

**PARENT/STUDENT  
EDUCARE & PRE KINDERGARTEN HANDBOOK AND DISCIPLINE AGREEMENT  
SIGNATURE PAGE**

Dear St. Mary's Catholic School Families,

This is your Parent/Student Handbook for 2011-2012. Annual updates and necessary revisions have been made for this year. General information, policies, and procedures are included as well as family expectations. Please read the material as a family and then sign and return this Parent/Student Educare Handbook and Discipline Agreement Signature page.

Thank you for your attention to this matter.

Lauri Nauditt  
Principal

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We have read the St. Mary's **Educare** and **Pre-Kindergarten** Parent/Student Handbook. We have carefully reviewed each section of this document. As members of the St. Mary's Catholic School Community, we agree to be governed by its contents regarding our participation and that of our child(ren).

Parent's Signature(s) \_\_\_\_\_  
\_\_\_\_\_

<u>Student Signature(s)</u>	<u>Grade(s)</u>
_____	_____
_____	_____
_____	_____

Date \_\_\_\_\_

**Please return this page, with your signatures, to the school office **by Oct 21, 2011**. The school and Educare will assume your acceptance and compliance with all handbook policies in the event that you do not return a signed copy by the due date listed above.**

# ST. MARY'S EDUCARE & PRE-KINDERGARTEN

## PHILOSOPHY

St. Mary's Educare and Pre-Kindergarten are Catholic oriented programs where basic Christian and social values are experienced. Activities in the programs will follow Catholic teachings and will be developmentally appropriate. Prayer, readiness skills, and play are integral parts of each day.

## ENROLLMENT AND ADMISSION REQUIREMENTS

St. Mary's Educare is certified to serve St. Mary's students ages 3 -12 years of age (if the need arises, we can get approval for older children.) Eligibility is open to students regardless of race, religion, culture, sex and/or disability.

Admission is dependent upon:

1. openings in the program;
2. completion of the registration package;
3. payment of registration fee.

## GENERAL INFORMATION

Children must be registered for Educare if they attend other than on an emergency basis. Educare is open at **7:00a.m.** (If your child needs to arrive earlier than 7:00 a.m., please make arrangements 24 hours in advance.) Students are released to classrooms at 7:50 a.m. After school care is provided from 11:00 a.m. to **6:00 p.m.** All childcare must be scheduled in advance. This can be done in the gym from 7:00am to 7:50am, in Educare between 11:00am and 6:00pm, or you may leave a message on the Educare voice mail, and we will get back to you. **Drop-in Request Forms** must be filled out for drop-in care. You may pick these up in Educare, or in the school office. If an unexpected need to use Educare arises, you must call and confirm that space is available prior to your child reporting to Educare.

**EDUCARE RATES** are charged **per hour**, with a minimum charge of ½ hour, billed to the nearest ¼ hour after that. The **daily rate** will go into effect after 6 hours of care.

<b>Rates</b>	<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> child</b>	<b>3 or more</b>
<b>Per Hour charge:</b>	\$3.75	\$3.25	\$2.75
<b>Daily rate:</b>	\$22.00	\$22.00	\$22.00

## HALF DAYS AND FULL DAYS INSERVICE DAYS

Educare will be open on all ½ day and full day in-services. We are licensed for 45 children, and therefore space will be limited and is available on a first come first serve basis. Sign up sheets for each of these dates are located in Educare on the sign-in counter. You will be charged the full daily rate of \$22.00 per child if your child is signed up and does not attend. You may remove your child's name from the list up to two days in advance to avoid being charged.

## HOLIDAYS

**Educare is closed** on holidays when the school is closed. These are Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, Christmas Break, M.L.K. Day, President's Day, Spring Break, Easter Monday (when observed), and Memorial Day.

## DROP OFF/PICK UP INFORMATION

You must sign your child "in" in the morning and sign them "out" in the afternoon. Educare staff will sign your child "out" for school in the morning, and sign them "in" for afternoon care. Your child will not be allowed to enter or leave Educare without your signature, or the signature of someone who has

been released by you to pick up your child. A staff member may ask for picture identification, or other verification of identity before releasing a child (WAC 388-1250-450).

**OVERTIME CHARGE**

When a parent is late picking a child up (after 6:00pm), a **late fee** will be charged. This fee is \$5.00 for every 5 minutes past 6:00pm.

**Pre-Kindergarten** begins at **8:00 a.m.** and ends at **11:00 a.m.** You may choose to register your child for three days a week, (Monday, Wednesday, & Friday), or for five days a week, (Monday - Friday.), or if availability exists for 2 days a week (Tuesday and Thursday). A slot is reserved for your child and cannot be changed without prior approval, and then **only** if there is room on that day. Pre-Kindergarten is charged at a daily rate of \$13.25, for each day your child is registered, whether or not your child is in attendance.

## **CHILD ABUSE REPORTING LAW REQUIREMENTS**

The Educare and Pre-K Center staff are required by Washington State Law and DSHS licensing requirements to immediately report to the police or Child Protective Services, any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The Center will follow the recommendation of Child Protective Services. This policy is supported by the Catholic Diocese of Spokane (WAC 388-150-480).

## **EMERGENCIES**

Emergency numbers are posted by both phones in Educare/Pre-K, and in Morning Care. Emergency consent forms are included in the registration packet, and must be on file with the Program Supervisor before a child will be admitted to Educare. Emergency transportation will include ambulance, paramedics, or like transportation. In the event of dire emergencies, the most effective manner of transportation will be used.

## **EMERGENCY ACTION GUIDE**

The Educare will follow the same Crisis Plan as St. Mary's Catholic School. Emergency procedures and recommendations in this document will be used as a guideline in the event of a local disaster. Read the following carefully.

## **CLASSES WILL NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES.**

When the situation indicates departure of students is feasible, they will be released to parents or persons authorized to pick up the student. The emergency card filled out at registration contains this information. It is your responsibility to update the card if the person(s) authorized to assume custody of your child should you not be available changes.

St. Mary's has formulated the following plan in the event of a disaster such as but not limited to the following:

- Earthquake
- Fire
- Bomb threat (peacetime)
- Chemical accident/Hazardous materials
- Explosion or threat of explosion
- Volcanic eruptions
- Other similar occurrences that might make a building uninhabitable
- Gunfire or acts of violence in the area

**A complete copy of this Crisis Plan is available in the Educare Office or in the school office.**

## **DISCIPLINE POLICY**

Discipline is an essential part of Christian life. Discipline is demonstrated through the principles of respect ~ respect for self, for others, for other's property, and for the welfare of the group. Part of the discipline process is learning to take responsibility for one's choices. When a student fails to exercise self-discipline, it becomes necessary for the Center's staff to use measures to safeguard the rights of others through:

1. talking with the student;
2. offering the student choices;
3. separation of the student from the group in an unlocked area.

Any form of corporal punishment is not permitted on the premises of the Center by anyone, including parents (WAC 388-150-130).

## **FIELD TRIPS**

Field trip and transportation policies are as follows ~ we will transport or permit supervised off-site travel of the child to participate in field trips or engage in other off-site activities only with written parental consent. Field trip forms will list the location, date and time of the event, as well as require parental signatures and emergency information, and authorization for medical treatment. Seatbelts and proper car seats or booster seats must be provided for each student as mandated by state law. See School Handbook for further information.

**An open door policy exists in the Educare and Pre-K Programs, and parents are welcome to visit at any time during the day. Please check in at the Office and get a badge.**

## **FIRST AID SUPPLIES**

First aid supplies will be on hand in Educare/Pre-K, and in the gym. Syrup of Ipecac will be stored in the locked medication box. Permission to administer Syrup of Ipecac will be obtained from the Poison Control Center.

## **ILLNESS AND ACCIDENT RECORD**

Educare will maintain an illness and accident record for injuries and accidents, which may occur on premises. The report will include the type of injury as well as the treatment given. Any serious bruises or injuries noticed on the child prior to the beginning of the day will be noted.

## **IMMUNIZATION POLICY**

An immunization form will be given to parents/guardians upon registration for Pre-Kindergarten. This form is to be completed and returned to the Program Supervisor upon enrollment. State Laws concerning immunization will be enforced. Failure to comply will result in loss of enrollment.

## **MEALS**

A healthy morning snack with beverage will be provided for Pre-K, and in the afternoon, a healthy snack with beverage will be provided during Educare. Please pack a drink for your child's sack lunch unless they are ordering milk or hot lunch. St. Mary's Catholic School is an equal opportunity provider.

## **MEDICATION POLICY**

**Medication will not be administered in the Educare or Pre-Kindergarten facility** (WAC 388-150-230). Medication will be dispensed through the school office only after a *physician has signed a Medication Authorization Form*. Medication must be in its original container, and will be stored in a locked drawer in the school office. Over-the-counter medications, vitamins, throat lozenges, etc. also require a physician's signature on *Medication Authorization Form*. Please see the medication policy in the School Handbook for more information.

## **PESTICIDE POLICY**

St. Mary's Catholic School, Preschool and Educare are in adherence to July 2002 Washington RCW 17.21.415 (2) stating "A school shall provide written notification annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policies and methods, including the posting and notification requirements of this section".

### **1. Notification Requirements**

- A. Annual notification of the pest control policies and methods.
- B. Pre-Notification to interested parents or guardians and employees at least forty-eight hours before an application.
- C. Posting of the notification in a prominent place in the main office of the school stating the location, intended date and time of the application, the pest to be controlled and the name and telephone number of a contact person at the school or day-care center.

## **2. Posting (Notification) Signs Requirements**

- A. Outdoors - At the location of the application and each primary point of entry to the grounds, at least 4x5 inches in size, state the landscape has been treated and list a contact telephone number.
- B. Indoors - At the location of the application, at least 8.5 x 11 inches in size, include the product name, date, time and location of the application, the pest and a contact name and telephone number.
- C. Posting of the notification in a prominent place in the main office of the school.
- D. The poster (sign) must remain in place a minimum of twenty-four hours, but the school is not liable for posters that are removed by unauthorized individuals.

## **3. Records Requirements**

- A. Annual summary available upon requests
- B. Department of Agriculture requirements

## **PRACTICES CONCERNING AN ILL CHILD**

Any student who is ill cannot be accepted into Educare/Pre Kindergarten. Students who become ill during morning care will be isolated and cared for until school begins, and will then be released to the school where standard procedures will be followed. Children, especially those with influenza like symptoms, should be cared for at home until they are well. Children must not return to school until they are afebrile (without fever) for 24 hours without medication. Likewise they should not return until they are free from vomiting and diarrhea for at least 24 hours.

(WAC 388-150-220). If a child becomes ill after school, parents will be called and asked to pick up their child, and the child will be isolated and cared for until parents arrive. (See attached )

## DAILY SCHEDULE

### Pre-Kindergarten:

- 7:50 – 8:15 ~ Entry activity
- 8:15 – 8:45 ~ Calendar/Circle time
- 8:45 – 9:40 ~ Activity Centers
- 9:40 – 9:45 ~ Cleanup
- 9:45 – 10:00 ~ Snack
- 10:00 – 10:40 ~ Outside Time
- 10:40 – 10:50 ~ Religion
- 10:50 – 10:55 ~ Closing Prayer

### Educare:

#### Morning Care

- 7:00–7:45 ~ Homework, table games, or free play with balls
- 7:45 ~ Cleanup
- 7:50 ~ Dismissal to class

#### After School Care (11:00 – 2:45)

- 11:00 – 11:20 ~ Outside time
- 11:20 – 11:30 ~ Cleanup and wash for lunch
- 11:30 – 12:05 ~ Lunch!
- 12:05 – 12:15 ~ Prepare mats for rest in PK4 room
- 12:15 – 1:15 ~ Rest time
- 1:15 – 1:45 ~ Mon-Thur = Computers  
Fri = Veggie Tales
- 1:45 – 2:05 ~ Activity time
- 2:05 – 2:25 ~ Clean up
- 2:30 – 2:45 ~ Move to PK3 room for snack

#### After School Care (2:45 – 6:00)

- 2:45 – 3:15 ~ Check-in and snack
- 3:15 – 4:00 ~ Outside
- 4:00 – 4:30 ~ Homework/Reading
- 4:30 – 5:00 ~ Free play in centers, or Arts & Crafts
- 5:00 – 5:45 ~ Cards, puzzles, board games, books
- 5:45 – 6:00 ~ Cleanup and go home!

## **St. Mary's Catholic School—Dress/Uniform Code**

(changes in **BOLD**)

The purpose of the dress code is two-fold: first to promote the dignity of the student and the school and second to enhance the learning environment.

**ALL uniforms MUST conform to the "Spokane Uniform House" styles.**

### **GIRLS:**

Jumper, skirt, or skort—Blackwatch plaid or plain navy .

Blouse—white, plain with Peter Pan collar. Long or short sleeve. No logos, decorative buttons, stitching, trim, etc.

Hair—must be neat, clean, out of eyes, natural color, and a style that doesn't attract undue attention. **Hair attachments or other accessories must also not attract undue attention or interfere with the learning process.**

Jewelry—must be kept to a minimum. No hoops or dangling earrings.

Cosmetics—no make-up through 6th gr. Grade 7 & 8 may use minimal make-up. No nail polish for all grades.

### **BOYS:**

Hair—must be neat, clean, out of eyes, no longer than collar length and of natural color. No Mohawks or other styles that attract undue attention.

### **FOR ALL:**

Polar fleece vest, front zipper, hunter green only (*purchased only at Spokane Uniform House*).

Pants—navy blue twill or corduroy, khaki twill (gr 7 & 8 only). **Uniform style only.** No cargo style, leggings, decorative stitching, rivets, back pocket flaps. Pants must have a waistband and zipper. Partial elastic waistband is acceptable or whole elastic waistband for PK3-2nd gr.

Sweatshirt (official)—Dark green, **logo embroidered**, worn over uniform, *purchased through the school office only*.

Sweater—v-neck or crew neck, plain, navy, cardigan, pullover or vest. No decorative stitching, logo, trim, or hoods.

Walking Shorts & Capris—(may be worn until October 31st and after April 1st) - Navy blue twill, khaki twill (gr 7 & 8 only).  
No cargo style, decorative stitching, rivets, back pocket flaps.

Polos—white or hunter green, knit polo shirts with collar. Long or short sleeve. No logos, decorative buttons, stitching, trim, etc.

Turtlenecks—white or hunter green, mock style acceptable. Long sleeve. No logos, decorative stitching, or trim.

Socks/Tights—white, navy, or hunter green. **Plain**, no logos, no leggings. Crew socks and anklets o.k.

Belts—are recommended for grades 4-8. **Unadorned** buckles. Color must be brown or black only.

Hats—winter hats to be worn outside only in cold conditions.

Shoes—all shoes must be in good condition, closed toe and heel. No sandals, clogs, slides, mules, or flip-flop style shoes.

Shoes with laces must be tied. No boots of any kind allowed in the classroom.

Shirts must be long enough to remain tucked in at all times.

No dark colored clothing under white shirts.

No tattoo's of any kind.

### **NOT APPROVED:**

On *special days* or *birthdays* (non-uniform/free dress) the following are not approved:

No apparel with offensive language or pictures inconsistent with Christian values.

No shorts, pants, skirts, Capris, or culottes that are baggy **or** made out of flannel, fleece, knit or spandex, including leggings. (Basketball shorts and warm-up are okay)

No tight fitting garments or leggings.

No visible underwear.

No apparel that may be damaging to floors, furniture, or persons.

Hats or hoods are not to be worn indoors, **EVER!!**

Sleeveless shirts, dresses, and tank tops are not approved including spaghetti straps.

### **JEANS:**

Jeans may be any color, but in good condition and hemmed.

Jeans shorts and capris may only be worn on approved "Jean Days" before October 31st and after April 1st.

Clothes must be neat and clean, with no holes, rips, or frayed edges. Clothing should fit well, not too loose or tight. All skirts, culottes, and shorts must be an appropriate length for school **which is...within 2 inches above or below the knee.** All wearing apparel must be comparable to those available at the Spokane Uniform House or other authorized vendor. **Don't forget to purchase Gift Cards(Scrip) before shopping for uniforms. We have The Gap, Penney's, Sears, and Old Navy available in the school office. Everybody wins when you use Gift Cards!**

*The principal maintains the final discretion in making further determinations regarding uniform guidelines.*

## POLICY AND PROCEDURE FOR EXCLUDING ILL CHILDREN

Staff will check all children for signs of illness when they arrive at the center and throughout the day. If these signs of a possibly contagious illness are present, a child will not be admitted to the Center that day, or will be excluded: to the school sickroom. The parent will then be called to pick up their child and a staff member will care for the child until the parent arrives. Staff members will follow the same exclusion criteria as children and not come to work or leave when these signs develop.

Children and staff with the following symptoms will be excluded:

1. Fever of at least 99 ° F under arm (auxiliary) or 100° F orally AND who also have one or more of the following:
  - headache            -earache            -sore throat            -rash
  - fatigue that prevents participation in regular activities

Oral temperatures, done with single use disposable covers over the thermometer, can be taken on preschool through school-age children; no rectal temperatures will be taken. A digital ear thermometer is available in the office.

2. Vomiting on 2 or more occasions within the past 24 hours.
3. Diarrhea: 3 or more watery stools, or 1 bloody stool, within a 24-hour period.
4. Any suspected communicable skin infection such as impetigo, pinkeye, and scabies.
5. Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
6. Lice or nits. For head lice, children and staff may return to childcare after treatment and if **no** nits are visible.
7. Fatigue that prevents participation in regular activities. Observed as sleeping or resting more than usual for that child, not wanting to eat, or multiple cold symptoms that keep the child from regular activities.

We will notify parents in writing when their children have been exposed to infectious diseases or parasites/lice. The notification may consist of either a letter to parents or posting a notification for parents in a visible location.

. Following an illness or injury, children will be readmitted to the program when:

They no longer have the above symptoms, or

After twenty-four hours of starting antibiotic treatment, or

No longer have significant discomfort, or

**Children, especially those with influenza like symptoms, should be cared for at home until they are well. Children must not return to school until they are afebrile (without fever) for 24 hours without medication. Likewise they should not return until they are free from vomiting and diarrhea for at least 24 hours**

Advised by a Public Health Nurse on communicable disease guidelines for Child Care.