

**ST. MARY CATHOLIC
PRE-SCHOOL
PARENT/STUDENT HANDBOOK**



2017-2018

St. Mary Catholic Preschool and School Mission

Our mission is to provide an environment where Jesus' message of love meets the spiritual, intellectual, physical and emotional needs of our children.

This mission is manifested through **MARY: Moral**
Accomplished
Responsible
Yearning to learn

Structure and Administration

St. Mary Catholic Preschool is a part of St. Mary Catholic Parish and School. St. Mary Parish Council and St. Mary School Advisory Council govern the Preschool.

Pastor: The pastor is the spiritual leader of the parish community and of the Christian educational community within the parish. The pastor shares the work of the Archbishop of Mobile. As a delegate of the Archbishop, the pastor is the administrative head of the parish church.

School Principal: The Principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to creative learning. She is responsible for the overall conduct of the Preschool and is the person primarily responsible for administering policies enacted by the Parish Council, St. Mary Catholic School Advisory Council and the Office of Catholic Schools. The Principal is responsible to the Archbishop, the Pastor, the Vicar of Education and the School Advisory Council. The assistant principal will act on behalf of the Principal when the Principal is unavailable. *The Principal reserves the right to amend this handbook at any given time.

Educational Curriculum

Core programs include religion, art activities, music, creative and dramatic movement, games and social activities, language development, Spanish, reading, phonics, math, and personal development. The classroom teacher, under the direction of the Principal, will provide a curriculum outline which is based on NAEYC (National Association for the Education of Young Children) recommendations.

Admission and Registration

Admission Requirements:

- Age: Students entering St. Mary Catholic School Kindergarten must be 5 years old by September 10th, with no exceptions. Parents should keep this in mind when registering preschoolers.
- Potty training: K-3 and K-4 students must be fully potty trained by the first day of school; this includes naptime.
- Current Immunization Form (IMM 50)
- Original Birth Certificate with state seal
- Baptismal Certificate (if Catholic)

Registration

St. Mary Catholic Preschool is non-discriminatory with regard to race, sex, color, and national or ethnic origin.

The admission priority is as follows:

- Students who attended the preschool the previous year;
- Students with siblings in St. Mary Catholic School;
- Children of contributing parishioners of St. Mary Parish;
- Children of parishioners of parishes with no preschools;
- Children of parishioners of parishes with preschools;
- Children of non-parishioners.

Registration Process

- Registration packets are available in the school office or can be printed from the St. Mary website www.stmarymobile.org.
- The packet is to be completed and submitted with the NON-REFUNDABLE/NON-TRANSFERABLE registration fee.
- Parents will be notified by letter when a student has been accepted.
- If the child is not accepted due to a full class, the applicant can elect to be put on a waiting list that will give priority as space becomes available.

Admission requirements for St. Mary Catholic School

Priority order for the admission of new families to St. Mary Catholic School (takes place during Catholic Schools Week, which usually falls the last week in January) is as follows:

- Catholics from parishes that have no schools OR Catholics from parishes with schools who have special reasons and written approval of their pastor
- Non-Catholics.

Tuition

- Both K-3 and K-4 operate on the same schedule.
- Tuition rates are included in the registration packet.
- Tuition payments are drafted on the 5th or the 20th of each month. A \$25.00 fee will be added for missed or returned payments.
- Statements will be sent home quarterly. If you have any questions, you may call the school bookkeeper at 433-9904.

Past Due Tuition:

Any check that is returned to St. Mary from the bank will be assessed a \$25.00 service charge and the tuition account will be assessed a \$25.00 late fee. If funds are insufficient for an automatic bank draft, St. Mary may attempt a second draft 10 days from your scheduled draft. In the event funds remain insufficient when a second draft is attempted, St. Mary has the right to require the responsible party listed to sign a second authorization agreement guaranteeing payment of the tuition account that is 60 days past due.

The following steps will also be taken for past due accounts:

- **30 Days:** Friendly reminder letter placed in child's weekly folder with statement.
- **60 Days:** Letter advising that tuition account is now considered seriously delinquent and is being referred to the Tuition Committee for resolution. Payment by automatic bank draft will be required going forward.
- **75 Days:** A letter from the Tuition Committee advising that if the account is not current by the end of the quarter:
 - Child(ren) will not be re-admitted the following quarter.
 - Transcripts will not be forwarded to other schools until balances are paid in full.

Classes

Class sizes are a maximum of 15 students in the K-3 class and 17 in the K-4 class.

Student Orientation

A four-hour student orientation and assessment is held for each child the first week of school. Full-time preschool does not begin until all students have attended a half-day session.

Drop-off and Pick-up Schedule and Procedures

Traffic Flow and Parking: Entrances and exits to the school grounds follow a TWO-WAY traffic flow during arrival and dismissal times.

Please follow the directions of the staff members on duty on the school grounds and observe the following:

Morning Drop-Off for Preschool:

Drop off for preschool students in the car line is from 7:15 to 7:50 A.M. Parents of all students enter through the Old Shell Road gate. Parents with preschool students or with preschool and elementary school siblings will drive along the Sisters of Mercy walkway; they will continue through the iron gate and curve left and stop in front of the preschool entrance as directed by teachers on duty. Once ALL traffic is stopped, the teachers/assistants on duty will assist in unbuckling your preschooler and assist them into the preschool building; they will also give the guardian/driver the sign-in clipboard. Car seats of preschool students should only be installed on the driver's side; this will allow the drop-off procedures to be both safe and efficient.

Older siblings will exit on the passenger side of the car ONLY and will be directed to the elementary porch by teachers on duty. When exiting preschool drop-off, drivers are asked to ONLY turn right on Providence Street. Again, this will help the flow of traffic during morning drop-off. After 7:50 A.M., the iron gate will be closed and preschool parents will be asked to park in the Lafayette Street parking lot and walk their student through the elementary building to their preschooler's classroom. Parents and guardians may park in the parking lot on Lafayette Street if they need to walk a preschool student to the classroom or drop off anything (like on birthdays or special days). The sign-in and sign-out sheets will be outside each classroom if a parent needs to walk his or her preschool student to his or her classroom.

Afternoon Pick-up for Preschool:

Afternoon pick-up for preschool students in the car line is from 2:45 to 3:15 P.M. Parents of all students will enter through the Old Shell Road gate. Parents with preschool students or with preschool and elementary school siblings will drive along the Sisters of Mercy walkway; they will continue through the iron gate and curve left and stop in front of the preschool entrance as directed by teachers on duty. Once ALL traffic is stopped, the teachers/assistants on duty will assist in buckling your preschooler into his or her car seat; the guardian/driver will be given the sign-out clipboard. Car seats of

preschool students should only be installed on the driver side, please; this will allow the pick-up procedures to be both safe and efficient.

Older siblings will be waiting on the elementary breezeway by Thompson Field and will be directed to enter the car on the passenger side by the teachers on duty. When exiting preschool pick-up, drivers are asked to ONLY turn right on Providence Street. Again, this will help the flow of traffic during afternoon carpool. After 3:15 P.M., the iron gate will be closed and preschool parents will be asked to park in the Old Shell Road parking lot and pick their child up from the After School Care Program.

Late Pick-Up: Please be prompt when picking up your child. Children not picked up by 3:15 P.M. will automatically be sent to the After School Program. After School Program fees will be assessed after 3:30 P.M.

Students Attending Half-Day: If your child is only attending half-day they will be dismissed under the Blue Awning of the Sisters of Mercy Building. Gates will not be open until regular dismissal time.

Carpool Safety Rules:

- Please be patient and courteous; these rules are to keep the children safe!
- NO cell phone use on campus. We are a cell-free school zone.
- No radios playing while in carpool line.
- Please roll driver window down for instruction from parking lot staff member/police/deputy.
- All preschoolers must be signed in and out daily.
- DO NOT leave children or other valuables unattended in a parked car in either parking lot.
- Buckle Up; it is the law!
- Watch for pedestrians crossing traffic to other buildings, especially middle school students.
- No smoking on school grounds. We are a smoke-free campus.
- Please secure car seat on driver's side for easy access to child
- Exit right onto Providence St.
- Please pull up as far as possible to the Providence St. gate for safe loading/unloading of children.
- Please: No money transfer to staff in carpool; all money should be in a marked envelope in the student folder.
- Please stay in your vehicle; the staff will assist in the loading/unloading of children.

- NO CONFERENCING allowed in carpool. Please write a note to the teacher in student folder or call to schedule a meeting.
- Please have all items (projects, nap mats, lunchbox, snack, and tote or backpack) together next to child for easy exiting in morning carpool.

Clothing and Personal Belongings

Clothing should be easy for the child to manage. Belts and overalls are usually not manageable at this age. We recommend clothes that are appropriate for play and art time, such as painting. Tennis shoes or other closed shoes are required because the playground has rocks that lodge in sandals. Velcro-closed shoes are great at this age.

- Please be sure to send a sweater or a jacket when the weather is cold. PLEASE LABEL all clothing, especially outerwear, with your child's name.
- Please provide a full change of clothes that will remain at school in case of accidents. Place them in a Ziploc bag with your child's name on the outside.
- Please do not send toys from home. These tend to get mixed up with the school toys and are often lost.

Communication:

Our program stresses the importance of communication between parents and teachers. The teachers will keep parents abreast of preschool news through regular newsletters, notes and phone calls. Communication with the teacher and administration is encouraged.

Your child should bring a school bag or backpack each day. The teacher will place a folder in it, which should be used for teacher and parent communication. Please do not send verbal messages through your child. Written communication or direct conversation is most effective.

Discipline Guidelines

St. Mary Catholic Preschool follows the "Learning with Discipline Program."

Age-appropriate behavior is expected from each child. Rules are clear, fair and consistent. Reasons are given for following rules and consequences are implemented for breaking them.

Time out, redirecting, and removal from the situation are acceptable methods of discipline. Spanking, embarrassment and verbal abuse are not allowed.

The preschool reserves the right to exclude a child from the program if the child or parent is unable to adjust to the program and rules as determined by the administration.

Consequences for breaking classroom rules are:

- Warning;
- Time-out;
- Message to parents.

Consequences for serious misbehavior that causes injury to self or others are:

- Warning, time-out, and message to parents;
- A conference with parents may be requested;
- Removal of the child from the program for a period of time as determined by the teacher and the administration;
- Permanent removal of the child as determined by the administration. Prepaid tuition will be prorated and reimbursed for the days remaining in the month of the expulsion.

Snack and Lunch

- Students must bring a morning snack and a lunch.
- Please do not send any snacks or lunches that require heating or refrigeration.
- Students may purchase lunches through the St. Mary Catholic School Lunch Program. St. Mary Catholic School participates in the USDA Lunch Program and follows the Healthy School Environment Guidelines of the Office of Catholic Schools. Information concerning free or reduced lunches is available in the school office. Families who qualify are encouraged to apply. All information is kept confidential. Menus will be sent home monthly.

- **Due to government lunch program regulations, only school lunches or home-prepared lunches are allowed during lunch time. Students/Parents are not allowed to bring hot lunch or fast food lunches to school.**
- **Students may not bring carbonated beverages or candy to school.**
- **There are preschool students with severe peanut allergies. With concern for their health and well-being, the preschool has been designated a peanut-free zone. Do not send any food containing peanuts or peanut butter.**

CAFETERIA AND LUNCH PROGRAM

Saint Mary Catholic School participates in the USDA Lunch Program and follows the Healthy School Environment Guidelines of the Office of Catholic Schools, Archdiocese of Mobile. Information concerning free or reduced lunches is available in the school office. Families who qualify are encouraged to apply. All information is kept confidential. A lunch menu is posted on the school website and Rediker each month. Students may also bring lunches from home. **Due to government lunch program regulations, only school lunches or home-prepared lunches are allowed during lunch time. Students/Parents are not allowed to bring hot lunch or fast food lunches from outside sources to school. Students may not bring carbonated beverages or candy to school.**

Student lunches may be paid in advance online or by sending a check to the cafeteria at the beginning of the month. Lunch accounts are set up on a point of sale program where money can be added money on line with PayforIt . PayforIt (PFI) is a secure online payment system which simplifies payment, collection and balancing of funds for our school. **Student accounts cannot show a negative balance.** It is the parents responsibility to keep track of how much money is on their child's account.

With PayForIt.net, parents can log in at any time to make a deposit to their child's account, view their child's account balance, set up recurring deposits to their child's account, set up e-mail notifications when their child's account falls below a certain dollar amount, or request a report showing what the child has purchased on their account. In most cases payments processed before 9 P.M. CT should post to the student's account the next morning.

There is a \$1.75 ACH (Electronic Check) fee or a 4.75% credit card transaction fee that is assessed to each transaction. The fee is only charged when money is added to your student account. Parents can view account balance and see what students have purchased without having to incur this fee. If parents have multiple children enrolled in the school money can be added to each child's account during the same transaction.

Transactions processed by PayForIt.net are safe and secure using Secure Socket Link, SSL, technology with Digicert. With this technology, schools can be assured that all student information, credit card information and all other student data will be highly encrypted and secure.

ST. MARY CATHOLIC SCHOOL CAFETERIA NO CHARGE POLICY

St. Mary Catholic School provides an opportunity for each student to eat a nutritious lunch during the school day. It is St. Mary Catholic School policy to comply with all federal program regulations pertaining to the National School Lunch program.

A charged meal policy will be implemented for the benefit of the students; but the A LA CARTE items (ice cream, snacks, etc.) cannot be charged. The only students that may eat free are students that have been approved for free meals; therefore, it is the responsibility of the parent or guardian to pay for student meals at the time they are received. Students and staff are encouraged to pay monthly, or weekly, so meals will be paid before serving time. (Meals should be purchased before 9:30 AM.) According to federal law, students in pre-kindergarten through third grade and special need students cannot be denied a meal.

Because of this a student will only be allowed to charge a maximum of three (3) meals. On the fourth occurrence no charge will be issued for a lunch. The parent will be contacted by phone to bring a lunch, add money to the online account or bring money to school. The federally governed Child Nutrition Program regulations state that uncollected meal charges constitute a bad debt. The CNP Manager will notify parents by e-mail, written note or phone call of past due balances. Notices will be sent weekly. Any uncollected charges will be turned over to the principal at the end of the school year for payment.

ST. MARY CATHOLIC SCHOOL RETURN CHECK POLICY

When a check is returned to the St. Mary Catholic School cafeteria the amount of the check and the nonsufficient fund fee will be charged to

the students account. Therefore, the owner will be advised that there is a \$25.00 insufficient funds fee for any returned check. The total amount will be deducted from any balance on the students account. Students' accounts cannot show a negative balance. Therefore, if there is no balance on the students account the parent will need to bring the check amount and the insufficient funds fee in cash to St. Mary Catholic School cafeteria the next business day.

USDA NONDISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g.) Braille, large print, audio, American sign language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 879-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust..html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail U.S. Department of Agriculture.
 - Office of the Assistant Secretary for Civil Rights
 - 1400 Independence Avenue, SW
 - Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

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This institution is an equal opportunity provider.

St. Mary Catholic School Dietary Guidelines

Students' lifelong eating habits are greatly influenced by the types of foods and beverages made available in their daily environment. St. Mary Catholic School has established the following guidelines for all foods and beverages sold or served to students during the school day (school day is defined as the time a student arrives on a campus until the end of the last scheduled class):

Beverages in School

Elementary School/Middle School: An Elementary School is defined as a school where the majority of students are in grades Pre-K through 5. A Middle School is defined as a school where the majority of the students are in grades 6 through 8. No carbonated soft drinks shall be available for sale to students at any time during the school day. No item considered to be in the category of carbonated soft drinks may be provided free of charge to students. No food or beverage item that has high fructose corn syrup or sugar listed as the first ingredient may be made available during the school day. No other competing food/beverage sales are to be available to students during meal service time. Items that may be sold include non-carbonated flavored and unflavored water, 100% fruit juices, and milk. Juice may not exceed 15 calories per ounce. Juice sizes should not exceed 10 ounces.

Foods of Minimal Nutritional Value in St. Mary Catholic School

In addition to the restrictions regarding the sale of carbonated beverages listed above, no one on the school campus may provide access to "for sale" or "free" foods and beverages of minimal nutritional value as identified under USDA regulations 7CFR 210 Appendix B, Categories of Foods of Minimal Nutritional Value until after

the end of the last scheduled class. These classifications are as follows:

- Water ices, including frozen sickles, ices and slushes, except those ices containing fruit juice.
- Chewing gum, flavored or unflavored from natural or synthetic sources
- Certain candies, processed predominately from sugar or corn syrup sweeteners or artificial sweeteners combined with a variety of ingredients including but not limited to:
 - Hard candies, sour balls, fruit balls, candy sticks, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops
 - Jellies and gums, such as gumdrops, jelly beans, jellied and flavored fruit slices
 - Marshmallow candies or other aerated sugar, corn syrup, or invert sugar confections
 - Fondants, such as candy corn, and soft mints
 - Licorice
 - Spun candy, cotton candy
 - Candy coated popcorn

Food Items and Beverages Sold Through School Store at St.Mary Catholic School

St. Mary Catholic School shall review its offerings of foods in the school store and develop a plan for phasing out low nutritive foods. All schools shall develop a plan to replace those foods with high nutritive foods. St. Mary will develop a plan with the guidance of the superintendent or his/her designee that allows for input by students, teachers, and parents. Foods and beverages approved by the local committee shall not be in conflict with the state board policies. The guidelines for school stores are listed below.

Snack items sold or provided are to follow the guidelines listed below.

In single servings, these snack foods are:

- Low or moderate in fat (10% or less Daily value of total fat)
- Have less than 30 grams carbohydrate (10% or less Daily Value of total CHO)
- Have less than 360 milligrams sodium
- Contain 5% Daily Value (DV) or more (10% is healthiest) of at least one: Vitamin A, Vitamin C, iron, calcium, or fiber (5% daily value)

Additionally, the portion sizes shall follow these requirements.

- Chips, (baked or containing no more than 3 to 7.5 grams of fat per bag), crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, and pretzels. Not to exceed 1 and ¼ ounces.
- Low-fat cookies/cereal bars. Not to exceed 1 and 1/3 ounces
- Low-fat bakery items (examples: pastries and muffins). Many low fat items replace the fat with sugar. Check the label for carbohydrate content. Not to exceed 2 ounces.
- Frozen dairy desserts, such as low fat ice cream, and pudding “Jello” fruit bowls, 4 oz maximum
- Yogurt, (low fat) less than 30 grams total carbohydrate, 8 oz maximum
- Reduced fat milk (1 percent or less), flavored and unflavored. Flavored milks may contain no more than 30 grams total sugar per 8 ounce serving. Not to exceed 16 ounces.
- Beverages should include water in any size container. Other beverages may include sports drinks (12 ounces or less), 100% fruit juice (12 ounces or less), and low sugar fruit smoothies (12 ounces), and (1) percent or less fat milk as stated above (16 ounces). 12 ounces except as noted.

School Fundraisers in All Schools

All fundraising activities that involve the selling of food during school hours or as students gather on the school campus before school begins or as students wait on transportation or otherwise exit the school campus following school dismissal should reinforce food choices that promote good health. Sales during school hours shall not include those foods listed above as Foods of Minimal Nutritional Value or exceed those portion sizes identified as allowable. This also means that all events outside the school day are not affected by this requirement and that booster clubs, etc., are free to select items for sale for specific fundraising and concession sales as long as the activity does not conflict with this position.

St. Mary Catholic School Wellness Policy Guidelines Nutrition/Nutrition Education Goals

Nutrition topics are included in the Alabama Courses of study for science, health and family/consumer sciences. These will be taught in the classroom, in and interactive manner, promoting skill students need to adopt healthy eating behaviors. Where possible, teachers will

integrate nutrition education into the other curriculums at all grade levels. The subjects of math, science, social studies, language arts and art all include concepts that can be taught while reinforcing good nutrition. Examples include graphing number of fruits and vegetables eaten in a day, week or month; using fractions with food recipes; journal recordings of food advertisements; planting and taking care of school gardens.

The staff responsible for nutrition education will be adequately prepared and participate regularly in profession development activities to effectively deliver and accurate nutrition education program. Preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program specific activities and instructional techniques and strategies designed to promote healthy eating habits.

Nutrition education information will be reviewed by a qualified nutrition professional who is specialized in school-base nutrition.

The school cafeteria serves as a “learning laboratory” to allow students to apply critical thinking skills taught in the classroom.

Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community through our website.

St. Mary Catholic School will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

Students will be encouraged to start each day with a healthy breakfast.

As required by the State Board of Education’s July 12, 2005 resolution, all school staff will attend a minimum of one teacher in-service per year focused on nutrition and physical activity.

The goal of these trainings will be to give teachers skills for interactive learning strategies for instruction; help teachers assess and improve their own eating practices; and reinforce their importance as role models to students.

The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.

Lunch periods are scheduled as near the middle of the school day as possible.

Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.

Dining areas are attractive and have enough space for seating all students.

Drinking water is available for students at meals.

Food will not be used as a reward or a punishment for student behaviors

The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.

The school will strive to increase participation in the available federal Child Nutrition programs (e.g. school lunch and school breakfast). St. Mary Catholic School will employ a food service director, who is properly qualified, certified and/or credentialed according to current Federal and State professional standards to administer the school food service program and satisfy reporting requirements.

All Child Nutrition Programs staff will have earned a high school diploma or G.E.D. certification.

All food service personnel shall have adequate pre-service training in food service operations including training on Hazard Analysis Critical Control Points (HACCP).

A Child's need for nutrients does not end when school does. Therefore, it is encouraged that CNP assist with operating a summer food service program for children and adolescents who are eligible for federal program support.

Guidelines for reimbursable school meals shall be according to and not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C 1758(f)(1), 1766(a)(0), as those regulations apply to schools and those regulations established by the Alabama State Board of Education.

All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

For the safety and security of the food and facility access to the food service operations are limited to Child Nutrition staff and authorized personnel. For further guidance see the US Department of Agriculture food security guidelines.

SAINT MARY CATHOLIC SCHOOL WELLNESS POLICY

St. Mary Catholic School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To comply with this policy, St. Mary Catholic School adopts the following goals:

- St. Mary Catholic School's Nutrition Program complies with federal, state and local requirements. St. Mary School's Child Nutrition Program is accessible to all students.
- All St. Mary School's school-based activities are consistent with the local wellness policy goals.
- St. Mary Catholic School will provide nutrition education that is appropriate for students and reflects students' cultures. Nutrition education will be integrated into students' curriculum to teach and foster life-long healthy eating. Nutrition classes will be conducted once a month under the supervision of the Certified Physical Education teacher in conjunction with the Cafeteria Director, and a Licensed Dietitian.
- St. Mary Catholic School will provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short- and long-term benefits of a physically active and healthful lifestyle.

Special Celebrations

Your child's birthday is a special day at preschool. Please contact the teacher if you would like to furnish a snack for the class. Rather than sugary snacks, we suggest you send age-appropriate "party favor" toys or a special book to read, or party hats for all.

If sending birthday invitations to school, they must include the entire class. If you choose to invite only a few friends to your party, invitations will not be distributed through the class.

Our preschoolers enjoy seasonal celebrations such as Halloween, Thanksgiving, Christmas, Valentine's Day, Easter and end of the year, etc. through parties and special activities. We encourage you to participate in these celebrations.

School Visitation

All preschool visitors must sign in at the main office in the elementary building. When leaving, the visitor must also sign out in the school office.

Parent Participation

Parents play an important role in the success of our program. We encourage each family to participate in the following ways: class parties, volunteering in the classroom, Mass, snacks, substitute teaching, field trips, etc.

Child Protection Policy

All children have the right to be safe and protected from harm in any and all environments - home, school, religious institutions, neighborhoods and communities. The Archdiocese of Mobile will do all in its power to create a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect, and to bring the healing ministry of the Archdiocese to bear wherever possible. It is the expectation of the Archdiocese of Mobile that all persons and entities under its auspices comply with the provisions stated in its Child Protection Policy.

This Child Protection Policy builds on long-established policies of the Archdiocese aimed at preventing abuse of minors. It is responsive to our concern for children and to the provisions contained in the revised *Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* approved by the full body of the United States Conference of Catholic bishops in November 2002.

With renewed faith, the Archdiocese of Mobile recommits itself to the original goals of this policy:

- To address the spiritual, physical and emotional care of the abused child and the family, as well as the affected Catholic community;
- To reiterate and strengthen educative and screening procedures toward the goal of preventing child abuse by Archdiocesan personnel and volunteers;
- To identify and observe reporting requirements to civil and Archdiocesan authorities;
- To address the spiritual, physical and emotional care of the individual against whom the charge was made; and to address other actions to be taken.

Anyone who works with the children must take the Child Protection Course offered by the Archdiocese of Mobile. This includes teachers, substitutes, and parents who volunteer (i.e. field trip drivers, class parties, etc.). The Child Protection Course is offered by the school each fall; please check the calendar for the exact date.

Health and Medications

Please do not send a child to school with symptoms of illness. Children should be **free from fever for at least 24 hours** without medication before returning to school.

Any child well enough to come to school will be considered well enough to play outside.

If your child becomes ill during school, you will be contacted to come and pick up the child.

Any illness that requires a doctor to examine and prescribe medication will require a doctor's permission to return to school. If your child has a communicable disease, he or she will need a return-to-school permission slip from your doctor.

Prescription drugs and over-the-counter medicine should, whenever possible, be dispersed by a parent or guardian. If a child is given a prescription or medicine to "take 3 times daily," it is recommended that the parent or guardian give it to the child before he or she comes to school, after going home from school and before bedtime.

The parent or guardian should treat minor illnesses, such as colds, at home. Prescription drugs and over-the-counter medicine must be **prescribed by a physician** and accompanied by a preschool medical form that explains the dosage and distribution schedule and signed by the parent.

All prescription and non-prescription medication (over-the-counter medicine) must be in the original, labeled container and stored under lock and key. Medication should not be delivered by the child to school, but should be delivered by the parent or guardian. Only the parent or guardian should pick up the left over medication at the end of the year. The parent or guardian should give the first dose of the new medicine at home in case of a possible allergic reaction. Preschool personnel are not allowed to dispense, administer, or apply medications if these conditions are not met.

Communicable Diseases

The following communicable diseases are not uncommon among school-age children. Parents should ensure that the school is notified in the case a student is diagnosed with one of these listed below. Please read over the following:

Fifth Disease: Fifth disease is actually just a viral illness that most kids recover from quickly and without complications. Fifth disease, which is especially common in kids between the ages of 5 and 15, usually produces a distinctive red rash on the face that makes a child appear to have a "slapped cheek." The rash then spreads to the trunk, arms, and legs. Fifth disease begins with a low-grade fever, headache, and mild cold-like symptoms (a stuffy or runny nose). These symptoms pass, and the illness seems to be gone until a rash appears a few days later.

The bright red rash usually begins on the face. Several days later, the rash spreads and red blotches (usually lighter in color) extend down to the trunk, arms, and legs. The rash usually spares the palms of the hands and soles of the feet. As the centers of the blotches begin to clear, the rash takes on a lacy net-like appearance. Kids younger than 10 years old are most likely to get the rash.

This virus is especially dangerous to fetuses. Pregnant women should tell their doctor if they have been in contact with infected children within one week before the rash appeared. Most adults have had Fifth Disease as a child and are no longer at risk for catching the disease.

Head Lice: Lice infestations could come from almost anywhere---a classmate, another child's clothing, hats, combs, brushes, headphones, etc. Lice breakouts are common among young children, and even the cleanest child can easily become infested.

Head lice should be suspected when there is intense itching and scratching of the scalp and back of the neck. If you look closely at the scalp, you will see small, whitish eggs (nits) firmly attached to the hair shaft, especially at the nape of the neck and above the ears.

If you find that your child has lice, please report it to your homeroom teacher and the school office so that we can check classmates to try to stop it from spreading.

Please ask your pharmacist about which comb and shampoo to purchase. Children must be nit-free before returning to school. Children's bed clothing, stuffed animals, rugs, etc. need to also be treated.

Ringworm: Ringworm is a common fungal infection of the skin and is not due to a worm. The medical term for ringworm is *tinea*. Ringworm causes a scaly, crusted rash that may appear as round, red patches on the skin. Other symptoms and signs of ringworm include patches of hair loss or scaling on the scalp, itching, and blister-like lesions. The incubation period for ringworm is 10-14 days.

According to Mobile County Board of Health, students may return to school if affected areas are properly covered and are under treatment. The school must be notified if your child has ringworm. A note indicating the child has been treated and may return to school is a necessity. The ringworm must be covered at all times.

Safety

Teachers and assistants will be certified in basic CPR and First Aid.

Procedures are in place and reviewed with children in the event of fire, tornado or any other safety situations.

Child Abuse

All school teachers and officials or any other person called upon to render aid or medical assistance to any child, when such child is known or suspected to be a victim of child abuse or neglect, are

required BY LAW to report, or cause a report to be made of the same, orally, either by telephone or direct communication, immediately followed by a written report to a duly constituted authority.

Contact Phone Numbers

You may leave messages for the preschool teachers by calling the St. Mary Catholic School Office at 433-9904. Messages will be placed in teachers' boxes and they will return your call in a timely fashion. You can also reach teachers by e-mail; their addresses can be found on the school website.

School Website:

Saint Mary Catholic School maintains a website at www.stmarymobile.org. When clicking on the "School" tab, parents can find a wealth of information that includes the yearly school calendar, monthly lunch menu, faculty/staff listings, contact information, school handbooks, admissions information, academic information, and much more.

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and student over 18 years of age ("eligible students") certain rights with respect to students education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the records (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education record that the parent or eligible student believes inaccurate or misleading. They should write the school Principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student on the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right of a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to an official of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirement of FERPA. The name and

address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Office of Catholic Schools
Archdiocese of Mobile
September 2004

USDA NON-DISCRIMINATION STATEMENT – UPDATE 2013

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.”

2013 USDA

Nondiscrimination Statement Update - SPANISH

For all other FNS nutritional assistance programs, State or local agencies, and their subrecipients, must post the following nondiscrimination statement:

El Departamento de Agricultura de los Estados Unidos (por sus siglas en inglés “USDA”) prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo por raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalias y,

según corresponda, convicciones políticas, estado civil, estado familiar o paternal, orientación sexual, o si los ingresos de una persona provienen en su totalidad o en parte de un programa de asistencia pública, o información genética protegida de empleo o de cualquier programa o actividad realizada o financiada por el Departamento. (No todos los criterios prohibidos se aplicarán a todos los programas y/o actividades laborales).

Si desea presentar una queja por discriminación del programa de Derechos Civiles, complete el USDA Program Discrimination Complaint Form (formulario de quejas por discriminación del programa del USDA), que puede encontrar en internet en http://www.ascr.usda.gov/complaint_filing_cust.html, o en cualquier oficina del USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíenos su formulario de queja completo o carta por correo postal a U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, por fax al (202) 690-7442 o por correo electrónico a program.intake@usda.gov.

Las personas sordas, con dificultades auditivas, o con discapacidad del habla pueden contactar al USDA por medio del Federal Relay Service (Servicio federal de transmisión) al (800) 877-8339 o (800) 845-6136 (en español).

El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

PARENT/STUDENT HANDBOOK AGREEMENT 2017-2018

As the parent/legal guardian of the minor student(s), I have read and understand the St. Mary Catholic School parent/student handbook. Parents are encouraged to discuss this policy with their children before they sign.

Your signature below includes that you have read the St. Mary Catholic School handbook. That you and child agree to abide by the provisions, rules and regulations contained therein.

Parent Name _____ Date _____
(Please Print)

Parent Signature _____

Students Name _____ Grade _____
(Please Print)

Students Name _____ Grade _____
(Please Print)

Students Name _____ Grade _____
(Please Print)

