



St. Patrick's Episcopal Day School
Student Handbook

2008-2009

"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

Vicar, Chad Jones

HEAD OF SCHOOL

Stacey Betz

ADMINISTRATIVE ASSISTANTS

Cindy Kelley
Allie Kirkland

RECEPTIONIST

Shasta Miller

TEACHERS

6-12 Month Class

Melissa Morgan
Jennifer Spillman

12-24 Month Class

Renata (Billye) Fulcher
Brandalyn Kistler

Four Year Old Classes

Teacher-Myrna Adams
Teacher-Pat Free
Teacher-Gina Hathaway
Teacher-Renee Young
Aide-Shawnel Krause
Aide-Bonnie Aertker

Two Year Old Classes

Teacher-Terri Reynolds
Teacher-Kim Gehling
Aide-Crista Ramirez
Aide-Lizzie Blair
Aide-Brittany Holland
Aide-Jenna Schillage
Aide-Tami Tucker

Three Year Old Classes

Teacher-Karen Saxton
Teacher-Maria Ramirez
Teacher-Deanna Rodenbeck
Teacher-Dana Russ
Teacher-Lisa Palmer
Aide-Trish Simmons
Aide-Jenny Tran

Elementary Extended Care, Holidays & Summer

Kevin Shanley
Danielle Betz
Jonathon Bailey
Joe Hallis
Lakin Durisseau

Schyler Brooks
Meagan Graves
Nikki Tulagan
Diana Bibbs

POLICIES

ADMISSION

Admission of children shall include an interview with the parent or guardian to secure necessary information about the child. 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.

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. For major offenses St. Patrick's follows the guidelines set out in the "Student Rights and Responsibilities Handbook and Discipline Policy" of the Zachary Community Schools.

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.

Corporal Punishment shall be used only if a child's behavior puts the child at risk to harm him/herself or others. Staff will follow policies and procedures set forth in the Louisiana Minimum Standards for Licensure of Class B Daycare Centers s5381. (Added 12/05)

1. Permission for the corporal punishment must be in writing from the parents. Documentation of details of the incident/infracton and punishment administered is required. A copy of the documentation must be kept on file at the child care center and a copy given to the parents.
2. Parents must be notified by phone before corporal punishment is administered. Documentation of the phone contact must be kept on file.
3. Written permission for corporal punishment of a child shall not be a preadmission requirement for children to be enrolled in a child care program.
4. Corporal punishment will not be used on children 24 months and younger.

5. Any implement other than the open hand shall not be considered as corporal punishment but mistreatment of the child.

Corporal punishment shall only be administered by the Director in the form of and not more than three spanks of the open hand on the clothed buttocks of a child older than 24 months of age. A second adult must be present during the administration of the spanking and the spanking must be documented and signed by both adults present.

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 for one child and \$25 for each additional child is to be paid upon enrollment. A price list is attached at the back of the handbook for all programs that are available at St. Patrick's. There will be no refunds for holidays or absences. All our programs are funded by tuition alone. A monthly tuition statement will be sent home. Tuition payments are to be made by the 5th of each month. If you choose to pay in two installments, the second payment is due by the 20th of the month. A \$10 late fee will be assessed for all payments made after the 5th of the month. Elementary Holiday Care tuition is due prior to attendance. Other arrangements for that month can be made with the Director. 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.

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. Hard-soled boots or flip-flops will not be worn at school with the exception of swim days during the summer when we encourage flip-flops or swim shoes. You will be asked to pick your child up or bring them a different pair of shoes if inappropriate shoes are worn.

MEALS

Breakfast, provided by the parents, will be served from 6:30 to 8:30 a.m. Beginning April 1, 2008, nutritious lunches will be provided at St. Patrick's. In the event a child stays late unexpectedly, the school will provide a lunch for a fee of \$2.00. Proper nutrition at the preschool level is vitally important to developing bones, muscles and brains. Breakfast foods should not be sugar filled foods such as doughnuts, coke, snack cakes and such, although convenient, they are empty calories and have no nutritive value. There will be a snack time every morning and afternoon during which a drink and a food treat will be served. Milk shall be served to the children at least once a day. If your child is allergic to any foods, be sure to inform the teacher. If you would like to provide a treat for the class please speak to your child's teacher.

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 had a 100°F oral temperature or 101°F rectal temperature reading the last 12 hours is suspect. Children with the following illnesses or symptoms shall be excluded from the center based on potential contiguousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.

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.

NAP MATS

All children who stay after 12:00 are required to purchase nap mats (Rollee Pollee) at cost from St. Patrick's.

MEDICATION

No drugs of any type, including aspirin, shall be given by the center personnel unless authorized in writing by the parent. All medication shall remain in the original container. Parents must complete an authorization form which includes the name of the child and medication, date(s) to

ILLNESS/SYMPTOM	#EXCLUDE UNTIL
#Meningococcal disease (Neisseria meningitis)	#Well with proof of noncarriage.
#Hib disease (hemophilus)	#Well with proof of noncarriage.
#Diarrhea (two or more loose stools or over and above what is normal for that child).	#Diarrhea resolved or is controlled (Contained in diaper or toilet).
#Fever of unknown origin (100°F rectal or higher) some behavioral signs of illness.	#Fever resolved or cleared by child's physician or health department.
#Chicken pox	#Skin lesions (blisters) scabbed over completely.
#Hepatitis A	#One week after illness started and fever gone.
#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.
#Undiagnosed generalized rash	#Well or cleared by the child's physician.
#Any child with a sudden onset of vomiting, irritability, or excessive sleepiness.	#Evaluated and cleared by child's physician.

be given, time to be given, dosage, and signature of parent.

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 12:00 a.m. - 12:15 p.m. or 3:00p.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., 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.

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.

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.

TRANSPORTATION FURNISHED BY THE CENTER

1. When transportation is provided, the director shall insure that:
 - a. transportation arrangements conform to state laws;
 - b. at least two staff, one of whom may be the driver, shall be in each vehicle unless the vehicle has a communication device and child/staff ratio is met in the vehicle;
 - c. at least one staff in each vehicle shall be currently certified in CPR;
 - d. children are under the direct supervision of staff at all times. The driver or attendant shall not leave the children unattended in the vehicle at any time while transporting children;
 - e. each child shall board the vehicle from the curbside of the street and/or shall be safely escorted across the street;
 - f. each child is delivered to a responsible person authorized in writing by the parent;
 - g. a designated staff person shall be present when the child is delivered to the center;
 - h. good order shall be maintained in the vehicle;
 - i. the driver shall check the vehicle at the completion of each trip to ensure that no child is left in the vehicle and all children were picked up and dropped off at the correct locations;
 - j. the vehicle shall be maintained in good repair; and
 - k. the use of tobacco in any form, use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited.
2. Children shall not be transported in the back of a pickup truck.
3. All drivers and vehicles shall be covered by liability insurance as required by law.
4. The driver shall hold a valid appropriate Louisiana driver's license.

5. Each driver or attendant shall be provided with a current master transportation list including each child's name, pick up and drop off locations and authorized persons to whom child may be released.
6. The center shall maintain a daily transportation attendance record.
7. The vehicle shall have evidence of a current safety inspection.
8. There shall be first aid supplies in the vehicle, i.e. Band-Aids, peroxide, etc.
9. There shall be information in each vehicle identifying the center's name, telephone number and address for emergency situations.
10. A fire extinguisher shall be stored in the vehicle.

C. 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.

D. 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.

E. CAR SEATS

St. Patrick's will not load a child into 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.

INFORMATION

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. If you are interested in volunteering, speak with the Head of School.

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.

CHAPEL AND CHRISTIAN EDUCATION

Every morning at 9:00 a.m. a chapel service is held in St. Patrick's Episcopal Day School Chapel. The children learn the Lord's Prayer and hear a short Bible story. Also, each morning before classes, students say the Pledge of Allegiance to the flag.

CURRICULUM

We use Pinnacle, a developmentally appropriate curriculum as recommended by Early Childhood Education Specialists. A more detailed guide is available separately or you may visit their web site at www.cceionline.com select the faith based curriculum.

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.

ART

Once a week Mrs. Annette Bernardi teaches art to the children. The art lessons incorporate the shapes, colors and curriculum for the month.

SPECIAL EVENTS

Every month we have at least one special event, special guest or holiday. The monthly newslet-

ter and calendar will list that month's event and you will get a reminder note and time schedule for the event the week prior. Listed below are some of our special events. Parents are encouraged to volunteer to help with these events. Please speak to the Director if you are willing to help or have an idea for an event.

Grandparents Day St. Jude Trike-A-Thon Sports Day Blessing of the pets Halloween Carnival Novemberfest Fire Safety Dental Health Thanksgiving Feast

Christmas Program Mardi Gras Parade Palm Parade Valentine's Day St. Patrick's Day Easter Egg Hunt Girl's Tea Party Graduation Fourth of July
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GOALS

WE 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 Preschool 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.