

Archdiocese of Los Angeles



St. Anthony Preschool

Parent Handbook

2011 - 2012

Mission Statement of St. Anthony Preschool

St. Anthony Preschool provides a Catholic childcare and preschool education program assisting each child in experiencing what it means to be a child of God.

Preschool Philosophy

Our preschool philosophy is based on two concepts. First, we believe that each child is a unique individual. Each child will develop spiritually, physically, cognitively, emotionally and socially at his or her own pace. Furthermore we believe that children are competent learners, capable of engaging with ideas and with the world around them. Second, we believe children learn through play. Play is their work. It is through play, art, and hands-on approach that we introduce language arts, math; and science. We believe that it is essential to create an atmosphere of trust and safety where children will strive to become independent critical thinkers.

Purpose and Goals

The purpose and goals of St. Anthony Preschool are:

1. To increase the child's security and self-esteem at an early age.
2. To promote the spiritual, physical, emotional, social, intellectual, linguistic and artistic developmental experiences and play activities so that s/he is academically ready for school.
3. To provide an enriching environment allowing each child to develop a sense of wonder and curiosity to meet the challenges of each day.
4. To provide warm, nurturing care while children are at St. Anthony Preschool.

Services offered by St. Anthony Preschool

Children enrolled at St. Anthony Preschool will be introduced to age appropriate learning activities such as language, arts, math, science and religion. St. Anthony Preschool will help each child develop spiritually, physically, emotionally and socially.

Non-discrimination Policy of the Archdiocese of Los Angeles

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Guidance and Behavior (Discipline Policy)

Discipline is considered a form of moral guidance and not a form of punishment. We, as educators, and you, as parents or guardians, must be examples, which children will want to follow. Our spirit of respect, love, courtesy, consideration, and cooperation will, hopefully, inspire them to develop similar traits.

The preschool years are a time of exploration. When these explorations occasionally bring about undesirable behavior, discipline becomes necessary. The teachers and staff will:

1. Speak to the child directly, making eye contact. Be firm and speak to him/her individually. Explain the teacher's expectations and the child's choices.
2. Re-direct the child to another activity.
3. Loss of privilege. Explain to the child that it is the improper use of materials or a bad choice that causes the child to lose his or her privilege.
4. Social isolation—"thinking time" (sometimes referred to by other facilities as "time out"). Remove the child to a chair facing activities. Explain that he or she will have to sit there until he/she can control his/herself. The teacher will return after no longer than the minutes of the chronological age of the child (a three year old will only sit for three minutes, etc.) and restate her expectations, telling the child that she loves him/her, and hug the child. Invite the child to rejoin the group, if behavior will be appropriate.
5. Repeated and consistent disobedience will be reported to the director. The director will make the decision to confer with the parents if necessary. She will make a decision on how to handle the situation from that point.

6. All children and staff deserve respect and thoughtful consideration. The staff of St. Anthony Preschool will make all efforts (as stated above) to help children modify inappropriate behaviors. Children, who refuse to modify their behaviors and continue to be aggressive or disruptive, may be sent home for the day. If a child bites or breaks the skin of another child, the parents of both children will be contacted. This is due to the dangerous nature and so medical attention can be sought immediately. If the aggressive behavior continues, and becomes a physical threat to another child (or adult), the child may be removed from the program. This behavior will not be tolerated.

At no time will any corporal punishment or violation of the child's personal rights be acceptable. All staff members of St. Anthony Preschool are required by law to report suspicions of child abuse or neglect to the Department of Social Services.

The site director will conduct a parent conference to discuss your child's unacceptable behavior; an attempt to develop an appropriate plan of action to eliminate this type of unnecessary behavior will be discussed.

Conditions for Termination of Child Care

Child care services may be terminated by St. Anthony Preschool when:

1. Payment is delinquent.
2. The child's behavior becomes abusive to the other children.
3. The child's behavior requires more attention than our adult/child ratio allows, thus resulting in the neglect of other children and the program.
4. The child's parents' behavior is disruptive or abusive in the classroom or on St. Anthony Preschool campus to any staff member or child.
5. The child's parents fail to cooperate with the staff, the policies and/or procedures of the preschool.
6. Immunizations and/or required paperwork are not current.
7. Parent refuses to sign the Preschool Parent Handbook Agreement Form.

Confidentiality

We maintain a policy of confidentiality. A teacher who works closely with a parent often becomes aware of personal information about the family and/or child. We assure you that

your conferences and your child's records are confidential (Family Rights and Privacy Act of 1974).

Medication

To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication during School Hours" form must be requested. The physician/health care provided will write directions on the form. It must be signed and dated. Medications must be delivered by the parents or guardian to the Preschool Director in the original labeled prescription bottle, together with the medication form signed by the health care provided and parent/guardian. Students carrying inhalers must have a physical/health care provider's release on file stating that s/he may have the inhaler with him/her while at school or at a school activity. Only under these conditions may any medication be given at school. A staff member will records the date and time that either prescription or nonprescription medication was administer to a child and will inform the Child's authorized representative daily when medication has been administered.

Preschool Admission – Enrollment Forms

We accept families of all faiths, religions and backgrounds. The criteria for preschool admission are based on three factors. First, all children must be 2.9 years old before entry into preschool. Second, children must be potty trained. Finally, parents must abide and agree with the rules and regulations of St. Anthony Preschool.

In accordance with Title 22 Licensing Regulation section 101221 the following forms must be completed and submitted prior to your child's first day of school:

1. Child's Birth Certificate
2. St. Anthony Preschool Admission Contract
3. St. Anthony Preschool Registration Form
4. Preschool Parent Handbook Agreement Form
5. Identification and Emergency Information (Licensing Form 700)
6. Child's Pre-admission Health History (Licensing Form 702)
7. Notification of Parent's Rights (Licensing Form 995 – signed and dated)

8. Personal Rights (Licensing Form 613A)
9. Consent for Medical Treatment (Licensing Form 627)
10. Physician's Report (Licensing Form 701)
11. Immunization Record

Staff Qualifications

Preschool Director- Ms. Claudia

Associate Teacher- Ms. Maria

Associate Teacher- Ms. Rosalinda

All of the child care teachers at St. Anthony Preschool are qualified in the field of Child Development. They have completed at least twelve postsecondary semester units in child development and at least six months prior work experience in a licensed child care center. Most of the teachers have Bachelor degrees in the field of education. Some teachers also have a Child Development Teacher Permit. They have training and are certified in first Aid and CPR. Teacher assistants at St. Anthony Preschool have completed at least six postsecondary units of child development/early childhood education.

Fee Policy

Education/Registration Fee: \$250.00 per student (this covers workbooks, instructional materials, students insurance, supplies, etc.)

Tuition assistance is available. Please see the Director for Information.

Monthly Tuition Fee:

- \$334/month for 12 months 5 days a wk
- \$364/month for 11 months, 5 days a wk
- \$230/month for 12 months, 3 days a wk
- \$250/month for 11 months, 3days a wk

Tuition Fee for two children: \$625/month for 12 months, 5 days a wk

\$454/month for 12 months, 3 days a wk

Please note if you choose the monthly tuition plan and full tuition is not paid by the 10th or 20th a late fee will be added to tuition payment.

We will send an advance notice of at least 30 days if there are any changes on rates and/or program

Service Hours: 35 hours per year Or pay \$15 per hour

6 hours per family worked at the School Fiesta

Fundraising Commitment:

- 1) Earn \$300 min net profit or pay \$300
- 2) Sell 200 raffle tickets per family or pay \$200
- 3) \$50 monetary donation for Fiesta
- 4) \$50 monetary donation for the Silent Auction

Child Care:

Open at: 7:00 a.m.
School hours: 7:45-2:45
After School 3:00-6:00 p.m.
Rate for after school care is \$130 monthly

Services are for 23 ambulatory children, ages 3 years thru 5 years in room #18.

Refund Policy

If a child needs to withdraw and tuition is already paid, then the refund will be determined on a case to case basis

Illness; Injury; Arrival when ill

When children arrive each morning, a staff member will check to see if he/she appears in good health to attend school. If staff determines that the child is unable to participate in the

preschool program, then the parent will be instructed to take the child home at that time. Children who become ill during school hours will be removed from the group and a parent will be called to take the child home. We ask parents to assist us by keeping sick children home if they have any of the following symptoms within the last 24 hours:

1. A fever over 100 degrees
2. Signs of a new cold or severe coughing
3. Diarrhea, vomiting, or upset stomach
4. Unexplained loss of appetite, fatigue, or irritability
5. Thick or colored discharge from nose
6. Discharge from eyes or ears
7. Open sores

If your child is ill with a communicable disease, please notify the preschool (805) 487-5317.

Emergency:

In case of illness or accident, the school will contact the home by phone and follow the request of the parent. It is understood that enrollment at St. Anthony Preschool confers upon the school the obligation of select emergency care providers (as outlined on the emergency form) in the absence of our ability to reach the parents and that no liability would be attached to such a decision in the event that the parents cannot be reached.

Arrival and Departure and Sign-In and Sign-Out Procedures

St. Anthony Preschool operates with in the hours of 7:00 a.m. and 6:00 p.m.

All parents, or authorized persons, are required by state law to accompany their children into the school and to pick them up from within the premises. Please make sure that a staff member is aware of your entrance and exit. It is also state law that your child is signed in and out each day with a full signature. No initials are allowed.

After School Care

After school care will be provided from 3:00pm to 6:00pm. Students will receive an after-school snack and activities will be provided until parent arrives. Please sign-up for after-school care if needed by speaking with the Preschool Director.

Items Brought from Home

Children may not bring items from home unless if specifically asked by the staff for a class activity. AT NO TIME are children allowed to bring a toy gun, sword or any other weapon. Disallowed objects are taken by the teacher and stored until the end of the day. You need to be aware of what your child is bringing to school.

Field Trips and Transportation

At this time there will be no field-trips or transportation arrangements. Parents are required to bring their children as well as to pick them up.

Food Services

Families will provide daily snacks and students will bring their own lunches.

If your child has any special dietary needs, please inform the Director so that special arrangements may be made.

Birthday Celebrations

1. Let the teacher know at least one week before if you want us to celebrate your child's birthday at school.
2. Snack suggestions: Rice Krispie Treats, Popsicles, ice cream cups, veggies and dip, juice box.
3. Please do NOT send balloons or party favors or piñatas.

4. If you want to invite children from your child's class to a celebration away from the classroom, please give invitations to all of the children in the class. Invitations that are given to a selected few are a painful experience for other children. Invitations to only a few students should be mailed.

Dress Code/ Clothing

Your child should wear the St. Anthony Preschool uniform. Do be aware that children at their age are involved in messy activities almost every day. Please do not scold your child for getting "dirty." Shoes should be rubber-soled. We do not recommend open-toe shoes.

In addition, children must have a complete change of clothing (underwear, shirt, pants, and socks) at school. It does not have to be a uniform. Children sometimes have bathroom "accidents," and are more comfortable putting on their own clothes. We recommend that you label all of your child's belongings.

Policy Related to Child Abuse

In the state of California all teachers and child care staff are mandated reporters of suspected child abuse (physical, emotional, sexual abuse and neglect). This means that if child abuse is suspected, the center is legally obligated to report it to the proper authorities. Telling the classroom staff that "you were out of control last night" does not release the staff from their obligation to report abuse.

School Visits

Childcare Licensing Department has the right to visit St. Anthony Preschool and perform inspections of the classroom and programs, including interviewing of students and staff. These visits are usually un-announced. Parents are encouraged to visit our school at any time. You must remember, however, that the teacher needs to be with her children during school hours and will be unable to discuss your child's progress with you. However, a conference can be arranged at this time. Parents are also invited to assist with holiday parties, cooking experiences, act as a "room mother", or share professions, hobbies or interests with the class.

ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION

1.1. Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial preschools, elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

1.2 Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- May not have any paid or volunteer assignment in any ministry in the Archdiocese, and
- May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the preschool director or principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

1.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal

vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors

- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

1.5 Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

1.5.a School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the preschool director or the principal (or the pastor, if the preschool director or principal is the subject of the complaint).
- For preschool and elementary schools, if the preschool director or principal is unable to resolve the conflict, the preschool director or the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the preschool director or the principal will respond to the person bringing the complaint.

1.5.b Department of Catholic Schools, Pastor or Religious Order Level

For preschools that are part of the parish school (pre-K-8):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

For preschools that are part of the parish (pre-K):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the pastor, outlining the concerns.
- The pastor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the pastor will make a final determination concerning the resolution of the complaint and communicate that determination, which will be final and binding, in writing to all parties.

For private preschools that are operated by religious orders (pre-K):

The procedure for resolving complaints that are not resolved at the school level is determined by the religious order that operates the preschool.

1.6 Parent or Parent-Teacher Organizations and Consultative School Council

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

1.6.a Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents.

The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

1.6.b Consultative School Council

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

2. ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

2.2 Special Needs Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment

Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the preschool director and/or the principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the preschool director or principal to address unresolved issues.

2.3 Guidelines for Admission to Preschools

- Preferences are given to active members of the parish
- All students must comply with current California immunization and health requirements prior to enrollment
- The preschool will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and preschool director and/or the principal will review a student's continued eligibility for enrollment in the preschool.

2.4 Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, preschool director, principal and the pastor.

2.4.a Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the preschool director and/or principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records shall be available to the Department to inspect, audit, and copy by the California Department of Social Services. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such

access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

2.4.b Directory Information

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

2.4.c Parent Authorization to Use Child’s Personal Information

Whenever a student’s image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See *Appendix A, Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes*.

2.4.d Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff orally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the oral or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, preschool director, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

2.5 Transfer of Records

2.5.a Student Transfers and Withdrawals

Whenever a pupil transfers from one school to another, a copy of the Child Record and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Child Record remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring should be entered on the original copy of the Child Record.

2.5.b Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

2.5.c Child and Health Records

Full and accurate records of each student are maintained and kept on file for at least three years following the termination of service to the student. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Child Records include the following information:

- Name, date of birth of the student, sex, date of admission
- Name, address and telephone of the child's authorized representative and of relatives or others who can assume responsibility for the child if the authorized representative cannot be reached when necessary
- Signed copy of the admission agreement
- Signed and dated authorization from child's authorized representative for each activity away from the preschool
- Record of termination of services or withdrawal and place to which any copy of the record is sent.

Health Records include the following information:

- Name, address and telephone number of the child's physician and dentist and any other medical/dental or mental health providers
- Verification of or exemption from required immunization
- Medical assessment, including ambulatory status, dietary restrictions and allergies; instructions for action to be taken in case the child's authorized representative, or the physician designated by the authorized representative, cannot be reached in an emergency
- Signed consent form for emergency medical treatment
- Record of any illness or injury requiring treatment by a physician or dentist and for which the center provided assistance to the child
- A health background related to the student's ability or inability to participate in the school's activities
- Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding custody and control of medications.

2.6 Sign In/Sign Out

All authorized representatives shall sign the student in and out of the preschool, using his or her full legal signature and shall record the time of day. All sign in/sign out sheets are kept for one month.

2.7 Work Permits

Under California law and other relevant laws, a minor student under age 12 may not work without a work permit issued by the California Labor Commissioner. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website:

<http://www.cde.ca.gov/ci/ct/we/wpfaq.asp#Q16>

A copy of the work permit must be kept in the student's file.

For additional information and forms see
<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>.

2.8 Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

3. ACADEMICS AND CO-CURRICULAR ACTIVITIES

Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the preschool director or principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent's or guardian's expense.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based

trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with archdiocesan policy.

4. DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the preschool director, principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

The preschool recognizes the following **personal rights** of the child:

- To be accorded dignity in his or her personal relationships with staff
- To receive safe, healthful and comfortable accommodations
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping or toileting, or withholding shelter, clothing, medication or aids to physical functioning
- To be free to attend religious services or activities of his or her choice
- Not to be locked in any room, building or preschool premises
- Not to be placed in any restraining device.

4.1 Maintenance of Effective Discipline

- Effective discipline is maintained when there is:
- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision.

4.3 Removal

Reasons for removal are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

4.4 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their storage space or other school property. Storage spaces are made available to the student by the school. The student does have some expectation of privacy in his or her storage space from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

5. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS ["ARCHDIOCESAN AUP"]

The school is subject to the archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP"). A copy of the entire Archdiocesan AUP is attached as *Appendix B*. The policy provides that all electronic devices used on the premises of

the preschool, school or parish must be used responsibly, legally, safely and charitably. Electronic communications made to or on behalf of the preschool are also subject to these rules of responsibility, legality, safety and charity. Users should note that the Archdiocese reserves the right to monitor the use of electronic devices that belong to the preschool, school and/or parish.

6. HEALTH AND SAFETY

6.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form, Appendix C*.

6.2 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

6.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her personal or religious beliefs, or presents a written statement from a physician stating that an immunization should not be given to the student and how long the exemption is expected to be needed..

6.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the Child Record to the receiving school.

6.5 Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent or guardian, must be provided. See [Medication Authorization and Permission Form](#), Appendix C.

- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications.
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form, Appendix D*, and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents or guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

6.7 Communicable Diseases and Daily Inspection for Illness

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Upon arrival or admittance to the school, students are observed for signs of illness. The person bringing the student to school must remain until the student is accepted and shall then sign in the student.

6.8 Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergen-free environment.

6.9 Student Sexual Conduct

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

6.10 Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

6.11 Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

6.12 Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the preschool director or principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent or guardian obtained prior to the release of the pupil and in cases of emergency, when the parents or guardian cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Preschool directors or principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.13.a Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the preschool director or principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the preschool director or principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the preschool director or principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

6.13.b Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the preschool director or principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian.

The school principal has the right to amend the handbook at any time. Parents or guardians will be promptly notified in writing of any amends.

This is to verify that I have received and read St. Anthony Preschool Handbook.

I understand the policies set forth in this Parent Handbook and agree to abide by these rules.

I have been informed that this program has an “open door” policy, meaning that parents can visit any time. I also understand that the State of California Licensing Agency has the right to inspect the facility and interview the children whenever needed.

I have completed and submitted to the office at St. Anthony Preschool the following forms/certificates:

1. Child’s Birth Certificate
2. _____ Preschool Admission Contract
3. _____ Preschool Registration Form
4. Preschool Parent Handbook Agreement Form
5. Identification and Emergency Information (Licensing Form 702)
6. Notification of Parent’s Rights (Licensing Form 995) signed and dated
7. Notification of Personal Rights (Licensing Form 613A) signed and dated
8. Consent for Medical Treatment (Licensing Form 627)
9. Physician’s Report (Licensing Form 701)
10. Immunization Record

In affirmation of all of the above:

Parent’s first and last name (print)

Date

Parent’s Signature

Director’s Signature

Date