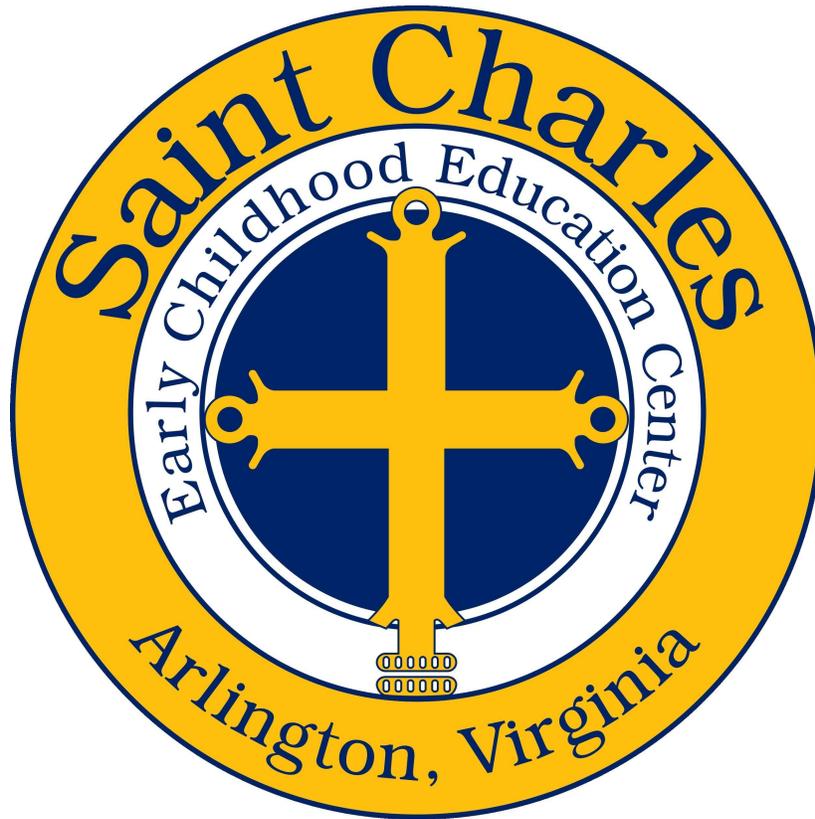


# Preschool Parent Handbook



## St. Charles Early Childhood Education Center 2021-2022



*This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.*

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# I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

## Diocesan Philosophy Of Catholic Education

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

*Matthew 28:19-20*

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

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

## Diocesan Mission Statement

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

## School Mission Statement/Philosophy

Our mission is to provide a Christ-centered, nurturing environment in which each child will develop spiritually, emotionally, socially, and cognitively. We recognize each child as a unique gift from God. Diversity is celebrated and welcomed.

## Student/Parent Handbook

The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents are required to provide a signature of receipt acknowledging that they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school's Parent/Teacher Conferences. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or preventing a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to all school handbooks.

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

## **Parental Role**

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

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

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

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

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

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

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

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

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

## **Non-Discrimination Clause**

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

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

## **Non-Catholic Children**

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

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

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which

reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver, or preclude the school from acting in a subsequent situation of the same or similar kind.

## II. CURRICULUM

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

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

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

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

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

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

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

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

Children are not always required to move from one activity to another as a group. Unregimented

transitions are also used as a vehicle for learning.

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

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

## **Supplies and Materials**

A nonrefundable supply fee will be charged at the beginning of the school year. This fee will cover all supply needs throughout the year, including, but not limited to, snack and art supplies. All supplies will be age appropriate and safe for preschool children. Donations of facial tissues and baby wipes are always appreciated by your classroom teacher.

*IT IS IMPORTANT FOR PARENTS TO SEND A SEASONAL CHANGE OF CLOTHES TO BE KEPT AT SCHOOL IN CASE OF SPILLS OR ACCIDENTS. ALL CLOTHES SHOULD BE IN A GALLON-SIZED ZIPLOC BAG, LABELED WITH THE CHILD'S FIRST AND LAST NAMES.*

## **Assessment**

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

## **Parent-Teacher Communication**

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

## **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Parents will be required to attend a mandatory parent/teacher conference in November that will be scheduled by the school. This year, conferences will be held on the afternoons of November 8th, 9th, and 10th. Throughout the year, conferences may be requested by a parent or teacher as needed. An optional conference may be offered mid-year to any parent who wants to discuss current student progress or recommendations regarding options for the following school year.

## **Progress Reports**

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

A progress report of your child's Social and Emotional Development will be presented for discussion and parent signature at the November conference. A mid-year report at the end of January will update the Social and Emotional Learning, as well as identify pre-literacy and pre-math readiness skills, on which parents will sign off. A final report will be distributed on the last day of school in May.

## **Retention/Promotion/Placement**

A major goal of the school is to assist children to complete each year satisfactorily. Retention is recommended only when it is deemed necessary and advantageous to the particular needs of the child.

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

### **III. ADMINISTRATIVE PROCEDURES**

#### **Admissions**

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

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

##### **ELIGIBILITY**

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

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

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

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

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

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

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

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

## **GENERAL CONDITIONS OF ADMISSION**

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

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

## **CLASS PLACEMENT**

The principal/director and faculty reserve the right to place a child in a class to ensure the best interests of the child. Factors to be considered include birth date (as well as developmental age for premature births), a balance of genders and native languages in a class, and the particular needs of each student. The Director may solicit input on class placement from the child's parents and staff, but the decision of the Director is final.

Application to the Junior Kindergarten Class may be made by parents of students who either:

- Meet the age requirement for Kindergarten attendance in Virginia, but who would benefit developmentally from another year in the preschool setting, or;
- Miss the age requirement for Kindergarten attendance in Virginia, but would benefit from a full day of instruction in the preschool setting.

## **ATTENDANCE**

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

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

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

#### **ATTENDANCE/REPORTING PROCEDURES**

Parents must sign their children in daily. The accuracy of the attendance record is important, and parents are relied on to help ensure their own child's information is correct.

Sign-in sheets are used to determine emergency response as well as charges billed to parents for Drop-In use of our Before and After Care services, including Lunch Bunch. Before and After Care is guaranteed to students enrolled under the all-inclusive Daycare Rate. Any remaining spaces offered are determined by student:teacher ratios put out by the Virginia Department of Social Services (VDSS).

#### During Phases 0, 1, 2, or 3:

- Drop-In Lunch Bunch and/or After Care is offered on a space available basis, but not available to all classes during the pandemic. We will continue to adjust the availability of drop-in care according to state regulations and guidelines to best meet the needs of the families we serve. Drop-In spots are limited and will be filled on a first come, first served basis daily. Families must reserve a space in Lunch Bunch and/or After Care through the Parent Portal of [www.stcharlesarlington.org](http://www.stcharlesarlington.org). Please see detailed instructions on accessing Drop-In Care online on page 20.
- Drop-In Lunch Bunch and After Care are not available to 2- and 3-morning classes in all age groups.
- Before Care is limited to only Daycare Rate students.

#### When allowed per Federal and State safety guidelines:

- Drop-In Before Care, Lunch Bunch, and After Care will be available to all classes. Space for Lunch Bunch and After Care, as determined by state mandated staffing ratios, will be filled on a first come, first served basis daily.

The above availability of Drop-In Care is subject to change throughout the year due to changes in restrictions instituted by the VDSS.

Drop-In Care is provided only in addition to attendance of the regularly scheduled class.

#### **ABSENCE**

There is no obligation for compulsory attendance in preschool. However, as you have chosen to enroll and recognize the value of the activities we offer, we are sure parents share our view that regular attendance is crucial to a child's ability to succeed in our program.

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

## **TARDINESS**

A student who is tardy will miss crucial information at the start of our day. Late arrivals are disruptive to the class already in progress. Every effort should be made to arrive on time.

During the pandemic, parents who are unable to drop off or collect their child at the assigned time may be asked to wait in their car until the entire drop-off/pick-up procedure has been completed and it is safe for us to serve their student.

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

## **MEDICAL EXCUSES**

If your child will miss any portion of the school day due to a doctor visit, please provide the school with a note from the doctor's office indicating the appointment time.

Please notify the school within 24 hours if your child has a communicable disease such as pinkeye, strep throat, head lice, or flu. Parents of students who may have come in contact with that child will be notified to look for symptoms. Your child's name will not be mentioned in the notice, but such notification helps parents identify early symptoms.

If a student or immediate family member of a student tests positive for COVID-19, parents must immediately notify the school. St. Charles will contact the Arlington County Department of Health, and will follow all instructions given.

## **ANTICIPATED ABSENCE**

Please inform your teacher and the school office well in advance of any planned travel or anticipated absence. This information is particularly crucial to our planning efforts in the busy days just before a long holiday.

## **RELEASE OF CHILDREN**

Parents must sign their children in/out. A sign in/out sheet is provided every day to record the time of arrival and departure for all classes. Arrival and departure times must be recorded daily. For Drop-In students, these times determine the amount billed to the parents for usage of the Before/After Care programs at the rate of \$15/hour for Before and After Care and \$22/hour for Lunch Bunch. For students enrolled under the Daycare Rate, the sign-in sheets serve as mandatory attendance records.

If the parent has designated another adult to pick up a child from school, the school must receive the name of the designee in writing in advance. The school provides parents with a form on which to record the names of preapproved adults. Parents are highly encouraged to update this form throughout the school year.

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

## **TRANSFERRING TO ANOTHER SCHOOL**

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. A **SIX** week notice period is required to allow for enough time to process the withdrawal of the child and the cancellation of any remaining tuition. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" from the new school. All fees and tuition **MUST BE PAID** prior to the release of the child's records.

## **LUNCH PROGRAM**

The school does not provide lunch. Daycare Rate and Drop-In students staying for Lunch Bunch are required to pack their own lunch in a labelled lunch box with sufficient ice packs. The school does not have the ability to microwave hot lunches.

St. Charles does not participate in any federally funded programs.

## **ARRIVAL AND DISMISSAL**

Parking is limited. Parents are asked to enter the parking lot from the Washington Boulevard entrance and exit the lot via Fairfax Drive. This will allow for a one-way flow of traffic, and make the drop-off and pick-up move safely and quickly for everyone. Please drive slowly in the parking lot, and when walking to and from the building, hold your child's hand.

### During Phases 0, 1, 2, and 3:

The school will execute a staggered drop-off schedule. Students must arrive during their pre-assigned arrival time slot, and must be accompanied to their designated drop-off zone by a parent or designated adult. (See "Tardiness" on pg. 16 for details on missing your arrival time slot). A staff member will take your student's temperature and ask a series of questions to determine if your child may have or been exposed to COVID-19. If your child is determined to be low-risk of infection, their arrival time will be recorded and a staff member will escort them to their classroom. Students with a temperature of 100 degrees Fahrenheit or over, students exhibiting other symptoms such as a cough, and students who have come in contact with a COVID-19 positive individual will not be allowed to attend school until cleared by a doctor. No parents will be allowed inside the building.

### When allowed by Federal and State safety guidelines:

Students must be accompanied into the building and to their classrooms by a parent or designated adult, who will sign them in, recording the exact time the child was placed in the

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school's care. This gives the classroom teacher a chance to communicate with the parent and the parent to share relevant information. If this requirement places an undue burden on any parent with younger siblings in the car, the office is ready to assist those families who wish to pull up to the sidewalk area and call the school. A staff member will come to your car and escort your child to their classroom.

Please note that arrival procedures are subject to change throughout the year based on guidance and restrictions imposed by the Virginia Department of Social Services.

The building will open daily at 7:30 AM for students enrolled at the Daycare rate. If permissible by guidance from Federal and State safety guidelines, drop-in students will be allowed at 7:30 AM on a space-available basis. Before Care will be conducted in selected classrooms for all programs.

The academic day begins at 8:30 AM. If permissible by guidance from Federal and State safety guidelines, parents are asked to wait with their child until the teachers collect students from Before Care between 8:15-8:30 AM. Although teachers arrive early to school to prepare for the day and to meet briefly as a faculty for prayer and announcements, they are not available to supervise children until the academic day begins. Children should never be left in an unsupervised classroom unattended. Children arriving after students and teachers have gone to their classrooms must be escorted to their classroom by a parent to be signed in.

The academic portion of the preschool morning ends at 12:00 PM.

Lunch Bunch begins at 12:10 PM for all Daycare and Drop-In students. Parents who do not intend to have their child participate in Lunch Bunch are asked to pick up their students at 12 PM. Parents arriving late will be charged accordingly (current rate of \$22 applies). Similarly, Lunch Bunch ends at 1:30 PM. Any student picked up after Lunch Bunch ends will be charged for the first hour's usage of Drop-in After Care (currently \$15/hour, or any portion thereof).

The Junior Kindergarten class will dismiss at 3:00 PM. Any student not signed out on time will be transferred to After Care and charged accordingly (currently \$15/hour, or any portion thereof).

Our After Care Program ends at 5:30 PM. At this time the building closes and all employees are dismissed. It is essential that parents sign their child out prior to closing time. A child who remains in the school beyond 5:30 PM will be supervised by the Director or Assistant Director until the parent arrives. This creates a distressing situation for the child, which all efforts should be made to avoid. In the case of an unavoidable emergency which causes the parent to arrive later than 5:30 PM, a fine of \$1/minute will be assessed. The school reserves the right to deny After Care services to a family that repeatedly incurs such fines.

#### Dismissal during Phases 0, 1, 2, and 3:

Pick-up will be staggered in a similar manner to drop-off. Parents will be given a time slot in which to arrive and sign out their child (please see "Tardiness" on pg. 16 for details on missing your pick-up slot). Parents are not allowed inside the building, and students will be brought from their classrooms to their parents by teachers.

Those utilizing Daycare or After Care and picking up at a time other than regular dismissal are asked to ring the doorbell and use the intercom to indicate the student(s) they are collecting. The front desk will coordinate with the teachers to bring your child(ren) to the front door for you to sign out.

## DROP-IN CARE (LUNCH BUNCH/AFTER CARE) PROCESS

Drop in care for all will resume based on Federal and State safety guidelines.

# DROP-IN CARE Lunch Bunch and After Care RESERVATIONS ARE NOW ACCESSED ON-LINE!



## Drop-in Reservations

[2 Year Olds](#)   [3 Year Olds](#)   [4 Year Olds](#)   [Junior Kindergarten](#)   [Enrichments](#)

- Please note that access to all items under the **PARENT TAB** are **member access only**.
- Navigate to **Drop-in Care: Lunch Bunch and Day Care**
- Choose the correct age group
- Choose your Calendar day within the month and enter all the required information.
- The system will send out a confirmation email once completed.

**Drop-in Reservations**

2 Year Olds   3 Year Olds   4 Year Olds   Junior Kindergarten   Enrichments

2 year olds - Lunch Bunch Only  
Also includes lunch  
1 hr 30 min  
Billed to FACTS

2 year old - After Care  
Evening Drop care includes Lunch Bunch and After Care  
9:30-5:30  
5 hr 30 min  
Billed to FACTS

**Schedule Online**

Sep. 2 - 8, 2019   Today

02 Mon.	03 Tue.	04 Wed.	05 Thu.	06 Fri.	07 Sat.	08 Sun.
	12:00 pm	12:00 pm	12:00 pm	12:00 pm		

2 year olds - Lunch Bunch Only  
1 hr 30 min | Billed to FACTS

September 04, 2019 12:00 pm  
Lunch Bunch Only

**Add Your Info**

Tell us a bit about yourself

Parent Name \*

Email \*

Phone Number

Child Name

Class Name

**Cancellation Policy**

As we have limited availability, late cancellations and no-shows really affect our staffing, therefore our cancellation policy is as follows:

1. We request that you cancel at least 3 hours before a scheduled Drop-in Care offering. This gives others the opportunity to book that slot.
2. All charges for the Drop-in Care are automatically processed through FACTS on a monthly basis.
3. Booking site information and sign-out sheets are used to create the charges for Drop-in Care. Cancellations will not be charged but no shows are at school discretion.

When you register for a class, you agree to these terms.



**Saint Charles**  
 Early Childhood Education Center  
 (703) 527-0608  
 3299 N. Fairfax Drive, Arlington, Virginia 22201

"Sharing in the *Wonder* of God's Creation"

Parent Log In

- HOME
- ABOUT US
- OUR PROGRAMS
- PARENTS
- ADMISSIONS
- CONTACT US

### Website Communication

The St. Charles website houses essential information and updated policies for new and returning parents.

In an effort to improve security and privacy for our families, starting September 2019 the following information can only be accessed by parents whose child(ren) are enrolled and who have registered online and been approved by the school office:

- The School Calendar
- Drop-in: Lunch Bunch and After Care Bookings
- Weekly Newsletter that includes student photos (with parent permission)

To gain access, click the Parent Login button

[Parent Log In](#)

Sign up New to this site? Sign Up with an email and password.

The site administrators will notify you via email once your request has been approved.

Hello ..... ▾

ADMISSIONS

My Account

Log Out

[My Bookings](#)

[My Account](#)

### Manage Your Bookings

View, reschedule or cancel your bookings and easily book again.  
 All times are displayed in GMT -04:00

Upcoming

History

Sep 06, 2019 03:00 pm	Jnr Kindergarten - After Care	<a href="#">Reschedu...</a>	▾	
With AC		4 Yr old Classrooms and/or Cafeteria		
Billed to FACTS				
<div style="display: flex; justify-content: center; gap: 20px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Book Again</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Cancel</span> </div>				

To cancel, change or add another booking:  
 Click the "Parent Log In" button at top right screen  
 Select "My Account" from the drop-down menu  
 Click "My Bookings" on left screen to manage your bookings

## **IV. GENERAL SCHOOL POLICIES**

### **Administrative**

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

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

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

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

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

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

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

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

## **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

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

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

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

## **SCHOOL VISITORS**

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

During Phase 0, 1, 2, and 3, there will be no visitors allowed into the school. This rule does not apply to licensed therapists under contract to provide for the needs of a child.

## **SCHOOL COMMUNICATIONS**

Announcements, such as school closures, holidays, upcoming events, issues of importance, and general information, will be communicated via the “Announcements” page on the school website ([www.stcharlesarlington.org/announcements](http://www.stcharlesarlington.org/announcements)), the school social media accounts, and by email. Parents should all add [rbaney@stcharlesarlington.org](mailto:rbaney@stcharlesarlington.org), [principal@stcharlesarlington.org](mailto:principal@stcharlesarlington.org) and [office@stcharlesarlington.org](mailto:office@stcharlesarlington.org) to email contacts, so important communications do not get moved to the Junk or Spam folders.

## **DIRECTOR’S COMMUNICATION**

A weekly preschool newsletter will be produced and distributed via email; it will also be posted on the school website. Information regarding each class and their activities will be included, as well as upcoming events, issues of importance, and general information. Please be sure to read the newsletter, which includes information about school closures, holidays, inclement weather

policies, etc.

The Director is available for conferences, which can be arranged by email, or by calling the office to make an appointment.

#### TAKE-HOME COMMUNICATION

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

#### WEBSITE COMMUNICATION

The St. Charles website houses essential information and updated policies for new and returning parents.

In an effort to improve security and privacy for our families, the following information can only be accessed by parents whose child(ren) are enrolled and who have registered online and been approved by the school office:

- The School Calendar
- Drop-in: Lunch Bunch and After Care Bookings (Please see Drop-in Care Process)
- Weekly Newsletter that includes student photos (with parent permission)

#### TELEPHONE USE

Preschool students are not permitted to use the telephone. Parents can contact the school office during the school day at 703-527-0608 with any information or concerns to be passed along to their child or their child's teacher. No student is allowed to bring a cellular phone, tablet, or other electronic device with them to school.

#### INCLEMENT WEATHER/SCHOOL CLOSINGS

St. Charles Early Childhood Education Center follows the inclement weather opening and closing decisions of Arlington County Public Schools, or, in the event that APS is not in session during inclement weather, the Federal Government. If APS announces different arrangements for elementary and intermediate students, St. Charles follows the schedule announced for elementary students. It is the responsibility of parents to listen to our local TV stations and the following radio stations that provide school closing information: WASH and WTOP. School closing information will also be posted on the St. Charles website and social media accounts.

- **If Arlington County Schools and/or the Federal Government open two hours late, the building will also open two hours late (9:30 AM). On these occasions, there will be no Before Care. All employees should be in their assigned classrooms and ready to receive children by 9:30 AM.**
- **In the event that Arlington County and/or the Federal Government declares an Emergency Early Closing, St. Charles will close at 3:00 PM for all students. Students in the Angels class, Daycare Rate students, and any Drop-In After Care attendees must be**

**picked up PRIOR to 3:00 PM.**

St. Charles Early Childhood Education Center follows the public health closing guidelines issued by the Virginia Department of Social Services. In the event of a public health-related shutdown or return to Phase 0 or 1, only Daycare Rate students will be allowed to remain at school. Daycare Rate students will continue to be charged tuition for services provided. 5-, 3-, and 2-morning rate students will remain at home, and virtual learning will not be provided. 5-, 3-, and 2- morning rate students will not be charged tuition in this event. Classes and tuition will begin again for all 5-, 3-, and 2- morning students once Virginia returns to Phase 2 or greater.

#### **PHOTOS AND OTHER MEDIA**

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

#### **LIBRARY**

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

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

#### **FIELD TRIPS**

The preschool classes of St. Charles Early Childhood Education Center do not participate in school-sponsored field trips. The Junior Kindergarten teachers have the option to schedule neighborhood learning experiences with the Director's and parent approval.

#### **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

## **PARENT ORGANIZATIONS**

St. Charles Early Childhood Education Center does not sponsor Parent Organizations

## **FUNDRAISING**

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

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

This year we are counting on parental support and participation in fundraisers such as: Barnes and Noble Day (if permitted by Virginia Phase restrictions). Any parent that would like to chair a committee or support an event should contact the Director.

## **TRANSPORTATION/PARKING**

Parking is limited. Parents are asked to enter the parking lot from the Washington Boulevard entrance and exit the parking lot via Fairfax Drive. This will allow for a one-way flow of traffic and make the drop-off and pick-up move safely and quickly for everyone.

***Please do not park in the numbered spaces along the fence;*** these spaces are reserved for teachers and staff and parking is by permit only. Parking is also not permitted in the parish numbered spaces. Cars without a permit parked in a numbered space are subject to towing and the fees associated with it.

Sometimes funerals or other church events are planned during the school day. If these coincide with drop-off or pick-up times, attendees are given priority for parking spaces. We will then ask parents to drive through the parking lot to an appointed pick-up area to be met by teachers and the student that they are picking up from school. Parents will be notified by the teachers or by the Director when such arrangements are necessary.

## V. FINANCES

### A Family's School Tuition Policies

St. Charles Early Childhood Education Center is primarily funded through tuition. A family's obligation to the school through timely payment of tuition and fees. Any account that is past due may result in a student's removal from the program.

An Application/Registration fee must be submitted to be considered for a place in the 2021-2022 school year. The Application/Registration Fee for new students (\$150), for Siblings (\$100) and Returning students (\$50) is non-refundable. Upon acceptance, a non-refundable annual Supply Fee (\$220) for each student must be paid to confirm your spot. Enrollment is not guaranteed until tuition and fees are finalized according to the options below. Students will not be admitted unless the terms of this tuition agreement have been satisfied, including enrollment in FACTS Tuition Management. Tuition and fees cannot be refunded once they have been collected through FACTS.

There are three options for timely tuition payments for 2021-2022 school year:

Option 1: Paid in full by July 5th

Option 2: Two payments in equal installments (July 20th and January 20th)

Option 3: Nine monthly payments (July 20th - March 20th)

Tuitions must be made through FACTS online, which charges fees for service. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a plan.

For returning families, St Charles offers the ability to pay Registration and Supply Fees directly through FACTS.

All parties are aware that additional fees incurred for Drop-In use of Before and After Care will be billed on a monthly basis at the published hourly rate. All fees incurred for Drop-In care will be assessed through your FACTS account. Prompt payment for this optional service is required, or future access to this service may be denied.

## Tuition and Other Fees Schedules

In the event of a public-health-related shutdown or the regression of Virginia restrictions to Phase 0 or 1, Daycare Rate students will continue to be charged tuition for services provided. 5-, 3-, and 2-morning rate students will remain at home, and virtual learning will not be provided. 5-, 3-, and 2- morning rate students will not be charged tuition in this event. Classes and tuition will begin again for all 5-, 3-, and 2- morning students once Virginia returns to Phase 2 or greater.

The following Tuition Schedule can be found on the school website under the Admissions tab:-

Tuition Rates 2021-2022	2-Day Program Thurs./Fri. 8:30-12:00	3-Day Program Mon./Tues./Wed. 8:30-12:00	5-Day Program Monday - Friday 8:30-12:00	Jr. Kindergarten Program Monday - Friday 8:30-3:00	Daycare Program Monday - Friday 7:30-5:30
Annual Tuition	\$2,990	\$4,270	\$6,350	\$9,240	\$14,220
<b>Single Payment Option</b> Due July 5 <sup>th</sup>	\$2,990	\$4,270	\$6,350	\$9,240	\$14,220
<b>Semester Payment Option</b> Due July 20 <sup>th</sup> & January 20 <sup>th</sup>	\$1,495	\$2,135	\$3,175	\$4,620	\$7,110
<b>9 Monthly Payments</b> Due July 20 <sup>th</sup> - March 20 <sup>th</sup>	\$333	\$475	\$705	\$1027	\$1,580

*Every family, new and returning, must (re)establish an online tuition payment account through FACTS by June 1, 2021.*

### Additional Fees

Supply Fee due annually:	\$220
Application Fee for New student:	\$150
For Sibling of student:	\$100
For Returning student:	\$50

### Drop-in Fees \*\* (for non-Daycare students):

Before care:	\$15 (7:30-8:30am)
Lunch Bunch:	\$22 (12:00-1:30pm)
After care:	\$15 per hour (1:30-5:30pm)

\*\*On a Space-Available Basis

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

### **Code of Conduct**

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

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

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

### **Discipline**

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

### **USE OF DISCIPLINARY ACTION**

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

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

## **SPECIFIC DISCIPLINARY POLICIES**

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about her/his behavior. Asking a child to stop and think about her/his unpleasant behavior enables that child to develop self-control. The staff will strive to help the children verbalize their feelings and use words when solving disagreements and arguments. For a child that is not cooperating in a group listening situation, the child will be seated by a teacher and reminded of acceptable behavior. Removal from the immediate situation for a period of time is the next tactic used for a child who continually demonstrates unacceptable behavior. This is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for her/himself when s/he is ready to rejoin the group with appropriate behavior. If behavior problems persist, the parent will be asked to attend a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. Parents will be necessary partners in the process of encouraging appropriate behaviors. The school encourages parents to share concerns regarding a child's behavior with the teacher or Director. It is understood that all children need guidance in understanding appropriate behavior, but it is sometimes necessary for all adults involved in the child's life to work together to reinforce the appropriate behavior and correct inappropriate behavior.

A child who resorts to hitting or biting will be removed from the situation. Students who bite another person (classmate or adult) may be sent home immediately to reinforce the severity of the offense, but may return to school the following day. Parents will be notified if aggressive behaviors continue.

### **SUSPENSION**

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

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

### **DISMISSAL**

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

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

### **EXPULSION**

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

- a. a serious infraction of school rules occurs;

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

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

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

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

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

## **Regulations and Procedures**

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

## **Care of School Property**

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

## Dress Code

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

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

### DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION

Children are encouraged to wear comfortable play clothes and soft-soled, closed-toe shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes.

The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all items. Parents are expected to dress their child for outdoor play every day. Please provide mittens, hats, and scarves as appropriate.

Accidents will happen. With that in mind, **please send in a complete change of clothes for your child. Place the clothes inside a Ziploc plastic bag and label with your child's full name.** If an accident does happen, the dirty clothes will be sent home in a plastic bag and parents are asked to return a fresh set of extra clothes. Soiled underwear will be disposed of, as it is unsanitary to leave such items until the end of the school day. **Parents will be asked to update the clothing as seasons change to ensure that appropriate clothes are available.** Clothes will be returned to parents at the end of the school year.

## Playground Regulations

While the playground is a place for fun and exercise, it is also necessary to establish playground rules and regulations to ensure safety for all. The same discipline guidelines will apply in the playground as in the classroom. Teachers and the Director reserve the right to restrict use of specific playground equipment.

Outdoor play is an integral part of our wellness program. All students should expect to spend a portion of their day outside. Parents are required to provide their child with clothing and outerwear to facilitate daily outdoor activity. This includes hats, coats, and mittens in the winter, as well as appropriate footwear.

We will exercise in the gym on days when weather does not permit safety outside. Such conditions include but are not limited to: temperature below 35 degrees, a heat index warning, dangerously high winds, or when there is snow/ice on the ground.

## Lunchroom Regulations

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

The St. Charles policy is to provide everyday snacks that are safe, simple, small, and healthful. **St. Charles is a nut-free school.** All students will be offered daily school-provided snacks in their classroom. For those Daycare Rate, Junior Kindergarten, and Drop-In Lunch Bunch attendees, parents must provide a lunch brought to school in a lunch box or bag that has the child's name clearly written on it. **Please do not pack items with nut products.**

For the safety of the children in our care, it is our priority when purchasing snacks to get those with the fewest allergens as possible. We offer crackers with no nuts, peanuts, dairy products, eggs, or food coloring in them. These snacks include, but are not limited to, Ritz crackers, honey wheat pretzel sticks, wheat thins, and graham crackers. The serving is typically about four crackers or pretzels, or one graham cracker. We offer a small dixie cup of apple juice, but will offer only water if the child or parent wishes. (Water is always available to the children.) We also often offer some raw snack in addition to the crackers, such as raisins or sunflower seeds. Portions are kept to a reasonable limit to maintain a child's appetite for a healthy lunch.

We recognize the importance of celebrations in building a sense of community among our staff, students, and families. It is culturally appropriate for our school community celebrations to incorporate some aspect of sharing food.

**For birthdays**, parents may provide a special snack that will be served to the class at the normal snack time. Single serving treats such as cookies, donuts, or cupcakes are appropriate. (Parents of children with food allergies will be informed in advance of class parties so that they may provide an alternate special snack for their children on such days.) This classroom celebration is not intended to take the place of a child's birthday party. No decorations or goody bags are allowed.

**For most holiday celebrations**, parents are invited to participate, both in the foods that are brought and in the events themselves. Sweet treats such as cookies are generally offered, but there will also be fruits, veggies, cheese, and other low-sugar options. No form of candy is to be included in any school celebrations. Holiday celebrations will be subject to Federal and State safety guidelines during the pandemic.

## Show and Tell

Parents are encouraged to help guide their child's choice of item, directing them to an object of personal interest that inspires a story or memory that their child can tell. Souvenirs from special trips or mementos from loved ones who live far away are especially useful. The purpose is for your child to not only bring something interesting to SHOW, but also have something to TELL their classmates. Practicing at home often helps a student overcome shyness when it is their turn to speak in front of the class.

Show and Tell is a valuable learning experience in public speaking as well as active listening. When students are encouraged to share their interests with their peers, they build self-confidence and vocabulary skills. AS an active listener, classmates learn how to ask each other increasingly complex questions and gain new understanding.

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

As a Screen-Time-Free school, no electronic device with a screen can be brought to school, for Show and Tell or any other purpose. Devices found by a staff member will be confiscated and parents will be asked to collect them from the Director's office.

Show and Tell is held at the discretion of each teacher. Each teacher will send home detailed information regarding Show and Tell. Unless specifically instructed by a teacher, students are only allowed to bring into school their lunch box (if staying for Lunch Bunch/After Care).

## VII. HEALTH, SAFETY, & WELFARE

### Student Health, Safety, & Welfare

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

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

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

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

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

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

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

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

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

#### WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff

wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

### **ACCIDENTS AND FIRST AID**

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

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

### **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*. *If required, space will be rearranged to provide proper social distancing for symptomatic individuals.*

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

If a student, immediate family member of a student, staff member, or immediate family member of a staff member tests positive for COVID-19, the parents or staff member are responsible for informing the school immediately. The Arlington County Department of Health will be promptly informed, and will instruct the school on how to proceed. The school will comply with all directions from the Department of Health.

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

## MEDICATION ADMINISTRATION OVERVIEW

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

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

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

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal/director or trained designee. No student is to carry/possess medications without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (*Appendix F-6*). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

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

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **TOILETING/INCONTINENCE**

For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. St. Charles requires all three and four-year-olds, and Junior Kindergarten students, to be continence-trained by the first day of school. Two-year-olds may learn throughout the year.

### **USE OF CRUTCHES**

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

### **USE OF MICROWAVE OVEN**

For preschool, given the risk of potential harm, student access and use of microwave ovens is prohibited.

### **LIFE THREATENING ALLERGY**

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

All schools must provide an annual in-service, educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

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

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

## **Control of Communicable Diseases**

### **DISEASE**

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening, or if their child or immediate family member tests positive for COVID-19. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

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

- a. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that they conflict with their religious tenets or practices will notify the registrar and produce a notarized Certificate of Religious Exemption. The registrar will forward your information to the Office of Catholic Schools. If religious exemption is what is desired, please refer to Policy 624A.
  - ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- b. Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

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

Parents of a child with head lice will be notified immediately to remove the child from school and to follow the Arlington County Health Department letter of information regarding head lice. The same letter will be sent home with every child in the class. The child will not be named; the letter serves only to alert other parents to look for symptoms in their own children. Teachers are placed on alert to notify the school office if other cases are suspected. Students will be asked to remain at home until treated, according to the Health Department Guidelines, which are included in the Health Department letter of information. If the child returns to school and continues to show signs of infestation, the child will be sent home and a doctor's note will be required to allow the child to return to school.

## **Bloodborne Disease**

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

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of

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

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

### **Fire/Emergency Drills**

Fire drills are held as indicated by the Arlington County Fire Department and checked by the department at the annual school inspection. Other emergency drills will be held randomly throughout the year. They include: shelter in place, lock down procedures, and tornado drills

### **Sexual Harassment - Students**

Sexuality affects all aspects of the person including, in a general way, the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavor to provide for their students an atmosphere free from sexual harassment.

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

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

### **Bullying**

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

Examples include, but are not limited to:

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

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

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

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

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

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

## **Hazing**

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation. Hazing is prohibited. School personnel will not tolerate any hazing on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

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

Consequences for students who engage in hazing shall depend on the results of the investigation and may include:

- a. Counseling;
- b. Parent conference;
- c. Detention;
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

## **Asbestos Mandatory Yearly Notification**

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

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

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

It is the intention of St. Charles ECEC to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of

the asbestos management plan at the school during regular business hours. Mr. George Reyes, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 703-527-5500.

## **Video Surveillance Cameras**

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

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

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

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

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

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

Recordings for instructional purposes must be retained for no less than one year.

## VIII. CHILDREN WITH SPECIAL NEEDS

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

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

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

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

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

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

## IX. PROGRAM INFORMATION

### Licensing Information

*Section 63.2-1701 of the Code of Virginia (Code) requires child day centers be licensed by the Virginia Department of Social Services (VDSS), and 63.2-1716 of the Code allows an exemption from licensure for a child day center operated or conducted under the auspices of a religious institution. St. Charles Early Childhood Education Center meets this religious exemption criteria.*

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

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

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

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

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

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

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

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

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

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

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

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

## **Crisis Management/Emergency Preparedness Plan**

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

## **Over-The-Counter Skin Products**

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

For all over-the-counter skin products:

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

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

## **Insurance**

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

## **Tax Information**

Because the Internal Revenue Service requires identification of caregivers in order to claim a credit for child and dependent care expenses, the school will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

## **Parental Involvement**

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

## X. APPENDICES

### School Forms

#### Additional School Information

#### Diocesan Forms

Permission for Emergency Care Form (*Appendix F-1*)

Confidential Health History Update (*Appendix F-1A*)

Virginia School Entrance Health Form (*Appendix F-2*)

Virginia School Entrance Health Form Instructions (*Appendix F-2A*)

Inhaler Authorization Form (*Appendix F-3*)

Asthma Action Plan (*Appendix F-3A*)

Epipen/Twinject Authorization Form (*Appendix F-4*)

Allergy Action Plan (*Appendix F-4A*)

Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)

Diabetes Medical Management Plan (*Appendix F-5A*)

Medication Authorization Form (*Appendix F-6*)

Diocesan Student Accident Report (*Appendix F-7*)

Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)

Insurance Billing Form (*Appendix F-7B*)

Certificate of Religious Exemption CRE-1 (*Appendix F-18*)

Seizure Action Plan (*Appendix F-20*)

Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)

Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)

Use of Personal Vehicle (*Appendix R-1*)

Preschool Handbook Agreement Form (*Appendix AG-3*)

**PRESCHOOL HANDBOOK AGREEMENT FORM**

**PARENT/GUARDIAN**

I have received a current copy of the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

(Parent's Signature)

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Class Name)

\_\_\_\_\_

(Student's Name)

\_\_\_\_\_