will provide:**

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

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

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

**Please sign the attached sheet stating that you have read this handbook and understand all policies and procedures of St. Patrick's Episcopal Preschool & Daycare.**

# PLEASE SIGN AND RETURN

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

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

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

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

Yes, I am interested in helping with the following special events:

\_\_\_\_\_ Spring & Fall fundraiser

\_\_\_\_\_ St. Jude Trike-a-thon

\_\_\_\_\_ Boys Sports Day

\_\_\_\_\_ Halloween Carnival

\_\_\_\_\_ Thanksgiving Feast

\_\_\_\_\_ Christmas Program

\_\_\_\_\_ Mardi Gras Parade

\_\_\_\_\_ Easter Egg Hunt

\_\_\_\_\_ Girls' Tea Party

\_\_\_\_\_ Graduation