

Assisi Early Learning Center Parent Handbook 2025-2026



4000 W. Tidewater Ln.
Madison, MS 39110

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Dear Parents,

Welcome to Assisi Early Learning Center (AELC)! In choosing AELC, you have demonstrated a commitment to the values and philosophy of a Catholic Education. This same commitment is anticipated as you enter into this partnership with AELC.

AELC Parent Handbook reflects the policies of AELC for the 2025 - 2026 school year. Please read this document carefully and sign the agreement. This agreement states that you intend to abide by the policies of AELC during the 2025 - 2026 school year. Failure to uphold this agreement may result in your child's termination from the school.

The faculty and staff of AELC look forward to working with you to promote the growth and development of your child and a positive school experience.

Together let us pray that God will bless us as we work together to teach our children and help them reach their potential.

Sincerely,

Latoya Kelly, Director
601-856-9494

**Be it known to all that enter here,
that CHRIST is the reason for this school.
He is the unseen teacher in its classes.
He is the model of its faculty
and the inspiration of its students.**

Assisi Early Learning Center

AELC is a total childcare and developmental center where each child is nurtured in a safe, loving, and stimulating environment. Our staff wants to direct the child to his/her ultimate potential - physically, socially, emotionally, intellectually, and spiritually. AELC is beginning its thirty-fifth year for the 2025 - 2026 school year and is a ministry of St. Francis of Assisi Catholic Church and a partner of St. Anthony Catholic School.

Diocesan Schools Mission Statement

Catholic Education is an expression of the mission entrusted by Jesus to his Church and is concerned with the spiritual, intellectual, social, emotional, aesthetic, and physical growth of each child. The goal of AELC is to encourage and support each child to reach his/her potential in a multifaceted society.

Parents are the prime educators of children, and it is AELC's task to assist them in this work. AELC recognizes the differences in students' abilities and potential, and therefore strives to develop:

- Basic Christian attitudes and values
- A strengthening of character
- Integrity through self-discipline
- A desire for personal achievement and life-long learning
- A reverence for oneself, others, and all creation

Non-Discrimination Policy

Educational Institutions in the Dioceses of Jackson admit students of any race, color, gender, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Catholic schools seek primarily to serve Catholic parents who want a Catholic education for their children. Children of other faith traditions may be accepted if enrollment openings are available.

Assisi Early Learning Center Mission Statement

AELC Learning Center is a Roman Catholic School based on Gospel Values and Catholic teachings, committed to serving students from diverse backgrounds, and dedicated to preparing them to reach their full academic and spiritual potential in a multifaceted society within a Christ-centered, caring, and safe learning environment.

To accomplish this, we at AELC commit to:

- Utilize a Catholic based curriculum to fully satisfy the intellectual and educational needs of each child in our care.
- Retain a highly organized, trained, and committed staff that successfully meets the emotional and physical needs of those in our care.
- Conduct ourselves in such a way that each child knows that they are loved by God.
- Work in unison with the congregation of St. Francis of Assisi "To Live as the Body of Christ" through daily service and participation in the four pillars of hospitality, prayer, ministry, and discipleship.

Assisi Early Learning Center Advisory Council

Regular meetings of the AELC Center Advisory Council are held on the third Thursday of the month. The council operates under the policies in the Diocesan manual. It is a consultative council.

Assisi Early Learning Center follows the educational guidelines of the

AELC strives to maintain positive, supportive relationships with all children.

Licensing and Professional Memberships

AELC is licensed by the Mississippi Department of Health.

State Licensing

A license to operate a childcare facility has been required by law in Mississippi since 1972. In the 1990 regular session of the legislature, the law was revised to provide regulations of childcare up to age 13 for any part of a 24-hour day.

The new regulations which went into effect October 1, 1990, require that parents be informed with a summary of the licensing standards. These standards include the following:

1. Purpose of childcare licensure
2. Legal authority, legal action, and penalties
3. Types of licenses and their display
4. Inspections, sanitation
5. Food service, nutrition
6. Staffing ratio, number of teachers to number of children
7. Program of activities - daily schedules
8. Building and grounds requirements
9. Infant and toddler care and children with special needs
10. Night care
11. Facility policy and procedure
 - a. Administration
 - b. Personnel requirements
 - c. Parental involvement
 - d. Records and reports
12. Health and Safety
 - a. Staff and child health
 - b. Excluding sick children and exclusion guidelines
 - c. Medication records and documentation
 - d. Discipline and guidance (corporal punishment prohibited)
 - e. Transportation policies

A copy of the regulations is available to parents at their request for review.

Parents' Role in Education

Parental Cooperation Diocesan Policy #5111

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of the school, or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administration may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are regarding their interactions with administrators, teachers, staff, and students.

Admission Requirements

Before admission to the AELC, the following must be on file in the Office:

- Application or Enrollment Form
- Infant Information Form or Child History
- Parent - Center Agreement
- Fees & Account must be current to register your child each year
- Immunization Record with address and dates of Immunization and the name of the health provider
- Parent-Center Agreement completed and signed

The Immunization Record must include address, dates of each immunization, and the name of the health provider. The Center will need additional statements each time a child receives boosters and other immunizations. Parents are responsible for keeping immunizations current and providing the up- to-date form to the Center. The following immunizations are required:

| <u>Number</u> | <u>Vaccine</u> |
|----------------------|--|
| Four (4) | HIB |
| Four (4) | PCV7 |
| Four (4) | Diphtheria - Tetanus - Pertussis (DTP) |
| Three (3) | Polio (OPV) |
| Three (3) | Hepatitis B |
| One (1) | MMR |
| One (1) | Vaucella |

Ages

AELC serves children from six weeks (child must have immunizations) to four years of age.

Withdrawal and Disenrollment

Required Notice of Termination of Contract:

This contract may be terminated by the parent/guardian by giving written notice on or before the first day of the last month of care **and** by paying a fee of one month's tuition by check when giving notice. Payment by parent/guardian is due for the notice period, regardless of whether the child is brought to the provider for care. No tuition will be prorated for partial months. In the event of relocation, the parent/guardian must comply with the notice requirements herewith and provide documentation of a move to an address further than twenty(20) miles from Assisi Early Learning Center to waive the termination fee. A fee exception will also be granted if a child is withdrawing from Assisi Early Learning Center to enroll in St. Anthony Catholic School if the notice requirements are met.

Also acceptable will be a notice of early termination of contract at the time the student is accepted for enrollment at Assisi Early Learning Center. For this condition to be met, the parent/guardian should provide, in writing, the last month of care desired. This condition only applies to a care period of 3 months or less, relative to a scheduled tuition year. When notice is given at the contract date, the termination fee is $\frac{1}{2}$ of a month's tuition. No tuition will be prorated for partial months.

Financial Obligations

The cost of education for a child at AELC is accomplished through tuition payments, parish support, and fund-raising. Tuition provides the main source of income for the school's operation. Fundraising events are held annually, and all families are expected to participate.

AELC strives to allocate and manage every dollar in a way that assures the viability of the school while bringing maximum benefits to the students.

Budgeting is the key to good stewardship and proactive planning is imperative. Given the impending increase in minimum wage, there is a possibility tuition may increase during the school year.

Fees

Registration Fee- A non-refundable registration fee of \$100.00 is paid to hold the child's spot upon acceptance.

Supply Fee- There is a non-refundable annual supply fee of \$50.00 per child due upon registration.

Capital Contribution Fee- This is an annual non-refundable \$150.00 fee due upon registration.

Tuition Payment/Policy

Tuition payment effective June 1, 2025:

Infants & Creepers \$787.00

Toddlers \$719.00

Two- to Four-Year-Old \$637.00

1st Child \$637/month; 2nd Child \$621/month; 3rd Child \$605/month

- Tuition will be collected through FACTS Tuition Management Systems or auto draft. If choosing an auto draft, your bank account will be drafted on the 5th of every month. If the 5th falls on a holiday or weekend, it will be drafted the next banking day. There will not be a discount or reduction for days in which the Center is closed due to holiday, staff development days, or inclement weather.
- Tuition is due whether your child is present or not each day of that month. If you choose to remove your child from the Center for the summer months, your child will lose his/her spot.
- **A charge of \$30.00 will be assessed for insufficient funds.**
- Any account becoming thirty (30) days past due could result in the cancellation of your child's enrollment at the Center. Habitually late tuition payments violate the enrollment agreement and will result in the removal of your child from the Center.

AELC is a non-profit organization. It is imperative that tuition is paid in a timely manner to keep tuition affordable and provide excellent care and nurturing for your child through competent and professional staff in addition to maintaining a safe, clean, and cheerful facility. **Tax I.D. # 93-1898523**

Supply/Capital Contribution Fee

There is an annual supply/capital fee of \$300.00 per child. This is paid upon registration for the next school year in April of each year.

Custodial Information and Policies

Parental Custody Issues

All subpoenas, requests for documents, court or administrative orders, and other legal documents received by AELC must be reviewed by the Diocesan attorney. AELC will bill the legal fees incurred to the parent, guardian, or party who sent the documents. These fees must be paid before AELC releases the documents requested or appear for testimony.

Cases Involving Legal Action

If a teacher (or other AELC employee) is subpoenaed to testify in a legal proceeding or if AELC or AELC employee is required to provide documents pursuant to a subpoena, request for documents, court or administrative order, or other legal document, AELC will assess the parent, guardian, or party who sent the document the cost associated with obtaining a substitute teacher and /or all costs and attorney's fees incurred by AELC or employee in producing the documents and/or appearing in the legal proceeding. These costs and fees must be paid before AELC will release the documents requested or appear for testimony.

Buckley Amendment & FERPA

AELC chooses to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, AELC will view each parent as having full legal custody of his/her child.

Non-Custodial Parents

In the absence of a court order, non-custodial parents have the right to receive records about their child's progress. AELC reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Procedures

Hours of Operation

AELC Center is open from 7:00 A.M. to 6:00 P.M.

Children must be picked up by 6:00 P.M. There will be a \$10.00 charge for the first ten minutes after 6:00 P.M. and \$1.00 every minute after 6:10 P.M. the child remains at the Center.

Children must be dropped off by 9:30 A.M., infant room is an exception to this. If your child has a doctor's appointment that will require them to come in after 9:30, a doctor's excuse **MUST** be provided before your child will be allowed to go into their classroom. Children may not be dropped off between nap time, 12:00 P.M.- 2:15 P.M., except for Infants. We want the children to nap peacefully without disruption.

Children **should not stay** eleven (11) hours a day on a consistent basis.

In case of inclement weather that necessitates early dismissal and/or center closure, AELC will follow the **St. Anthony Catholic School Emergency Plans**. The AELC may **also close at the Director/Assistant's discretion if necessary. We will contact parents through text, telephone, and/or email if it is necessary to close the Early Learning Center. We will also post information on our website.** We use **FACTS** to send out texts in an emergency.

Arrival and Dismissal

Parents are asked to accompany their child to and from the classroom each morning and afternoon. The Mississippi Department of Health requires Parent/Guardians to sign their child in and out each day. A child will be allowed to leave with a person(s) other than parents **only** if the person is listed on the enrollment form or direct permission is given **in writing** by the parent. A photo I.D. is required if the caregiver does not know the person picking up the child.

We respectfully request parents/guardians refrain from using their cell phone during arrival and dismissal. We want to focus attention on the child and his/her needs.

Please do not block the drop-off or pick-up line or double park. If you are on your cell phone, kindly park in a parking spot instead of the drop-off/pick-up line.

Parents/Guardians/Grandparents/Babysitters, please approach the pick-up area cautiously. The speed limit is 5 miles.

Communication

AELC makes a great effort to communicate regularly with parents through the daily activity sheet. Please reach out to your child's teacher or AELC in regard to any questions or concerns that arise during the year. Information about AELC can also be found at www.aelc.org

Grievance Procedure

DEFINITION: A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any provision of any policy, rule, order, or regulation applicable to the grievance. Only matters which fall within this definition are subject to the following grievance procedure. This grievance procedure shall not apply to any matter which is prescribed by state or federal law and/or regulations. Dismissal, suspension, and non-renewal of employees are not subject to this procedure.

LEVEL ONE Any parent or person connected with the school and not covered by another grievance procedure may bring a serious complaint to the attention of the director. The first level is an informal one. The person with the grievance and the director shall attempt to resolve the complaint at this lowest level.

LEVEL TWO If the grievant is not satisfied with the results of the *Level One* procedure, she/he may proceed to *Level Two*. The grievant shall prepare a written statement setting forth in detail the basis for the complaint. The school director shall arrange, within fifteen (15) days, a formal meeting with the person filing the complaint, at which time a further effort will be made to equitably resolve the grievance. The director shall keep a detailed record of the discussion, and the action agreed upon. One copy shall be given to the pastor, and one copy shall be filed in the school files.

LEVEL THREE If the grievant wishes to appeal to the Superintendent, the appeal must be in writing via email to... The appeal must be accompanied by all records pertaining to the grievance, including:

the original statement

the record of the formal meeting with the director

any other information pertinent to the case.

Within thirty (30) days of receipt of all the information, the Superintendent will set up a hearing. Within ten (10) days after the completion of the grievance hearing, the Superintendent shall notify all parties of his/her decision. The decision of Superintendent shall be final.

FACTS

AELC will utilize the FACTS system to alert parents in case of emergency or other special circumstances as needed.

Health and Wellness

Please call the Office if your child will be absent. It is important so that we can accurately plan for daily meals.

Any food allergies must be noted on the enrollment form completed by the parent and given to the Center. All immunization policies of the Mississippi Department of Health are strictly enforced.

If you have a child with asthma or allergies, parents are asked to ensure the AELC is provided with a labeled spare reliever inhale/Epi-Pen®. All inhalers/Epi-Pen® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

If a child becomes ill, parents are asked to come immediately for the child.

Parents are asked to keep children at home if illness is suspected. If a child has a fever, diarrhea, vomiting, or flu like symptoms, **please keep your child home for twenty-four (24) hours symptom free.**

If your child has a contagious illness, please bring a doctor's excuse that clearly states when the child may return to daycare.

AELC reserves the right to request that a child be examined by a physician for any illness that may be contagious to others.

If your child has a communicable disease, the Center should be notified as soon as possible. Upon the child's return, the Center must have a statement from the doctor stating that the child is no longer contagious and can return to day care. The child must be FREE of symptoms like a fever (without fever-reducing medicine), diarrhea, etc. for twenty-four (24) hours before returning to the center. If your child has a temperature of 100.5 degrees, you will be asked to come get your child. If a child has loose stools or if the director/assistant director deems it is necessary, you will be asked to come get your child.

Contagious conditions such as head lice, pink eye, ringworms, impetigo, etc. require treatment before the child will be allowed to return to the Center.

If you find head lice, please call the Center before bringing your child to school.

Medication Policy

AELC staff, with written permission from the parent will:

- Administer over the counter anti-gas medication and teething medications to infants.
- Use Epi-Pen® as needed.

AELC staff will not administer any other kind of medication. Parents may come to the Center at any time to administer medication to their children.

Behavioral Expectations

Behavioral expectations are a form of guidance. Its purpose is to help the child learn acceptable behavior through understanding rather than force. The child's age, intelligence, emotional make-up, and his/her past experience will be considered when re-directing and guiding the child's behavior.

Encouragement and praise of good behavior will be used. If a child's behavior is endangering himself/herself or others, time out will be used until the child has gained his/her self-control. When a child is removed from the group for disciplinary reasons, he/she will always remain within sight of a staff member.

Behavior guidance for individual children can include the following measures:

- Positive guidance in the form of **encouragement**, such as "Ride around the table" instead of "Don't bump into the table."
- Positive guidance in the form of **choices** for children, such as "Would you like to go to the block center or the art table?"
- Positive guidance through **directions that are brief**, such as "Toilet time now" rather than "Well, you played a long time; you should go to the toilet. Come on! We'd better hurry."
- Positive guidance through **a quiet, confident voice** rather than a raised voice.
- Positive guidance through **encouragement** rather than comparison of individual children, such as "Let's try to pick up the blocks together" instead of "Johnny, can you pick up more blocks than Mary?"
- Positive guidance through the **redirection** of children to give them ways to

play appropriately with others.

- Positive guidance in the form of a few clearly stated class rules that are consistently enforced. **"Be safe. Be kind. Be neat."**
- **Informal discussion with parent or guardian** about ways to encourage positive behavior at home.
- **Informal discussion with parent or guardian and child** about positive and negative behavior.
- **Formal conference** with parent or guardian.

We will try all means to work with you and your child to encourage positive behavior and to protect the safety of your child and others. If any child's behavior endangers the child or others, we will institute the following if there are:

- Three or more documented incidents of violence toward other children.
- Three or more documented incidents of violence toward adults.
- Three or more documented incidents of self-endangerment behavior.
- Please notify the Office and teacher of changes in contact information.
- Parents are required to sign their child in/out on a daily basis.

Center Safety

Children always have adult supervision.

No photographs will be made of a child except by Center staff for instructional or public relations purposes, without written authorization by the parent or guardian.

The AELC will comply with all applicable state and federal laws regarding suspected abuse and neglect of a child.

Center staff will not divulge information about the health, development, residence, or family of a child to any non-center employees without the permission of the parent or guardian.

If an emergency were to occur and Sisters of AELC needed to evacuate, we would relocate to the

St. Matthew's
7427 Old Canton Rd.
Madison, MS 39110

Charter Republic School
6000 Old Canton Rd.
Jackson, MS 39211

Meals and Snacks

Parents of children in the nursery and creepers room are responsible for providing baby food, formula, juice, and milk. All baby food bottles must be properly labeled with the child's full name. Parents should bring written instructions concerning feeding.

Older children are served breakfast, lunch, and two afternoon snacks. Children should not bring food or drink from home into the AELC in the mornings.

The monthly breakfast and lunch menus are posted on the bulletin boards in the entrance to the Center and in each classroom. The MS Department of Health approves menus.

Daily Meal Schedule

| | |
|--------------|-----------------------|
| Breakfast | 8:30 am |
| Lunch | 11:00 am |
| First Snack | 2:30 pm after naptime |
| Second Snack | 5:30 pm |

Parties and Celebrations

Birthdays

Birthdays are a special day in the life of a child, and we invite parents/guardians to celebrate the following ways:

- Check **in advance** with your child's teacher about the day. Birthday refreshments are served at afternoon snack time.
- You may supply refreshments such as cookies, donuts, or individual ice cream cups. Please do not send cupcakes. Birthday treats must be store bought with the ingredients listed.
- Invitations to a party outside the school must be given to all the children in the class. If it is a girls' party, all the girls must be included. If it is a boys' party, all the boys must be included.

Assisi Early Learning Center Right to Amend

AELC reserves the right to amend the handbook for just cause. Parents will be promptly notified in writing if changes are made.

Curriculum

AELC has nine (9) classrooms: 1 Infant Room, 1 Creepers Room, 1 Young Toddlers, 1 Older Toddlers, 1 Two-Year Old, 2 Three-Year Old, and 2 Four-Year Old. Our mission at AELC is to teach the whole child, for the children to learn through play, and to know that God loves them. We use the Beautiful Beginnings Curriculum. The three and four-year-old classes will also use the curriculum provided by the Catholic Diocese.

Infant and Creepers Rooms

We help the infants develop by using activities to progress in eight key areas - communication, gross motor, fine motor, intellectual, discovery, social, self-help, and pretend.

We offer a variety of toys, books, games, and objects to explore. Caregivers sing, read, and talk with the infants in addition to providing basic care and play. Children also spend time outside.

Toddler Rooms

Children in one-year-old rooms continue to discover and learn about the world around them and focus on the seven areas of development begun in the Infant Rooms.

Activities to build communication, gross motor, fine motor, intellectual, discovery, social, and self-help skills are utilized. Children enjoy playing on the playground several times a day. They transition from cribs to sleeping on cots. Learning Biblical characters through songs, reciting nursery rhymes, responding to commands, enjoying books and problem solving are a few examples of one year old activities.

Young/Older Two-Year-Old Rooms

Both two-year old classrooms encourage experiences that encourage learning through guided play and active discovery. Children explore activity centers that include dramatic play, manipulative area, music, science, art, blocks, language, sand and water. Children learn about Jesus through prayer, song, and Bible stories. They enjoy gross motor activities on the playground and in the classroom.

Preschooler Rooms

The three- and four-year-old classrooms' learning goals continue to build on language development through listening and understanding, speaking and communicating; literacy through phonological awareness, book knowledge and appreciation, print

awareness and concepts, early writing and alphabet knowledge; math through number and operations, geometry and spatial sense, patterns and measurement; science, creative arts, music, along with development of self-concept, self-control, cooperation, social relationships, knowledge of families and communities, and opportunities to develop different approaches to learning and physical health. Children learn about Jesus through prayer, song, and Bible stories.

Children usually stay in the same classroom for a school year but sometimes it is necessary to move to the next class during the school year. Parents will be notified, and the children will transition to the next class the week before they move-up.

General Information

Clothing

Children in all classrooms should wear comfortable, washable clothing that they can manage easily and shoes appropriate for outside play. **Please do not allow your child to wear flip-flops. Each child needs at least two seasonally appropriate changes of clothes.** All clothes should be labeled with your child's name.

Field Trips

Children are not taken off the premises for field trips at this early age. Community helpers are invited to AELC for enrichment activities.

Volunteers

Please volunteer to help out AELC in whatever way that you can. We want you to be very involved in the Center. If you can help out as substitutes, aids in the classrooms, room mother and fathers, typists, yard workers, carpenters, etc. just let us know. We will call upon you.

Parking

To allow parents easy access to and from AELC, please observe the following:

- Five (5) minute parking is allowed in the spaces provided in front of Assisi's main entrance. People who are longer than 5 minutes should park in the regular parking lot.
- Two (2) reserved and three (3) no parking places are designated.
- There is to be NO PARKING in these five spaces AT ANY TIME!

Rest Time

The AELC has rest time after lunch until 2:30 P.M. each day. Infants sleep in their beds and older children sleep on cots. All children (except Infants) will need a small blanket and pillow that will fit in their cubby to use at rest time. **No sleeping bags.**

Please label these items with your child's name. Children are allowed to bring their special stuffed animal to sleep with during rest time. We ask parents to take these items home every Friday to wash and return on Monday morning. **Please do not bring your child to the Center during rest time.** The Infants are excluded from this request.

Toileting Practices

Potty training begins in the two-year old classrooms. Parents and teachers will work together to decide when the time is appropriate. Pull Ups are not appropriate at AELC.

Children must be fully potty trained prior to entering the three-year-old room.

At AELC, we know that toilet accidents are natural events in the lives of young children. We never criticize or punish children for toilet accidents. During toilet training, please make sure you provide two extra changes of clothing.

We help children with toileting and toilet accidents without talking about accidents. For example, we might say, "Johnny, let's get some dry clothes now," instead of "Johnny, you've wet your pants! We have to change your pants right now!"

Toys/Jewelry

AELC provides a variety of toys and games in each classroom. We ask that children not bring toys and/or jewelry from home to the Center. **We do not allow children at the Center to wear teething beads.**

Holidays

Assisi Early Learning Center will be **closed** on the following days:

July 4 - Fourth of July

July 28 - Professional Development

September 1 - Labor Day

October 13 - Columbus Day

November 26, 27 & 28 - Thanksgiving

December 24, 25 & 26 - Christmas

December 31 - New Year's Eve

January 1 - New Year's Day

January 19 - Martin Luther King

February 16 - President's Day/ Professional Development Day

March 13 - Spring Break

April 2 - Good Friday

May 25 - Memorial Day

June 19 - Juneteenth

Appendixes

Diocesan Webpage

www.iacksondiocese.org

Mississippi Immunization Requirements see page 23
for immunization time-line www.msdh.gov
www.cdc.gov

Medication Administration Authorization Form

see pages 25 for example

Parent Signature Page

see page 26

- **Please return to the Center when completed.**

2021 Recommended Immunizations For Infants and Children (Birth through 6 Years) in Easy-to-read Version

Is your family growing? To protect your new baby against whooping cough, get a Tdap vaccine. The recommended time is the 27th through 36th week of pregnancy. Talk to your doctor for more details.

• = These boxes indicate the vaccine can be given during shown age range.

| Birth | 1 month | 2 months | 4 months | 6 months | 12 months | 15 months | 18 months | 19-23 months | 2-3 years | 4-6 years |
|-------|---------|----------|----------|---------------------|------------|-----------|-----------|--------------|-----------|-----------|
| HepB | •HepB | | | •HepB | | | | | | |
| | | RV | RV | RV | | | | | | |
| | | DTaP | DTaP | DTaP | | •DTaP | | | | DTaP |
| | | Hib | Hib | Hib | •Hib | | | | | |
| | | PCV13 | PCV13 | PCV13 | •PCV13 | | | | | |
| | | IPV | IPV | •IPV | | | | | | IPV |
| | | | | •Influenza(Yearly)* | | | | | | |
| | | | | | •MMR | | | | | MMR |
| | | | | | •Varicella | | | | | Varicella |
| | | | | | •HepA§ | | | | | |

Content source: National Center for Immunization and Respiratory Diseases

**Prescription Medication Consent Form
Catholic Diocese of Jackson**

.....School

Student Name

**I Physician's Order For
Prescription Medication Administration**

Name of Medication

Dosage

Times to be given

The physician must be notified immediately if the following conditions or circumstances arise in connection with the administration of the medication.

.....
.....

.....
.....
Physician's Signature Date

II Parent Request and Authorization
I authorized AELC to administer the above medication and release the center and its employees from any liability in administering the above medication according to stated dosage and times.

.....
.....
Parent's Signature Date

**Request and Authorization
For Non-Prescription Medication
Catholic Diocese of Jackson**

.....School

Student Name

I Parent Request and Authorization

I authorize the school to administer the medication noted below. I release the school/center and its employees from any liability in administering the medication according to the designated dosage and times.

.....
.....
Parent Signature Date

II Medication Administration

Name of Medication

Dosage

Times to be given

FAMILY NAME: _____



Parent Consent Form

All parents are required to sign below and return to this page to the school showing their support and understanding of the policies of AELC and the Diocese. Parents must sign this form in order to keep their child in attendance at AELC.

I, _____, have read, understand and agree to abide by the regulations in this guidebook and to the policies referred to in this guidebook.

Parent's Signature

Date

Student Insurance

My child has insurance coverage through _____
(Insurance Company)

Policy# _____

Parent's Signature

Date

- If your child does not have insurance, please contact the school to obtain information about purchasing insurance.