

# ST. IGNATIUS EARLY CHILDHOOD CENTER



## Family Handbook

Revised July 2023

# **FAMILY HANDBOOK**

## **ST. IGNATIUS EARLY CHILDHOOD CENTER**

### **TABLE OF CONTENTS**

	Policy No.
Mission Statement	1
Welcome/Philosophy	2
Diocesan Statement	3
Licensing Information	4
Governmental Licensing Information	4.1
Enrollment	5
Orientation Plan for All Families	5.1
Tuition	6
Payment Schedule	6.1
Late Payments	6.2
Confidentiality	7
Mandated Reporting of Suspected Child Abuse and Neglect	8
Parent Code of Conduct	9
Swearing/Cursing	9.1
Threatening of Staff, Parents or Children	9.2
Physical/Verbal Punishment of Your Children or Other Children	9.3
Smoking	9.4
Violations of the Safety Policy	9.5
Confrontational Interactions with Employees, Other Parents And Associates of St. Ignatius Early Childhood Center	9.6
Violating the Confidentiality Policy	9.7
Parents Right to Immediate Access	10
Dismissal	11
Withdraw	12
Court Orders Effecting Enrolled Children	13
Arrival Procedures	14
Notification of Absence	14.1
School's Right to Refuse Admission	14.2
Pick Up Procedures	15
Late Pick Up	15.1
Persons Appearing to be Impaired by Drugs and/or Alcohol	15.2
Emergency/Alternate Pick-up Forms	15.3
School Calendar	16
Emergency and Inclement Weather Closing Information	17
Curriculum Information	18
Daily Schedule of Activities	18.1
Class Assignments	18.2
Staff to Child Ratios	18.3
Educational/Personal Care Supplies Needed	18.4
Birthday and Holiday Celebrations	18.5
Parent/Teacher Conferences/Communication	18.6
Farewell	18.7
Discipline	19
Toys from Home	20

Dress Code	21
Children	21.1
Parents	21.2
Parent Participation/Volunteering	22
Health and Safety	23
Pre-Enrollment Requirements	23.1
Children with Severe Allergies	23.2
Communicable Disease	23.3
Biting	23.4
Dispensing of Medication	23.5
Fire/Emergency Drills	23.6
Alternate Safe Location	23.7
Incident/Accident Reports	23.8
Foods	23.9
Snacks	23.10
Peanut Free School	23.11
Firearms and Weapons Policy	24
Social Media	24.1
Staff Employment by Client's	25
Agency Contact Information	26

## FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian) A

Authorization for Emergency Care of Children with Severe Allergies B

Release and Waiver of Liability for Administering Emergency Care  
To Children with Severe Allergies C

# ST. IGNATIUS EARLY CHILDHOOD CENTER

**POLICY: MISSION STATEMENT**

**POLICY NO.: 1**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

## **St. Ignatius Early Childhood Center Mission Statement**

St. Ignatius Early Childhood Center is a Catholic school where two, three, four and five year olds are given opportunities to develop spiritually, socially, emotionally, physically, and intellectually. We are dedicated to the goal of providing developmentally appropriate programs aimed at the total child.

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**POLICY: WELCOME/PHILOSOPHY**

**POLICY NO.: 2**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

### **Welcome!**

Thank you for your interest in St. Ignatius Early Childhood Center. We welcome you and your children to our center located in Tarpon Springs, Florida. We look forward to meeting with you. Call and arrange for an appointment to tour our school and allow us to put your mind at ease with your decision to choose St. Ignatius Early Childhood Center.

### **Our Philosophy**

St. Ignatius Early Childhood Center is foremost a Catholic school where two, three, four, and five year olds are given opportunities to develop spiritually, socially, emotionally, physically, and intellectually. Each child is a special little human being with individual needs. St. Ignatius Early Childhood Center provides the staff, programs and environment to enhance the growth and development of young children. To accomplish our task, we work closely with parents in a complementary manner. We are dedicated to the goal of providing developmentally appropriate programs aimed at total child development.

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**POLICY: DIOCESAN STATEMENT**

**POLICY NO.: 3**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

**Diocesan Statement**

We, the administrators and teachers in Catholic Schools and Centers in the Diocese of St. Petersburg, Florida, are dedicated to the growth and development of the student through proclaiming the message, creating community, providing service and celebrating worship.

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## POLICY: LICENSING INFORMATION

POLICY NO.: 4

APPROVED BY: *Angela Butler*

EFFECTIVE DATE: 07/05/2023

### 4.1 Governmental Licensing Information

St. Ignatius Early Childhood Center is a fully licensed facility under the Pinellas County License Board.

#### Music with Mar by Ms. Jen

Sing, dance and move with Miss Jen to the wonderful Music with Mar program.

[Jenc@musicwithmar.com](mailto:Jenc@musicwithmar.com) Offered Thursdays during Lunch Bunch.

#### Shining Stars

Shining Stars follows a unique curriculum that focuses on a new objective each month to encourage clear, confident, expressive communication by giving little voices a big stage.

[www.shiningstarstampabay.com](http://www.shiningstarstampabay.com) Offered Tuesdays during Lunch Bunch.

#### Jungle Boogie Dance

Dance fundamentals taught for toddler and preschool learning as developed through 25+ years of teaching experience. The jungle theme is brought to life through characters to help identify with movements and music. Offered Wednesdays during Lunch Bunch. [jungleboogiedance@gmail.com](mailto:jungleboogiedance@gmail.com)

#### HappyFeet

Is a professionally developed child fitness soccer program based on 25 years of youth coaching experience. [www.HappySoccerFeet.com](http://www.HappySoccerFeet.com) Offered Fridays during Lunch Bunch.

#### Morning Crew

SIECC offers before school care for all children from 8am - 9am, Monday - Friday for a nominal fee.

#### Lunch Bunch

SIECC offers after school care for all children from noon- 2pm, Monday through Friday for a nominal fee.

**POLICY: ENROLLMENT**

**POLICY NO.: 5**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

Enrollment at St. Ignatius Early Childhood Center is open to children from 2-5. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child at St. Ignatius Early Childhood Center by completing the Enrollment Application and paying the \$150.00/ \$175.00 per family Application Fee. The Application Fee is **NON-REFUNDABLE**.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, deposit, immunization records and signed Family Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

St. Ignatius Early Childhood Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at St. Ignatius Early Childhood Center is contingent upon the parent's, emergency contact persons', and child's adherence to the policies and procedures of St. Ignatius Early Childhood Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify St. Ignatius Early Childhood Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child (ren) being dis-enrolled from the program and forfeiture of any deposit.

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**POLICY: ORIENTATION PLAN FOR ALL FAMILIES**

**POLICY NO.: 5.1**

APPROVED BY: *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

- Tour of our facility
- Introduction/visit to our teaching staff (stay a while to make sure you and your child is comfortable)
- Overview of our Family Handbook
- Program expectations: Students, Families and Staff
- Family Involvement and resources that are available
- Bi-Lingual translation is available for interpretation

By signing the ***Family Handbook*** acknowledgement form, you agree that you have been informed of all these portions of the St. Ignatius Early Childhood Center Program.



**POLICY: TUITION**

**POLICY NO.: 6**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

All custodial parents and/or legal guardians are required to sign a Fee Agreement upon enrollment of their child in St. Ignatius Early Childhood Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$35.00 per page copying fee will be charged accordingly.

**6.1 PAYMENT SCHEDULE**

Check, money order, or credit card may be used to pay tuition and fees. St. Ignatius Early Childhood Center accepts Visa, MC, American Express, and Discover credit cards, Debit cards or check. Online payments over \$60.00 may be made at [www.st.ignatius.net](http://www.st.ignatius.net) under the "On Line Giving" tab, select the ECC Tuition tab for all payments (Tuition, Morning Crew, Lunch Bunch, or Registration). Payments less than \$60.00 may be paid by check, debit or credit card in the school office. Your canceled check will serve as your receipt for payments made by check. There will be a \$35.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by certified check, money order or credit card.

Tuition DOES NOT include fees for extracurricular activities. Morning Crew and Lunch Bunch payments are due weekly. Morning Crew and Lunch Bunch accounts must be current to use these services. Past due accounts will have services suspended until the account is current.

**6.2 LATE TUITION PAYMENTS**

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at St. Ignatius Early Childhood Center; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

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**POLICY: CONFIDENTIALITY**

**POLICY NO.: 7**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

Within St. Ignatius Early Childhood Center, confidential and sensitive information will only be shared with employees of St. Ignatius Early Childhood Center who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as St. Ignatius Early Childhood Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with St. Ignatius Early Childhood Center.

Outside of St. Ignatius Early Childhood Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of St. Ignatius Early Childhood Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality Policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of St. Ignatius Early Childhood Center are strictly prohibited from discussing anything about another child with you.

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**POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**      **POLICY NO.: 8**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of St. Ignatius Early Childhood Center are considered mandated reporters, under this law. The employees of St. Ignatius Early Childhood Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at St. Ignatius Early Childhood Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of St. Ignatius Early Childhood Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation.

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APPROVED BY: *Angela Butler*

EFFECTIVE DATE: 07/05/2023

St. Ignatius Early Childhood Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of St. Ignatius Early Childhood Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of St. Ignatius Early Childhood Center but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

### 9.1 SWEARING/CURSING

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### 9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH ST. IGNATIUS EARLY CHILDHOOD CENTER

Threats of any kind will not be tolerated. In today's society St. Ignatius Early Childhood Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. **Parents must be responsible for, and in control of, their behavior at all times.**

### 9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT ST. IGNATIUS EARLY CHILDHOOD CENTER

While St. Ignatius Early Childhood Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or

the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### **9.4 SMOKING/VAPING**

For the health of all St. Ignatius Early Childhood Center employees, children and associates, smoking/vaping is prohibited anywhere on school property. Parents are prohibited from smoking/vaping in the building, on the grounds, and in the parking lot of St. Ignatius Early Childhood Center. Parents who are smoking/vaping in their cars must dispose of the cigarette/e-cigarette prior to entering the parking lot.

#### **9.5 VIOLATIONS OF THE SAFETY POLICY**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of St. Ignatius Early Childhood Center. Please be particularly mindful of St. Ignatius Early Childhood Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### **9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF ST. IGNATIUS EARLY CHILDHOOD CENTER**

While it is understood that parents will not always agree with the employees of St. Ignatius Early Childhood Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### **9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY**

St. Ignatius Early Childhood Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with St. Ignatius Early Childhood Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

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**POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS POLICY NO.: 10**

APPROVED BY: *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at St. Ignatius Early Childhood Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) St. Ignatius Early Childhood Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with St. Ignatius Early Childhood Center, **both** parents shall be afforded equal access to their child as stipulated by law. St. Ignatius Early Childhood Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, St. Ignatius Early Childhood Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. St. Ignatius Early Childhood Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of St. Ignatius Early Childhood Center will accompany visitors at all times, throughout the center.

St. Ignatius Early Childhood Center will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, St. Ignatius Early Childhood Center cannot have a child at the school when the child's parent is prohibited access. St. Ignatius Early Childhood Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

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**POLICY: DISMISSAL**

**POLICY NO.: 11**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

St. Ignatius Early Childhood Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the school's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave school property in a calm and respectful manner, immediately. St. Ignatius Early Childhood Center will request assistance from local police should any parent become disruptive and/or uncooperative while gather their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by St. Ignatius Early Childhood Center.

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**POLICY: WITHDRAW**

**POLICY NO.: 12**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2022**

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to school property following the last day of enrollment at St. Ignatius Early Childhood Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents, who wish to change their child's days or times of enrollment at St. Ignatius Early Childhood Center, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks notice required for withdraw.

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**POLICY: COURT ORDERS EFFECTING  
ENROLLED CHILDREN**

**POLICY NO.: 13**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order, or Protection from Abuse Order) St. Ignatius Early Childhood Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with St. Ignatius Early Childhood Center administration, both parents shall be afforded equal access to their child as stipulated by law.** St. Ignatius Early Childhood Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, St. Ignatius Early Childhood Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, St. Ignatius Early Childhood Center is obligated to follow the order for the entire period it is in affect. Employees of St. Ignatius Early Childhood Center cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. St. Ignatius Early Childhood Center will report any violations of these orders to the court.

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## POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

APPROVED BY: *Angela Butler*

EFFECTIVE DATE: 07/05/2022

### Arrival and Dismissal

St. Ignatius Early Childhood Center uses a carline for both drop-off and pick-up.

The following procedures have been established for the safety of the children, parents and staff. It is very important that St. Ignatius Early Childhood Center procedure be followed. St. Ignatius Early Childhood Center staff will **not** buckle children into their car seat; **we ask that you pull forward to do so.**

### Carline Safety

Please stay in your cars. Children are dismissed on the passenger side only. All classes are dismissed at 12:00.

St. Ignatius Early Childhood Center believes it is best for parents to tell the anxious child upon arrival, goodbye. This will prepare the child for their departure. The employee present at carline will comfort and assist the child through the anxious time. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of St. Ignatius Early Childhood Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the staff should be aware to best meet the needs of your child throughout the day.

Parents are required to feed their child a nutritious and filling breakfast prior to arriving at St. Ignatius Early Childhood Center. Parents who send their child to school without having been fed breakfast will be considered to be neglectful of their children's nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

### 14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by **9:30 am** if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on 3 occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Ignatius Early Childhood Center will take all measures necessary to protect your child's confidentiality.

Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 9:30 am so as to maintain the appropriate number of employees to ensure ratios is met when the child arrives to school.

#### **14.2 SCHOOL'S RIGHT TO REFUSE ADMISSION**

St. Ignatius Early Childhood Center reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at St. Ignatius Early Childhood Center if the child were to be present at the center.
5. Parents' failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

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## **POLICY: PICK UP PROCEDURES**

### **POLICY NO.: 15**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE :** 7/05/2023

Parents or other authorized adults are required to sign their child out of care on the sign-out sheet located in the front office. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on school premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher may be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day.

#### **15.1 LATE PICK-UP**

All measurements of time are to be according to the St. Ignatius Early Childhood Center clock located in front office. There is a late fee of one dollar per minute per child for children picked up after 12:20. Carline is not the time to have a discussion with a teacher. Call St. Ignatius Early Childhood Center to schedule a meeting if necessary.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or

Emergency/Alternate pick-up person) is available to pick up the child on time. (For Lunch Bunch after 2:20).

#### **15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP**

The staff of St. Ignatius Early Childhood Center will contact local police and/or the other custodial parent should a parent appear to the staff of St. Ignatius Early Childhood Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, St. Ignatius Early Childhood Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of St. Ignatius Early Childhood Center to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of St. Ignatius Early Childhood Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

#### **15.3 EMERGENCY/ALTERNATE PICK-UP FORMS**

At enrollment, parents will be asked to provide an Emergency/Alternate Pick-up of two persons. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from St. Ignatius Early Childhood Center. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the

emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form has the right to act “In Loco Parentis.” “In Loco Parentis” status affords the pick up person the right to discuss confidential information about the child’s day including, but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child’s day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID and raptor scan prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

St. Ignatius Early Childhood Center reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

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**POLICY: SCHOOL CALENDAR**  
**POLICY NO. 16**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE:** 7/05/2023

**St. Ignatius Early Childhood Center**  
**2023 – 2024 School Calendar**

Please see School Calendar on the ECC Website - [www.stiganatiusecc.org](http://www.stiganatiusecc.org)

**POLICY: EMERGENCY CLOSING AND INCLEMENT    POLICY NO.: 17**

**WEATHER INFORMATION**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing via our Remind App.

Should the school need to close in the middle of the morning, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick up location should the children need to be evacuated from the center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition refunded.

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**18.1 DAILY SCHEDULE OF ACTIVITIES**

Daily schedule of activities will be provided at our Meet and Greet days before school begins and posted in each of the classrooms.

**18.2 CLASS ASSIGNMENTS**

All assignments will be sent to parents in July or early August.

**18.3 STAFF TO CHILD RATIOS**

2's Room 1/10

3's Room 1/15

4's Room 1/20

**18.4 EDUCATIONAL/PERSONAL CARE SUPPLIES**

Recommended supply list will be provided by teachers at beginning of year.

**18.5 BIRTHDAY/HOLIDAY CELEBRATIONS**

Simple birthday celebrations are encouraged. Please schedule the celebration ahead of time with the child's teacher in order for the food experience to be posted in advance for parents per the Pinellas County License Board regulation. We ask parents not to leave birthday invitations for private parties in children's cubbies. If all children in the class are not included, it may result in hurt feelings or risk that the invitations may be lost. If you wish to mail invitations, please see the front office and we can provide parent emails of those children whose parents have given permission to release such information.

For class parties that are held in your child's classroom, parents who plan to attend must make other arrangements for younger children. **Siblings (birth to 18 years old) may not attend classroom celebrations.** For school events that are not held in the classroom (held in the Parish Hall or Church) siblings are more than welcome to participate. Any food treats brought to the center for the purpose of sharing with the class must be store bought and in the original packaging (the exceptions is class cooking projects ).Parents are asked NOT to send in individual treat bags for children.

Parties will be held to celebrate the following:

Pumpkin Party (Halloween), Christmas, Valentine's Day & Easter egg Hunt

**18.6 PARENT/TEACHER CONFERENCES/COMMUNICATION**

SIECC will conduct phone conferences in October or November. SIECC (twos and Threes) will have in-person Conferences with parents in February. Three VPK assessments will be conducted (September, January and May) and assessment results will be sent home to parents. All communication must be approved by the office before being sent home. Classroom baskets are provided in the office for all correspondence.

**18.7 FAREWELL**

A Farewell Ceremony for the VPK children will be held at the end of the school year



**DISCIPLINE POLICY**

Every child and parent is expected to respect the other children in the classroom, all staff members and all school equipment here at St. Ignatius Early Childhood Center.

St. Ignatius Early Childhood Center uses a Positive Discipline approach: training the child to control his/her own behavior while teaching them to effectively solve problems and understand feelings, their own as well as others. We accomplish this task in the following manner:

1. Acknowledge the child's feelings, wishes and wants.
2. Communicate the limits.
3. Target the acceptable alternatives.

In case of a serious misbehavior, a Behavior Notification Form will be completed. (A copy will be given to the parent) This form will be signed by the director and placed in the child's file. A conference will be requested after three behavior notifications in an attempt to take control of the situation. Parent's co operation is expected and the parent must be available for said conference if requested. At no time will corporal punishment be used. When discipline problems cannot be resolved, termination from St. Ignatius Early Childhood Center's program may result.

**INTENT & PURPOSE**

Thank you for choosing to allow our staff to support your child's development. St. Ignatius ECC is committed to providing a safe, nurturing environment conducive to learning and growth. We strive to ensure all children are set up for success regardless of their needs or developmental level. We are committed to child's social emotional development. Behavior concerns tell us that a child needs more time, support and practice to develop his/her social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child if our program no longer meets the needs of an individual child.

The goal of maintaining a positive and safe atmosphere within the classroom is explained to the children. The children assist the teaching staff in developing the following expectations:

1. "We listen". To be able to listen to directions and prepare him/herself to participate in planned class activities.
2. "We love one another". To help children learn to interact with others; to share and help each other; to respect and care for school property and learning tools.
3. "We use helping hands". To help children understand how to use his/her body in a positive manner in the classroom.
4. "We use walking feet". To help children walk indoors and to understand classroom limits while they use inside space.

**REASONS FOR EXPULSION, SUSPENSION OR DISMISSAL**

Every effort will be made to prevent the expulsion or dismissal of children from our program.

However, St. Ignatius ECC reserves the right to cancel the enrollment of a child for reasons, not limited to, but including, the following:

- Non-payment or excessive late payment of fees/tuition.
- Failure to adhere to policies and procedures as outlined in our Family Handbook.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the

classroom and/ or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of child care licensing regulations.

- Failure of the child to adjust after a reasonable amount of time; the child may not be ready developmentally at this time.
- The child has needs which we cannot adequately meet with our current staffing patterns.
- The child's behavior threatens the health & safety of him/herself, the other children or staff.
- Uncontrollable tantrums/angry outbursts.
- Bullying or hurting other children (pushing, kicking, punching, cursing, etc.)
- Threatening other children with violent words.
- Other – at the discretion of the EC Director.

## **STEPS TAKEN PRIOR TO EXPULSION**

Positive Behavior intervention supports include:

- Screenings
- Classroom/environment assessments
- Reaching out to inclusion specialists, specialized care teams, mental health consultants
- Proactive actions that will be taken to prevent expulsion:
  - Staff will try to redirect the child from negative behavior.
  - Staff will teach the child appropriate skills to address challenging behaviors.
  - Staff will reassess the environment, activities and supervisions.
  - Staff will always use positive methods and language while disciplining children.
  - Staff will celebrate appropriate behaviors.
  - Staff will maintain strong connections with the child at all times.
  - Staff will consistently apply consequences for rules.
- The EC Director will be consulted and may speak with the child.
- Incident report is written and signed by parents/guardian.
- Family will be notified of disruptive behaviors that might lead to expulsion.
- Teachers will work with families to develop positive behavior support strategies for continuity between home and school.
- With parental consent, a specialized care team will be formed to address how to best support the child through observations, accommodations and if necessary, outside agency referrals.
- If inappropriate behaviors persists the family may be called to pick up their child.
- If the behavior does not improve upon the child's return to the center, the child is suspended for a period of up to 5 days with the possibility of termination.

## **COMMUNICATION: FOSTERING POSITIVE RELATIONSHIPS WITH FAMILIES**

Our families...

- Communicate regularly with staff to ensure consistency in guidance between home and school.
- Partner with us and allow us time to work with all children, including those needing higher levels of support.
- Understand and acknowledge that children are learning appropriate behavior skills and the ECC strives to serve the individual needs of each child while ensuring the safety of all.
- Know that to best serve children, we may need to partner with local professionals to help give a child the best foundation for their social, emotional and academic success.

## **Transition to another Provider**

On the rare occasion that another setting is needed, we may work with families to seek the best care for their child if it is agreed that our program can no longer meet their needs.

**POLICY: TOYS FROM HOME**

**POLICY NO.: 20**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

All toys brought in for use as part of the curriculum will be inspected by St. Ignatius Early Childhood Center staff for safety and appropriateness, and may be prohibited at the sole discretion of St. Ignatius Early Childhood Center Staff.

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**POLICY: DRESS CODE**

**POLICY NO.: 21**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

**21.1 CHILDREN Clothing/Shoes**

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing and **must wear fully enclosed sneakers/ tennis shoes that tie with laces or Velcro close.** For safety reasons children may not wear boots of any kind (fashion, rain, western, construction, etc.) crocs, sandals, slippers, slip-on shoes, water shoes, boat shoes, dress shoes or any other kind of footwear that is not a sneaker/tennis shoe. If a child arrives wearing anything other than a sneaker/tennis shoe, the parents will be called and asked to bring appropriate footwear.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Children ages 2 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear and socks. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. Coats must be provided in the winter months.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, and hats. St. Ignatius Early Childhood Center is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

**Children are not permitted to wear jewelry of any kind.** It is a safety hazard for your child as well as the other children enrolled in the program. In addition, St. Ignatius Early Childhood Center will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES (#23) and will result in dismissal from the program.

Hair beads are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending St. Ignatius Early Childhood Center.

**21.2 PARENTS**

Clothing

Parents are required to be dressed in appropriate clothing while at St. Ignatius Early Childhood Center, or involved in any St. Ignatius Early Childhood Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

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**POLICY: PARENT/ FAMILY PARTICIPATION AND  
VOLUNTEERS**

**POLICY NO.: 22**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the center. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Parents unable to volunteer directly in the classroom may donate items, do maintenance work or assist teachers in preparing activities for the classroom. These volunteer opportunities are posted in the main office area on the parent bulletin board and posted on our web page at [www.st.ignatius.net](http://www.st.ignatius.net) (under "schools" link).

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on school property.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

St. Ignatius Early Childhood Center reserves the right to make volunteer assignments. St. Ignatius Early Childhood Center does not guarantee the volunteering parents will be assigned to locations where their child is present.

### **23.1 PRE-ENROLLMENT REQUIREMENTS**

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at St. Ignatius Early Childhood Center. This is per our licensing regulations. The Catholic schools in the Diocese of St. Petersburg do not recognize a religious objection to immunization. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend St. Ignatius Early Childhood Center. The Physical Examination Form, indicating the child's fitness to attend St. Ignatius Early Childhood Center, must be completed by a licensed healthcare professional and returned to the Center Director upon enrollment.

### **23.2 CHILDREN WITH SEVERE ALLERGIES**

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every year, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from St. Ignatius Early Childhood Center office.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases St. Ignatius Early Childhood Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided St. Ignatius Early Childhood Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### **23.3 COMMUNICABLE DISEASES**

St. Ignatius Early Childhood Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. The child will remain in the front office with the Director until the parent or designated pick up person arrives.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. St. Ignatius Early Childhood Center reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. Ignatius Early Childhood Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

#### **23.4 BITING**

St. Ignatius Early Childhood Center recognizes that biting is a developmentally appropriate behavior for children in the 2 year old classrooms. Parents with children in these classrooms should expect that their children may be bitten, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke, or elicit, this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of St. Ignatius Early Childhood Center.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of St. Ignatius Early Childhood Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

### **23.5 DISPENSING MEDICATION**

St. Ignatius Early Childhood Center will not dispense any over the counter or prescription medication except for severe allergy epi-pens. We have an R.N available at all times to answer staff concerns regarding sick children.

### **23.6 FIRE/EMERGENCY DRILLS**

St. Ignatius Early Childhood Center conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone Honeywell Instant Alert of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and Center Administration during these important and critical situations.

### **23.7 ALTERNATE SAFE LOCATION**

Should the administration of St. Ignatius Early Childhood Center or any emergency services personnel determine the building which houses the center to be too dangerous to be occupied, the staff and children will be taken to the Parish Life Center or Church. Once the children are assembled here, the staff will begin contacting parents or emergency contacts for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.



### **23.8 INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be handed to the parent for a signature and the parent will receive a copy.

### **23.9 FOODS**

All food items must be labeled with your child's name. St. Ignatius Early Childhood Center does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. We are a **peanut/nut free** school due to severe allergies.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

St. Ignatius Early Childhood Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

St. Ignatius Early Childhood Center asks parents to provide a healthy snack for their own child. St. Ignatius Early Childhood Center DOES NOT serve breakfast.

All snacks are parent provided, with the children sitting at tables, to promote good manners, eating habits and socialization skills.

#### **Lunch Bunch**

St. Ignatius Early Childhood Center curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch and water for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a water or white (non-flavored) milk. Snack food items should be healthy, such as fruit, vegetables and the like. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

St. Ignatius Early Childhood Center does not allow candy bars, sodas, or candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

St. Ignatius Early Childhood Center prohibits any food item in glass or aluminum cans of any kind. This can be a safety hazard for the children and staff. Parents will be asked to sign a snack/lunch agreement upon enrollment.

Lunches will not be heated for any child.

### **23.10 SNACKS**

Mid morning snacks will be provided by the parent daily. St. Ignatius Early Childhood Center will ask our parents to provide a healthy, nutritious snack and water.

### **23.11 PEANUT/NUT FREE CENTER**

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children St Ignatius ECC prohibits peanuts and/ or foods containing peanut/nuts products on St. Ignatius ECC property and /or St. Ignatius ECC sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction by simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child's snack and/or lunch. There are many acceptable food items that are peanut and peanut product free in stores. The important thing to remember is to read the labels of every food item you send to school with your child. Many foods which we do not think of as containing peanuts. Or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When reading the label look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this on the label: "Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), St. Ignatius Early Childhood Center understands that parents enjoy providing snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at St. Ignatius Early Childhood Center.

**POLICY: FIRE ARMS AND SOCIAL**

**POLICY NO.: 24**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

**24 FIREARMS AND WEAPONS**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on center property for any reason. Violation of this policy will result in immediate dismissal from the program.

**24.1 SOCIAL MEDIA**

St. Ignatius ECC may post photos related to school and school-sponsored events on our ECC website and Facebook page based on a family's consent or objection noted on the signed Promotional Media Release Form. St. Ignatius ECC allows families to take photos at school-sponsored events for their own use. St. Ignatius ECC families and employees are strictly prohibited from including any information and/or photographs related to St. Ignatius ECC, our staff, or the children and families served by St. Ignatius ECC on any internet website and/ or blog, including, but not limited to, Facebook, Instagram and YouTube.

**POLICY: STAFF EMPLOYMENT**  
**BY CLIENT'S POLICY**

**POLICY NO.: 25**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

The staff of St. Ignatius Early Childhood Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ St. Ignatius Early Childhood Center staff will have their services terminated and any deposits will be forfeited. Staff members who become employed by current or former clients of St. Ignatius Early Childhood Center will have their employment with St. Ignatius Early Childhood Center terminated.

Employment refers to any relationship outside of the school's services which involves an employee of St. Ignatius Early Childhood Center to interact with a current or former client's of St. Ignatius Early Childhood Center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

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**POLICY: AGENCY CONTACT INFORMATION**

**POLICY NO.: 26**

**APPROVED BY:** *Angela Butler*

**EFFECTIVE DATE: 07/05/2023**

St. Ignatius Early Childhood Center  
License #C850593

725 East Orange Street, Tarpon Springs, FL 34689  
Phone: (727) 937-5427  
Fax: (727) 943-0676

[www.st.ignatius.net](http://www.st.ignatius.net) (under the “ministries tab”) or

[www.stignatiusecc.org](http://www.stignatiusecc.org)

Angela Butler, ECC Director

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## FORMS

Signature Page(s) One for each Custodial Parent and/or Legal Guardian	A
Authorization for Emergency Care of Children with Severe Allergies	B
Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies	C



**ST. IGNATIUS OF ANTIOCH EARLY CHILDHOOD CENTER**

725 E. ORANGE ST. TARPON SPRINGS, FL. 34689

Phone: (727) 937-5427 License # C850593

I/We, \_\_\_\_\_, the parent(s)/legal

guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of St. Ignatius Early Childhood Center's Family Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Family Handbook are not conditions of enrollment, and the language does not create a contract between St. Ignatius Early Childhood Center and the parents. St. Ignatius Early Childhood Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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 725 E. ORANGE ST. TARPON SPRINGS, FL. 34689  
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### **AUTHORIZATION FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES**

Date:

Dear Health Care Provider,

Your patient, \_\_\_\_\_ is enrolled in St. Ignatius Early Childhood Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at St. Ignatius Early Childhood Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at St. Ignatius Early Childhood Center.

#### **PART I (to be completed by a Licensed Health Care Provider)**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

\_\_\_\_\_ Bee Sting

\_\_\_\_\_ Other Insect Bite(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Animal(s): (identify): \_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify all foods or groups of foods that must be avoided): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other: (identify): \_\_\_\_\_

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

\_\_\_\_\_ Shortness of Breath

\_\_\_\_\_ Swelling of the Face or Lips

\_\_\_\_\_ Hives



\_\_\_\_\_ Vomiting

\_\_\_\_\_ Diarrhea

\_\_\_\_\_ Other: (explain): \_\_\_\_\_

**PROCEDURES:** (Please indicate all steps necessary and the order in which they should be taken.)

\_\_\_\_\_ Administer the following Medication: (provide name, dosage, and method of Administration): \_\_\_\_\_

\_\_\_\_\_ Administer EPI-PEN: (provide instructions for administration)

\_\_\_\_\_ Call Emergency Medical Services (911)

\_\_\_\_\_ Call the child's parent or guardian

\_\_\_\_\_ Other (explain): \_\_\_\_\_

\_\_\_\_\_ DO NOT administer medication in the absence of KNOWN exposure to allergen

**RECREATIONAL ACTIVITIES:**

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions

3. (Explain recreational activity restrictions): \_\_\_\_\_

**HEALTH CARE PROVIDER INFORMATION:**

Office: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)**

**By signing this form, I/We authorize St. Ignatius Early Childhood Center to follow the instructions contained in this Authorization for Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every year or sooner if my/our child's needs change.**

**PARENT(S)/LEGAL GUARDIAN(S):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by St. Ignatius Early Childhood Center on (date) \_\_\_\_\_. This Form must be updated by (date) \_\_\_\_\_.

Received By: (Print Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



**ST. IGNATIUS OF ANTIOCH EARLY CHILDHOOD CENTER**

725 E. ORANGE ST. TARPON SPRINGS, FL. 34689

Phone: (727) 937-5427 License # C850593

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING  
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, by and between St. Ignatius Early Childhood Center and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child's name).

WHEREAS, St. Ignatius Early Childhood Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged St. Ignatius Early Childhood Center to provide child care services for \_\_\_\_\_ (child's name);

WHEREAS, St. Ignatius Early Childhood Center has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to St. Ignatius Early Childhood Center's policy for administering emergency treatment to children with severe allergies. NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge St. Ignatius Early Childhood Center and its employees or agents from any liability arising in law or equity as a result of St. Ignatius Early Childhood Center's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that St. Ignatius Early Childhood Center has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.
2. This Release shall be governed by the laws of the State of Florida which is the location of the St. Ignatius Early Childhood Center facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term St. Ignatius Early Childhood Center shall include St. Ignatius Early Childhood Center its affiliates, successors, directors, officers, employees,

and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.

5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

St. Ignatius Early Childhood Center

725 East Orange Street

Tarpon Springs, FL 34689

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_