

Holy Family Catholic School

Family Handbook

Pre K III



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Signature Page

I, _____, parent/guardian of _____ have received and reviewed the 2021-2022 Holy Family Catholic School Family Handbook. I understand the policies and procedures outlined in this Handbook, and agree to abide by them, as will my child. I also understand that this form is to be signed and returned to the school within two (2) weeks after the start of school. This form will be kept in my child's file and may be submitted to the Holy Family Catholic School Office upon request for auditing or monitoring purposes.

Name of School Holy Family Catholic School

Signature of Parent/Guardian _____ Date _____

Introduction

Pre-kindergarten programs build a foundation of development and learning that allows children to build skills, attitudes, and habits to do well in school and throughout life. The Louisiana Department of Education understands that pre-K prepares your child for their journey of lifelong learning. Both Holy Family Catholic School program and the Louisiana Department of Education encourage you to be an active participant in your child's education, as you are your child's first teacher. We also encourage parent involvement in your child's school activities. Research shows that children whose parents take an active role in their education and show interest in their work, score higher on tests. It also builds a strong foundation for the child's educational future. The purpose of this handbook is to inform you of Holy Family Catholic School Program rules that the school must follow and to provide you with local contact information for resources. Please feel free to contact the Principal, Rogers Griffin, with any questions at rgriffin@holyfamilycs.com.

Program Philosophy

Holy Family Catholic School Program is designed to provide three- and four-year-old children access to high-quality, developmentally-appropriate, full-day pre-K classes in state-approved private preschools and Type III child care centers.

Language/Discipline No form of demeaning language or corporal punishment is allowed in the Holy Family Catholic School Program, by anyone at any time.

Discipline

No form of demeaning language or corporal punishment is allowed in the program, by anyone at any time. Holy Family Catholic School Daycare will utilize time out with its students. Time out shall take place within sight of staff, and the length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

Uniforms

Pre-K children must wear uniforms to school. Uniforms may be purchased from Schooltime, Fashion World, or Youngs Fashion

Supplies

Families must pay a \$25 supply fee to cover the cost of supplies that are provided by the school.

Attendance

All Holy Family Catholic School parents are required to report directly to the classroom on a daily basis to sign the student in and out of the classroom. In the morning parents/guardians will walk down the hall and bring the child to the classroom. The parent/guardian will then sign the child in, releasing the child to Mrs. Andrea Moore. In the afternoon the parent/guardian will return to the classroom and will sign the child out. The child will then be released to the parent/guardian.

Before and After School Programs

The Holy Family Catholic School Program does not provide funding for before- and after-school care. Students may arrive at the school at 7:15 am and picked up by 3:15 pm. Students remaining after 3:15 will incur an after-care fee of \$5.00 per day. Parents who contract with the site to provide after- care services for their child must pay the site's required fees. After two consecutive months of non-payment of after- care fees, Holy Family has the right to disenroll a child from the program.

Early Dismissal

If your child's site is scheduled for early dismissal, you are responsible for any additional child care fees. All students must be picked up by 10:30 am on early dismissal days.

Holiday

If your site provides optional care during holiday breaks (Thanksgiving, Christmas, Easter, Mardi Gras, etc.), families are responsible for paying for the cost of attendance.

Immunization and Health Screening Requirements

All children attending Holy Family Catholic School programs are required to have their age-appropriate immunizations and screenings during the school year. Families are responsible for ensuring that children receive all required immunizations.

Immunization List

Louisiana requires that all students entering school for the first time have received all immunizations against vaccine-preventable diseases according to a schedule approved by the Department of Health and Hospitals (DHH), Office of Public Health (OPH):
Vaccination Requirement: Under 4 Years on the first day of school, entering Pre-K, Child Care, or Head Start Requirement: 4 Years and older on the first day of school, entering Kindergarten, Pre-K, Child Care, or Head Start HepB (Hepatitis B) Three (3) doses of Hepatitis B Vaccine Three (3) doses of Hepatitis B vaccine RV (Rotavirus) Three (3) doses of Rotavirus vaccine Hib (Haemophilus influenzae type b) Three (3) doses of Haemophilus Influenza Type B vaccine (Hib) DTaP (Diphtheria, Tetanus, Pertussis) Three (3) or Four (4) doses of Diphtheria Tetanus Acellular Pertussis vaccine Booster dose of Diphtheria Tetanus Acellular Pertussis vaccine received on or after the 4th birthday PCV (Pneumococcal Infections) Three (3) doses of Pneumococcal Conjugate vaccine for children less than 24 months of age Polio (IPV) Two (2) or (3) Three doses of polio vaccine Booster dose of Poliovirus vaccine received on after the 4th birthday MMR (Measles, Mumps, Rubella) One (1) Or Two (2) doses of Measles, Mumps, Rubella vaccine Two (2) doses of Measles, Mumps, Rubella vaccine Var (Varicella – Chicken Pox) One (1) dose of Varicella Vaccine Two (2) doses of Varicella vaccine

Is your child unvaccinated due to family beliefs?

Pursuant to R.S. 17:170, families who choose not to vaccinate their children due to medical, religious, or philosophical beliefs may submit a Statement of Exemption to attend the program. Do you lack health insurance or a way to pay for shots?

Families can receive free immunizations through Shots for Tots.

Has your child never been vaccinated, but you would like them to be?

Your child may be able to follow this accelerated schedule for children starting immunizations late. Ask your pediatrician for more information.

If your child receives any immunizations during the school year, an up-to-date record is to be given to your Holy Family Catholic School program. Immunization documents are to be turned in during registration (or by the time pre-K classes begin), and they will be kept on file in the site office. If your child is due for an immunization, please contact your pediatrician to schedule an appointment.

Health Screenings

Hearing and vision screenings will be provided to children in the Holy Family Catholic School program within the first 90 days of school. Follow up contacts will be made to all parents whose children have a screening result that falls out of the typical developmental range. The site will inform all parents whose children need additional testing. Parents are asked to make sure that your child is present and on time for these scheduled health screenings. Holy Family Catholic School sites are strongly encouraged to provide additional screenings (speech, dental, social/emotional, motor skills, BMI). Check with your site for screening dates and times. If your child's site does not offer dental screenings, please understand the importance of dental hygiene and the effect it has on overall health. Encouraging your children to develop healthy dental habits will benefit them in the future.

Medication Administration

No medication or special medical procedure shall be administered to a child unless authorized in writing by the doctor. A form with specific instructions will be provided.

Transportation

Parents, you are responsible for getting your child to and from your Holy Family Catholic School site. The Holy Family Catholic School Program does not provide transportation for children.

Snacks and Meals

Parents who choose to send snacks for their child must first acknowledge that they are aware of the Provider's responsibility to serve nutritious meals and snacks to all children and to provide these meals free of charge, or at the reduced or full price cost according to eligibility guidelines established for USDA

Food and Nutrition Service

In addition, Holy Family is to provide pre-K children with a nutritious breakfast, lunch and afternoon snack. If your child does not participate in the free or reduced lunch program, you are responsible for any cafeteria fees that are set by the diocese food and nutrition program. Parents are responsible for paying cafeteria fees. After two

consecutive months of non-payment, Holy Family Catholic School has the right to disenroll a child from the program.

Family Involvement

Family involvement is critical to child development. Children grow in the context of their family and community. For children, a sense of community brings connection to both their surroundings and the individuals in those surroundings — further connecting them to their own unique place in the world. Holy Family Catholic School Program encourages families to become involved in their child's educational experience and share in the unique community Holy Family Catholic School provides.

Your child's site will regularly include parents in special celebrations and welcome parents who want to share special talents with the class whether it is through volunteering, class visits, or attending programs. The teacher may ask you to attend volunteer training, follow safety procedures, and log volunteer hours.

If you'd like to get more information about being involved in your child's education, please reach out to your program director. In addition to staying involved with your child's education while they are in pre-K, you are encouraged to extend learning opportunities into your time at home. Your child's teacher may provide you with suggestions and activities for extending learning. You may also view the Department's literacy guidance and the family support toolbox.

Parent Orientation Meeting

Within the first days of enrollment, Holy Family will have a parent orientation for all families of children in the Holy Family Catholic School Program. This orientation will offer an opportunity for you, the parent or guardian, to ask questions to the pre-K teachers and administrators about the Holy Family Catholic School Program.

Sites are to provide the following at orientation:

- Opportunities for parents to gain knowledge about child development and parenting techniques
- Support services, including parenting classes available in the community and information on enrollment in local adult literacy programs
- Information on opportunities to participate in classroom activities, field trips, or workshops relating to parenting or child development

Please contact your Holy Family Catholic School program directly for more information about participating in your orientation and getting more information about how to best support your child's pre-K experience.

Parent-Teacher Conferences

Parents or guardians should attend a minimum of two individual parent-teacher conferences per year. The teacher shall prepare a summary of development in each domain based on documentation collected in the child portfolios. During the conference, the teacher shall review with parents portfolio content and the child's development. Families are encouraged to comment and share concerns. All conference summaries require signature for confirmation.

Extra-Curricular Activities

Parents are required to financially support extracurricular activities or fundraisers. Parents who choose to participate in these activities, such as purchasing school pictures, T-shirts, etc., will be charged fees for these activities.

Disenrollment

A parent may remove their child from the Holy Family Catholic School Program at any time. If a child is disenrolled for any reason, a parent must sign a disenrollment form provided by the school. In addition,

- Children may be removed from the class roster if they fail to maintain program attendance requirements for three consecutive months.
- Children may be removed from the class roster if there is an outstanding balance for cafeteria fees for two consecutive months.
- Children may be removed from the class roster if there is an outstanding balance for after school care fees for two consecutive months.

Disenrolled children may be eligible to re-enroll into the Holy Family Catholic School Program but may be placed on a waiting list depending on available space.

Field Trips

Field trips or non-vehicular excursions are not permitted at this time.