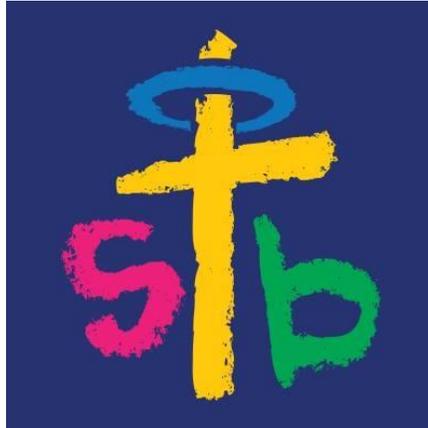


ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION



**ST. BERNARDINE OF SIENA
CHILDREN'S CENTER**

PLAN OF OPERATION

Revised 1/10/20

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
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GENERAL INFORMATION

***Code of Christian Conduct Covering Students, Parents, Guardians
and Other Responsible Adults***

The Archdiocese **deeply** appreciates the choice parents and students make to enroll in its parochial preschools, elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

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Parent or Parent-Teacher Organizations

If the school has a parent or parent-teacher organization, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent or parent-teacher organizations and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

Statement of School Philosophy and Mission

Philosophy

The philosophy of education at St. Bernardine Children's Center is centered in Christ. It is concerned with the spiritual, intellectual, emotional and physical development of the child. The Church and the Children's Center recognize the parent as the primary educator of the child. The Catholic school, in conjunction with the parent, is the educational setting by which knowledge, culture, and values are developed within the child.

In accordance with the teaching of the Church, the school is committed to helping the students grow in their appreciation of the goodness of God, the power of the Holy Spirit, prayer, a sense of community, knowledge of the faith and teaching of Jesus, and love of Our Holy Lady.

Through the examples of a lived faith by the faculty, parents and parish, our students can experience the Good News of Christ. The Church and the school share the responsibility of providing a loving, warm, secure, environment where your children receive Christian instruction and training. We also strengthen and support the parents in their efforts.

St. Bernardine Children's Center can best accomplish this by.....

- Providing an opportunity for a thorough early Christian training.
- Promoting learning through work and play in a Christ-centered environment, under the guidance of a trained Christian teacher.

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- Aiding in understanding life situations in terms of God's word and will.
- Assisting in a gradual adjustment from home to school life.
- Helping a child learn to cope with life situations at his own level of maturity.
- Developing creative and academic abilities by providing materials and experiences for such activities.
- Broadening the child's interests and opening many "doors of learning" for him/her.
- Preparing a child with skills for future schoolwork.

Providing a safe, loving, healthy, and clean environment.

Mission

St. Bernardine of Siena Children's Center serves children 2 through kindergarten. The school commits its personnel and resources to providing a well-rounded program to develop the spiritual, intellectual, physical, emotional and social skills of our students. The foundation of our educational program is centered in the teachings and example of Christ and the traditions of our Catholic Faith. Our students are being prepared to be full participants in their faith and the community in which they live. St. Bernardine's Children's Center is authorized by the Los Angeles Archdiocese and is in accordance with the guidelines of the Archdiocese Department of Education.

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School Organization, Staff Roles and Responsibilities

Administration

The administrative officer of St. Bernardine of Siena Children's Center is the Director. The Director will be in charge of daily programs and situations. It is the responsibility of the Director to administer the curriculum to all the staff of St. Bernardine of Siena Children's Center. Our school is licensed by the State of California Fire, Health, and Social Service Department and under the guidance of the Los Angeles Archdiocese Department of Catholic Schools.

Faculty and Staff

Our teachers are dedicated to sharing our Catholic faith with students and their families. Our teachers are all Christian and experienced early childhood educators. They provide exemplary leadership for their pupils and have a sincere concern for each of our students.

The teachers and Director participate in a continuous program of in-service education, regular workshops, conferences and studies for professional growth in order to remain alert to the ever changing needs of extended day care programs of today's families and to the findings of current research. It is sometimes necessary for teachers to be excused for such programs; however, extended daycare programs may be provided for students enrolled in full-time programs.

Careful faculty screening is part of our hiring procedure. Each employee must be fingerprinted and the FBI as well as state and local authorities check all records. Each employee is trained and educated in CPR, First Aid and Blood Borne pathogen training. Personal and professional references are examined prior to employment.

Our aides work under the direct supervision of the teacher. Many of our aides have experience and college units in early childhood education. They receive guidance in all areas of curriculum development and are trained to implement the teacher's lesson plans.

Extended Day Care Program Staff

Our Extended Day Care program's (E.D.P.) supervisor and assistants are warm, loving people who provide a warm home like environment for our children in the afternoon. They are trained for this career in early childhood education and have early childhood units.

Students are not to be on the school premises before 7:15 AM and after 6:00 PM. The preschool does not provide supervision before 7:15 AM or after 6:00 PM.

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Parents Meet with the Director

Parents can meet with the Director upon request at which time the goals, purpose, philosophy and policies of the school and general information concerning the child and his/her family will be discussed.

School Schedule and Calendar

Calendar

Each child will receive a school calendar. Since the tuition fee is based on ten months, the monthly tuition charge is the same for each month, whether that month contains a holiday or not.

All national holidays, as listed on our calendar, will be observed, and the school along with daycare will be closed.

Parent-Teacher conferences will be determined. One parent should plan attend.

Please let the Director or office know, in advance, if your child will not be attending due to vacation, illness or leave of absence, etc. Credit is not given for days or weeks that your child does not attend the center. You are responsible for regular payments to maintain your child's space in the center. A calendar will be sent home monthly to highlight all of our activities for that month.

Dress/Uniform Code

Clothing

Think of your child's comfort and provide clothing that is free of complicated fastening. Because of messy art projects (glue, paint, etc.) children should wear clothing that is easy to wash. St. Bernardine of Siena Children's Center cannot be responsible for children's clothing. Children should wear clothing, which they can play in freely and be able to climb safely. In accordance with California State Law, open-toed shoes, sandals or flip-flops are not permitted without socks. We suggest rubber-soled shoes for safety. Boots are not acceptable for running or climbing activities. Socks must always be worn. A supply list can be found on the last page of this handbook with instructions on extra clothes. All clothing sent to school must be marked with your child's name.

- Boys - no earrings
- Girls - only flat stud earrings, no long or dangling earrings for safety reasons

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SAFE ENVIRONMENT

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the preschool director or principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

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The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

Guidelines for Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors

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- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

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***Boundary Guidelines for Junior High and High School Youth Working
or Volunteering with Children or Youth***

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a *Code of Conduct* form to verify that they understand their obligations. The form is attached as *Appendix A*.

No person under age 18 is allowed to work or volunteer in any preschool except if under adult supervision and as part of a school-sponsored service program.

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

2.5.a School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the preschool director or the principal (or the pastor, if the preschool director or principal is the subject of the complaint).
- For preschool and elementary schools, if the preschool director or principal is unable to resolve the conflict, the preschool director or the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the preschool director or the principal will respond to the person bringing the complaint.

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2.5.b Department of Catholic Schools, Pastor or Religious Order Level

For preschools that are part of the parish school (pre-K-8):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

For preschools that are part of the parish (pre-K):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the pastor, outlining the concerns.
- The pastor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the pastor will make a final determination concerning the resolution of the complaint and communicate that determination, which will be final and binding, in writing to all parties.

For private preschools that are operated by religious orders (pre-K):

The procedure for resolving complaints that are not resolved at the school level is determined by the religious order that operates the preschool.

Child Abuse

The protection of the welfare of children is St. Bernardine of Siena Children's Center's first job. Whenever circumstances suggest a reasonable suspicion of child abuse neglect, these circumstances will be reported immediately to the proper agency, as determined by the licensing regulations within the applicable jurisdiction. The legal requirement for reporting does not usually include prior notification of parents by the Center. We are always willing to work with parents to help prevent child abuse and neglect.

ADMISSION AND ATTENDANCE

School Student Non-Discrimination Policy

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The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Registration is open to all qualified families. Priority will be given to St. Bernardine Church parishioners "in good standing" based on availability. There may be certain circumstances relating to special physical or learning needs where St. Bernardine of Siena Children's Center cannot provide an adequate educational program for a student, therefore admission or re-registration may be denied after consultation with the parents.

St. Bernardine Children's Center is authorized by the Los Angeles Archdiocese and under the directing and guidelines of the Department of Catholic Schools.

Special Needs Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the preschool director and/or the principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the preschool director or principal to address unresolved issues.

Guidelines for Admission to Preschools

- Preferences are given to active members of the parish
- All students must comply with current California immunization and health requirements prior to enrollment
- The preschool will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it

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may have insufficient resources to meet the educational and financial needs of all students

- The pastor and preschool director and/or the principal will review a student's continued eligibility for enrollment in the preschool.

Enrollment Procedures

St. Bernardine of Siena Children's Center is required by licensing regulations to obtain a variety of information and signed consent forms prior to enrollment. Additional information and consent forms may be requested by the Center to facilitate proper care of the child and operation of the Center in accordance with St. Bernardine school policies. The school provides all necessary forms. **No child may participate in activities until all required information is provided, all required forms are completed, and registration fees are paid.**

Information contained in a child's record shall be privileged and confidential. The Center does not release the information in a child's record to anyone not directly related to implementing the child's program plan without the written consent of the child's parent. The Director will notify a parent should his or her child's record be subpoenaed. Parents shall have access to their child's record at reasonable times with no delay greater than two business days following such a request.

All forms contained in your enrollment package must be completed and returned prior to your child's participation in the program. It is very helpful to do this before your child's first day, allowing you to give your child your full attention on their first day at St. Bernardine of Siena Children's Center.

The State requires that we have proof of all immunizations for your child along with a signed release that your child is able to participate in a day care program (Child's Pre-admission Health History and Physician's Health Report). In the event of an emergency, we must have a parent's permission to seek medical attention for their child (Consent for Medical Treatment). When furnishing the information on the Identification and Emergency Information form, please include a driver's license number for person's authorized to pick your child up to allow us to properly identify these individuals.

Completion of all the above registration procedures with the payment of fees constitutes "registration and admission".

Withdrawal

If you decide to withdraw your child from the Center, you need to give two weeks written notice in order for us to fill your child's space. If proper notice is given, your security deposit will be returned after all financial responsibilities are met. **PARENTS MAY NOT WITHDRAW THEIR CHILD IN THE MONTHS OF DECEMBER AND MAY.**

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THEY WILL BE RESPONSIBLE FOR THE FULL PAYMENT IN THOSE MONTHS. Tuition is broken down to 10 equal payments based on 180 actual school days.

Ages of Children Accepted

St. Bernardine of Siena Children's Center accepts children ages 2 years to entering Kindergarten.

Days and Hours of Operation

Hours

Our morning session begins at 8:15 AM and ends at 11:15 AM. The afternoon session begins at 12:00 PM and ends at 3:00 PM. Children may arrive as early as 15 minutes before their session begins. The children will go directly to their classrooms and be signed in by an adult. Our sessions will begin promptly at the time schedule.

Your child should be in their class by 8:15 AM or 12:00 PM (depending on their session) as late arrivals create disruption in the learning environment.

Please be aware of your child's dismissal time. We offer extended hours from 7:00 AM – 8:00 AM and 11:15 AM – 6:00 PM. Please see page 26 of this handbook.

Absence and Tardiness *

If your child will not be attending their regularly scheduled day(s), please notify the office. If you or your child will be tardy for drop-off or pick-up, please notify the office.

Arrival/Dismissal Procedures

3.7.a Sign In/Sign Out

All authorized representatives shall sign the student in and out of the preschool, using his or her full legal signature and shall record the time of day. All sign in/sign out sheets are kept for at least one month.

Parents must sign the child in on the sign-in/out sheet each day using their legal name. The full last name needs to be spelled out each day on the sign in/out sheet. The time must be recorded upon arrival and departure. The only persons allowed to pick up a child are those listed on the information sheet. They must be at least 18 years of age. This is required by the Social Service Department. Anyone under 18 years of age must be approved by the Director.

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If for some reason the parents would like someone else to pick up their child, they must send a note or contact the office with that individual's name. That person will be required to show identification to pick up the child.

We are also concerned about the safety in the parking lot. School staff will not be assigned parking lot duty. Please watch all children and cars. Please be sure to hold your child's hand when you are in the parking lot. Please drive slowly and with caution, as many small children will be in the parking lot with their parents. We see a lot of "near misses."

Emergencies & Disasters

To insure the utmost safety of our students, the school office should be notified when the information on the emergency card changes. We must be able to locate a parent or another competent adult at any time should an emergency arise. We need at least three people designated to sign out the child. Please inform these people stated on the card that you have listed them. **NO CHILD WILL BE RELEASED TO ANYONE NOT LISTED ON THE EMERGENCY CARD. NO EXCEPTIONS!!! SIGNATURE AND TIME WILL BE RECORDED WHENEVER A CHILD IS RELEASED.**

In case of earthquake or other disasters, the school will use the disaster card first, to dismiss students. Students will remain in the care of the administration and staff on the school grounds until such persons sign out the child. St. Bernardine School and Children's Center have made preparations for such situations. We have medical supplies, food, water, shelter, and procedures in place. We have regular fire, earthquake, and disaster practices with students and staff.

Also, in case of a disaster, the school will make the appropriate decisions in order to keep the entire school safe. The Department of Social Services has certain regulations that must be kept. This may be inconvenient for working parents but the safety and security of our students and staff is our number one priority.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, preschool director, principal and the pastor.

3.8.a Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the preschool director and/or principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or

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use pupil records only with direct teacher supervision. Pupil records shall be available to the Department to inspect, audit, and copy by the California Department of Social Services. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access.

Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

3.8.b Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Family Educational Rights and Privacy Act

St. Bernardine of Siena Children's Center abides by the Family Educational Rights and Privacy Act. Parents have the right to view cumulative reports of their children at any time. No records will be transferred or viewed by any person other than assigned teachers and administrators unless the parent has given written permission to the office. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parents with access to the academic records and to other school related

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information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In addition, the office must also be given official copies of any court order which restrains a non-custodial parent or any other person from seeing or removing a child from the school at any time.

Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See *Appendix B, Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes.*

Confidentiality Issues

Photographs and videos may be taken of your child during the course of the school year, both by the staff and by other parents for use in classroom and/or school projects or publications. A professional photographer/videographer may also take photographs or video and they will be made available to the parent for purchase. School rosters will be distributed to preschool families for non-commercial use. If a parent objects to any of these actions, they must inform the Director and alternative arrangements will be made. No videos or pictures will be placed on the Internet on public websites.

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Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff orally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the oral or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, preschool director, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

Transfer of Records

3.11.a Student Transfers and Withdrawals

Whenever a pupil transfers from one school to another, a copy of the Child Record and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Child Record remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring should be entered on the original copy of the Child Record.

3.11.b Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Child and Health Records

Child Records include the following information:

- Name, date of birth of the student, sex, date of admission
- Name, address and telephone of the child's authorized representative and of relatives or others who can assume responsibility for the child if the authorized representative cannot be reached when necessary
- Signed copy of the admission agreement
- Signed and dated authorization from child's authorized representative for each activity away from the preschool

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- Record of termination of services or withdrawal and place to which any copy of the record is sent.

Health Records include the following information:

- Name, address and telephone number of the child's physician and dentist and any other medical/dental or mental health providers
- Verification of or exemption from required immunization
- Medical assessment, including ambulatory status, dietary restrictions and allergies; instructions for action to be taken in case the child's authorized representative, or the physician designated by the authorized representative, cannot be reached in an emergency
- Signed consent form for emergency medical treatment
- Record of any illness or injury requiring treatment by a physician or dentist and for which the center provided assistance to the child
- A health background related to the student's ability or inability to participate in the school's activities
- Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding custody and control of medications.

Work Permits

Under California law and other relevant laws, a minor student under age 12 may not work without a work permit issued by the California Labor Commissioner. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: <http://www.cde.ca.gov/ci/ct/we/wpfaq.asp#Q16>

A copy of the work permit must be kept in the student's file.

For additional information and forms see
<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>.

Student Accident Insurance

The Student Accident Insurance Program is provided for all full-time students in archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

Insurance claim forms are available in the school office. Forms must be completed and submitted within 90 days of the date of injury.

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Accidents and Emergencies

All accidents are reported in writing on a Notification of Accident or Injury form (Boo Boo Report). Minor accidents such as cuts and scrapes will be treated with soap and water; bruises and bumps will be treated with ice. Certified personnel may administer additional first aid. If emergency treatment is necessary, parents will be notified immediately. It is imperative that your emergency contact information be kept accurate and current.

Regardless of our ability to contact you in an emergency, we will act to obtain the care required by your child. Parents will be notified in case of severe bumps, cuts, etc.

Insurance:

The Student Accident Insurance Program is provided for all students under the direction of the Los Angeles Archdiocese. This program assists in the medical expenses incurred due to accidental bodily injury sustained by a student while attending school, traveling to and from school while on a field trip, or while participation in a solely school-sponsored and supervised activity.

ACADEMICS AND CO-CURRICULAR ACTIVITIES

PRESCHOOL FAITH FORMATION

Introduction

Early Childhood Faith Formation is the process by which young children come to know God who is within them. Early Childhood Faith Formation is based on developing the child's awareness of God using life experiences relevant to the developmental level of the young child (age 3-5). The child at this young age is able to relate to the care and love of God through personal experiences of God's love, the beauty of nature, and the love of others.

Goal of Early Childhood Faith Formation

The goal of all Preschool/Pre-kindergarten programs in the Archdiocese of Los Angeles is: To minister to the spiritual life of the child by preparing an environment in which each child is given the opportunity to develop his/her innate potential to know and love God in a personal relationship. God and the values assumed in Faith Formation are to be integrated throughout the school day curriculum.

Objectives: Strive to assist each child to:

- Develop a sense of wonder at the world around them
- Become sensitive to the spiritual
- Come to know that God is loving and caring
- Develop an awareness of the presence of God in them, in others, and in all things

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- Appreciate themselves as gifts, unique creations, of God
- Have a sense of belonging to the Christian community
- Experience joy and ease in spontaneous prayer
- Learn how to be thankful for God's blessings and gifts
- Know the person and love of Jesus
- Understand that God is EVERYWHERE
- Be aware of the silence necessary to communicate with God

Suggestions for above objectives:

- Children gather in a setting for prayer each day for spontaneous prayer
- Environment can include animals (e.g., fish, rabbits, flowers, etc.) and other examples of God's creation
- Tell/read Bible stories that this age child can relate to (e.g., the Good Shepherd, the Good Samaritan, Zacchaeus)
- Enjoy singing Bible songs
- Walking field trip to the Church (if there is one). Point out the main elements they will notice (altar, ambo, statues, holy water)
- Walking field trip to collect leaves; feel the bark of the trees; smell the various odors in the neighborhood (e.g., a flower, a restaurant, a gasoline station).
- Christmas and Easter stories will be taught

Suggestions Related to Materials:

- Music with Gospel stories and or religious themes
- The Children's Bible. Each room has an age-appropriate Bible.
- Other books with poetry and age-appropriate prayers
- A statue or picture of Mary or a cross in the classroom
- Seasonal age-appropriate Classroom environment (e.g. Advent Wreath, Nativity scene, etc.)

Faith Formation with young children does not consist of "pouring in" information, rather we "draw out." We need to reverse our process and to stop thinking that our primary task is to teach. Our primary task is to be attuned to the Divine Presence already here in children and to help them grow in awareness of this presence. When praying with young children, we should strive to avoid any talk about prayer that suggests:

- God is somewhere else
- God is like a big daddy in the sky
- God controls everything
- God listens, like a human person

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Food Service Provisions

Milk

The school will provide milk for the morning snack. Parents may purchase milk for lunchtime or pack a drink in their child's lunch. The monthly milk fee will be added to your child's tuition if you choose to purchase it.

Snack

Snack will be provided in the morning and afternoon. All snacks will have at least two of the basic food groups. No child will be forced to eat snack. If your child is allergic to anything, please inform both the Director and your child's teacher. Candy is not appropriate for school. Please do not send candy to school.

Lunch

All students are responsible for bringing their own lunch to school if they wish to stay for lunch. Lunch is from 11:15 AM to 11:45 AM for all children. We ask that you stress good nutrition in preparing a young child's lunch. Avoid gum and candy. Absolutely no carbonated beverages are allowed at any time. We cannot allow a child's lunch to be refrigerated by the school. We ask that if you do send something to school, which needs to be kept cold, that you use "blue ice" in their lunch box. "Blue ice" or other types of cold packs can be purchased inexpensively.

Hot lunches will be provided at an additional cost at various times during the school year. Hot lunches are usually scheduled once a week on either Thursdays or Fridays. Notification of the hot lunch dates will be sent out at the beginning of each semester. Parents may sign up for which hot lunches they are interested in for their child. Most hot lunches are provided to our facility by an outside source.

Transportation Arrangements

- Transportation may be by personal car, school or chartered bus or van, boat or air plane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.

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- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

Extended School Day Programs

- Preschool children may not be mixed with kindergarten or students in other grades in before or after school care programs
- The school requires an extended school day agreement with participating parents
- Archdiocesan student insurance covers students during the time of the program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- The school requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures
- The school may arrange with independent contractors or entities to provide extended school day programs.

Extended Day Care Program (E.D.P.)

We welcome the opportunity to serve your family in our Extended Day Care Program from 7:00 AM- 8:00 AM, 11:15 AM – 6:00 PM, and 3:00 PM – 6:00PM.

A few guidelines:

- All children who arrive at school between before or after their session will be included in and billed for day care unless they are enrolled as full-time students
- Interim Weeks:
E.D.P. may be provided for children enrolled. Your child will need to sign up for E.D.P. **An additional charge may apply.**
- The Extended Day Program is actually a part of the regular school day. No child will be allowed to return once they have left school unless prior arrangements are made by parents and the Director
- All children must be signed in with the teacher by an authorized adult

The center is open for students from 7:00 AM until 6:00 PM. The children may not stay after 6:00 PM. It is simply not permitted. If the child remains on the campus after 6:00 PM, there will be an overtime charge of \$8.00 per each five minutes. If this runs into the hour of 6:30 PM, the charge will increase to \$16.00 per each five minutes. This is necessary for the

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consideration of our staff and children. Any delay by parents after 6:00 PM would create a hardship. A phone call would be appreciated in case of an emergency. However, this does not negate your overtime charges.

These overtime charges will be billed by the school and be payable to the school.

Summer Programs

The preschool director or principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the preschool director or principal and, in the case of parish schools, the pastor.

Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.

Field Trip Policies

The field trip policies listed below apply to class trips and school group trips. The schools may plan field trips. All field trips must comply with the following requirements:

- Prior permission of the preschool director or principal.
- Signed and dated *Student and Youth Activity Permission Forms* and *Emergency Medical Authorizations* from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are online.
- All participants must have appropriate identification and travel documents, including drivers' licenses and automobile insurance for those who drive.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bite kit must be included in any area where there may be poisonous snakes.

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Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the preschool director or principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent's or guardian's expense.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with archdiocesan policy.

DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the preschool director, principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

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Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way to receive this same praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior and/or redirected into another activity.

Removal from the group is the next tactic used for a child who continually demonstrates unacceptable behavior. This removal is not a punishment but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior.

Corporal punishment is not an accepted method of dealing with young children's behavior. Children will not be hit, slapped, or spanked in any manner while attending the preschool.

If behavior problems persist, the parents are asked to a conference to discuss what may be helpful in motivating their child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program, with the parents having the option of being involved in the process.

When all avenues of remedy have proven ineffective, the parent will be required to remove the child from the preschool. The health and safety of other children in our program must be considered as well as the individual child.

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures

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- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision.

Dismissal

Reasons for dismissal are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

The school may also dismiss a student if tuition is unpaid or if the student's parents or guardians violate the Code of Christian Conduct as described in Section 1.1 of this Handbook.

Termination:

The Center may terminate a child's enrollment for the following services:

- The child's behavior threatens the well being of the other children or adults at the Center.
- The Parent's behavior is disruptive, destructive, or detrimental to the integrity of the Center and its philosophy and teachings as a Catholic school.
- The child is picked up late more than three times after the Center has closed.

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- The Center is unable to reasonably meet the developmental or special needs of the child, with or without reasonable accommodations;
- Parents fail to supply items needed for the care and comfort of their child;
- The Center and/or Church terminate the preschool program.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their storage space or other school property. Storage spaces are made available to the student by the school. The student does have some expectation of privacy in his or her storage space from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Acceptable Use and Responsibility Policy for Electronic Communications ["Archdiocesan AUP"]

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The school is subject to the archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”). A copy of the entire Archdiocesan AUP is attached as *Appendix C*. The policy provides that all electronic devices used on the premises of the preschool, school or parish must be used responsibly, legally, safely and charitably. Electronic communications made to or on behalf of the preschool are also subject to these rules of responsibility, legality, safety and charity. Users should note that the Archdiocese reserves the right to monitor the use of electronic devices that belong to the preschool, school and/or parish.

Health and Safety

Health

Only children who are in good health may be brought to St. Bernardine of Siena Children’s Center. If your child develops an illness before coming to the center, please do not bring them to school. Please make arrangements as soon as you realize your child cannot attend at the center.

Whenever a child develops signs of illness during their day at the center, a parent will be notified and you will need to pick up your child within an hour of being notified.

Parents must understand that with each new social experience a child enters, there may be new exposures. Please be aware that your child may be much more prone to illness for the first several months in the center and some children can be much more prone to it than others. We do understand your hardship in having to miss a day at work, but you must be prepared to stay home, or make arrangements with a friend/relative. The closer we follow our health policies, the healthier an environment we can provide for everyone, including teachers.

Whenever your child experiences any of the following symptoms within the previous 24-hour period, you will be expected to make other child care arrangements for the comfort of your child and the welfare of the other families who use the center.

- Fever (over 100 degrees Fahrenheit)
- An undiagnosed rash suspicious of contagious childhood disease
- Vomiting accompanied by other symptoms
- Diarrhea (three occurrences) accompanied by other symptoms or uncontrollable diarrhea
- Any skin rash, lesion or wound with bleeding or oozing of clear fluid or pus
- Conjunctivitis, also called “pink eye”, with white or yellow discharge
- Mouth sores
- Any condition preventing the child from participating comfortably in usual program activities
- Any illness or condition requiring one-on-one care
- Scabies, head lice or other infestations
- Uncontrollable, colored nasal discharge (needs to be wiped continuously) or uncontrollable, productive cough (raising phlegm)
- Any contagious illness which is reportable to the Department of Public Health

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The State of California forbids any sick child to attend the St. Bernardine of Siena Children's Center. Parents are asked to exercise good judgment and keep the children at home while ill, seeking medical attention as appropriate.

In order to return to the program after exclusion for any medical reason, the following conditions must be met:

- A child must be free from fever, vomiting, and/or diarrhea (without symptoms) for a full 24 hours
- Any child prescribed an antibiotic for a current bacterial infection must take the prescription for a full 24 hours before returning
- A child must be able to participate comfortably in all usual program activities, including outdoor time
- The child must be free of open, oozing skin conditions unless 1) a health care provider signs a note stating that the condition is not contagious and 2) the involved area(s) can be covered by a bandage without seepage or drainage through the bandage
- A child excluded because of lice, scabies or other infestation may return only after being checked by the Director or teacher and is found to be larvae or nit-free.
- If a child was excluded because of a reportable contagious illness, a doctor's note stating that the child is no longer contagious is required prior to re-admission
- In the best interest of all children in the Center, the Director can require a doctor's note for returning to the Center if any illness is questionable

St. Bernardine's of Siena Children's Center encourages parents and physicians to schedule medications outside of school hours. For those circumstances in which it is necessary to administer medication during school, St. Bernardine of Siena Children's Center requires a parent to fill out a Medication Instruction /Authorization form. Medications will be stored, handled and administered only according to this policy. Over-the-counter medications including Acetaminophen (Tylenol) and cough syrup must have the proper dosage amount and when it is appropriate for the child to have it. Proper dosages will need to be updated on another signed consent form after each year.

Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. Preschools shall keep a copy of the Emergency Card in the child's classroom. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical

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needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form, Appendix D*.

Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering a California school for the first time must have a Mantoux tuberculosis test. Immunization is required for admission as of January 1, 2016.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the Child Record to the receiving school.

Medication Policy

ST. BERNARDINE OF SIENA CHILDREN'S CENTER PLAN OF OPERATION

Before any medication can be administered by our staff, the parent must complete a "Parent Consent for Administration of Medications and Medical Chart." the Director shall designate which school personnel are to give medication to a student. We require that all medicine be in the original container. All prescription medication must have the pharmaceutical label specifying the child's name and prescribed dosage by a physician. All over the counter medication must be in its original container and packaging with the dosage information on it. Parents must sign the "Parent Consent for Administration of Medications and Medical Chart" and submit it, along with the medication in its original container. The Preschool Director or trained staff member will document and accept medications.

All medication will be stored in a cabinet in the old kitchen area next to the office in tight closing containers. The cabinet is inaccessible to the children and marked with a red cross. Each classroom will have its own marked container. Within the containers, the medication as well as the signed medication chart form will be put into a gallon size plastic bag with the child's name on it. In the event of a disaster, the office staff is trained to collect all medication containers in a larger plastic bag (taped just inside the cabinet door) and to bring them out along with the center's Disaster Emergency cards.

In administering the medication, the lead teacher followed by the Director and then office personnel are responsible for administering the medicine. Those staff members will be instructed by the parent on how to administer the child's medication. Staff members who are instructed will sign a form confirming that they were advised by the parent on how to administer any medication or device. This form will be stapled to the Lic. 9221 form. Staff will also be instructed by the parent on proper disposal of any personal protection devices such as gloves or needles, during any procedure involving blood or bodily fluid, if necessary. Lastly, staff will also be instructed by the parent of any cleaning procedures for any devices.

Incidental Medical Services (IMS)

Any child with Incidental Medical Services will be evaluated prior to acceptance to determine whether we will be able to provide such needed services. We will accept children with the following IMS needs:

a) Inhaled Medications

Notwithstanding any other provision of law, St. Bernardine of Siena Children's Center will administer inhaled medication to a child if all of the following requirements are met:

1) St. Bernardine of Siena Children's Center has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication. The authorization shall include the telephone number and address of the minor's parent or legal guardian.

2) St. Bernardine of Siena Children's Center complies with specific written instructions from the child's physician to which all of the following shall apply:

(A) The instructions shall contain all of the following information:

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- (i) Specific instructions for administering the medication pursuant to the physician's prescription.
 - (ii) Potential side effects and expected response.
 - (iii) Dose-form and amount to be administered pursuant to the physician's prescription.
 - (iv) Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - (v) Instructions for proper storage of the medication.
 - (vi) The telephone number and address of the child's physician
- (B) The instructions shall be updated annually.

3) The staff person that administers the inhaled medication to the child shall record each instance and provide a record to the child's parent or legal guardian on a daily basis.

4) Staff will complete formal training designed to provide instruction in the administering inhaled medication to the children with respiratory needs. This training shall include, but not be limited to, training in the general use of nebulizer equipment and inhalers, how to clean the equipment, proper storage of inhaled medication, how a child should respond to inhaled medication, what to do in case of emergency, how to identify side effects of the medication, and when to notify a parent or legal guardian or physician. This training shall be a component in the pediatric first aid certificate requirement as provided in Section 1596.8661.

5) For a specified child, the licensee or staff person who administers inhaled medication has been instructed to administer inhaled medication by the child's parent or guardian. Training materials pertaining to nebulizer care that licensees or staff receive in the process of obtaining or renewing a pediatric first aid certificate will be kept in file. The materials shall be made available to a licensee or staff person who administers inhaled medication. This requirement shall only apply to the extent that training materials are made available to licensees or staff who obtain or renew a pediatric first aid certificate.

(b) For purposes of this section, inhaled medications shall refer to medication prescribed for the child to control lung-related illness, including, but not limited to, local held nebulizers.

(d) EpiPen Jr. and EpiPen

St. Bernardine of Siena Children's Center will handle and administer both these devices as specified in California Code of Regulations, Title 22, Section 101226(e). However, whenever these devices are used, we will still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226.

(c). The use of these devices are emergency supportive therapy only and is not a replacements or substitute for immediate medical or hospital care.

In addition to the requirements in California Code of Regulations, Title 22, Section 101226(e), the following applies to the use of the EpiPen Jr. or the EpiPen:

1. Use in accordance with the directions and as prescribed by a physician.
2. Keep ready for the use at all times.

ST. BERNARDINE OF SIENA CHILDREN'S CENTER PLAN OF OPERATION

3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
6. Call 9 1 1 and the child's parent/authorized representative during or immediately after administering the EpiPen Jr. or the EpiPen.

Medications

“Medications” includes prescribed as well as over-the-counter medicines. Parents must sign the liability release section of the medication form for over-the-counter medicines. For medications not over the counter, we will not dispense medication without a doctor's signature. The Director and trained staff will follow the physician's instructions and accommodations will be based on individualized assessments of the child's needs and the program's ability to make the necessary modifications.

Office personnel will be notified of any child needing medication once we have accepted medication from Parent or Guardian. In the Director's absence, office personnel and staff can administer the medication. Office personnel will bring medicine out in a fire drill or earthquake when exiting the building. In an emergency, trained staff can easily access the storage container and transport it safely out of the building.

Any medications that are unused or expired will be sent home to the parents for disposal.

The school will not furnish medications. All medications administered at school shall be provided by parents.

No exceptions will be made to the procedure for medication. If parents or guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Communicable Diseases and Daily Inspection for Illness

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children.

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Upon arrival or admittance to the school, students are observed for signs of illness. The person bringing the student to school must remain until the student is accepted and shall then sign in the student.

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Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergen-free environment.

Student Sexual Conduct

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

ST. BERNARDINE OF SIENA CHILDREN'S CENTER PLAN OF OPERATION

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

Personal Rights of the Child

The preschool recognizes the following **personal rights** of the child:

- To be accorded dignity in his or her personal relationships with staff
- To receive safe, healthful and comfortable accommodations
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping or toileting, or withholding shelter, clothing, medication or aids to physical functioning
- To be free to attend religious services or activities of his or her choice
- Not to be locked in any room, building or preschool premises
- Not to be placed in any restraining device.
- If the school is licensed, to be informed, and to have his/her authorized representative informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department's complaint unit.

Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

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Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the preschool director or principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.14.a Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent or guardian obtained prior to the release of the pupil and in cases of emergency, when the parents or guardian cannot be reached
 - By properly identified representatives of a Child Protective Agency when taking a child into custody

Preschool directors or principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.14.b Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the preschool director or principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

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Although the law does not require it, the parent or guardian should be informed by the preschool director or principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the preschool director or principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

6.14.c Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the preschool director or principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

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TUITION AND FEES

Tuition and General Fees

Tuition is based on 180 days, which is broken down to 10 equal payments. Payments can be made either by a single full year payment paid just prior to the start of the school year or monthly through our automated tuition payment program, FACTS. Under FACTS, tuition payments are made electronically from a family's checking, savings, or credit card account on a monthly basis on either the 5th or 20th. There is a \$41 charge per year, per family for using the monthly option. Refunds are not given for care, which has been scheduled but is not utilized. Tuition payment plans may be arranged through the Director.

A non-refundable registration fee of is due upon enrollment at Saint Bernardine of Siena Children's Center. The registration is a yearly fee. You will be asked to verify and update all paperwork at that time.

Parents understand and agree that in the event of default of any payment herein agreed, the Center may terminate the child's enrollment.

Missing Signature Fees

There will be a penalty for every signature missing on the daily Sign-in/Sign-out sheets. Parents will be given a warning for the first missing signature. Parents will be charged the missing signature fee as stated in your Admission Agreement and any violation fees given by the Department of Social Services for said missing signature(s). These signatures are REQUIRED by the Department of Social Services and the Center is subject to penalty for missing signatures.

Late Fees

A late fee is charged for any payment received after the 10th of the month. The late fee amount is stated in your Admission Agreement.

Returned Checks

All charges assessed to Saint Bernardine of Siena Children's Center for processing checks returned for non-sufficient funds (NSF) will be passed on to the party writing the check. Upon notification of a NSF check, the parents need to replace the check with a money order along with the processing charge as stated in your Admission Agreement. NSF checks can be cause for accepting future payments by money order only.

Emergency Fee

There is a one time non-refundable \$30 fee for emergency supplies. This fee is also known as our Earthquake Fee.

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Exceptions

Any deletions, exceptions, additions, or other changes to the tuition policies above will be specified in the Admission Agreement for St. Bernardine of Siena Children's Center. In case of contradiction, the Admission Agreement should be understood to be correct.

The enrollment options and the minimum number of program hours required for enrollment are also specified in the Admissions Agreement. The Admission Agreement (issued separately) is understood to be a part of this manual. Both the handbook and your admissions agreement serve as they contract between your family and St. Bernardine of Siena Children's Center.

Tuition Collection, Payment Plans, Automatic Deductions

SBSCC participates in the FACT's Automated Tuition Plan. Tuition payments are automatically taken out on either the 5th or 20th of each month from either a checking or savings account. Monthly statements are provided to families. Miscellaneous charges such as hot lunch, EDP, t-shirts, etc, will appear on the monthly statement and are be paid through the FACT's plan unless other arrangements are made. Any non-Facts payments must be paid within 10 days of receipt of statement.

Other Policies

Toys and Sharing Toys

Except for those that are needed in the very beginning of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item of this sort is brought to school, we cannot be responsible for it.

Your child's teacher will inform you of their "share" days. If your child has a book or CD, which may be of interest to the whole class, they may bring these items anytime. Please clearly print your child's name on their belongings.

No GUNS, WAR TOYS or other toys of destruction will be allowed at school at any time. "War is no game."

A special comfort stuffed animal may be brought for naptime.

Rest Periods

A rest period is required for all children who spend most of their day with us. This occurs during the first part of the afternoon, following lunch. Rest period will always be implemented with regards for the individual needs of the children. No child will be expected

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to rest for an inappropriate amount of time. After a reasonable amount of time, alternative quiet activities will be available for children who have finished resting.

Each child staying for full naptime session will need to bring in one crib or twin size flat sheet and one crib size pillow. All sheets must be in close-able carry bag. All items, including the bag should have your child's name clearly marked on them.

Your child will bring them home on your child's last day of the week to be laundered and these items need to be brought back on your child's first day of the following week.

Birthdays

Birthdays are special. If you would like to bring in a "special treat" for your child's birthday, please inform the teacher ahead of time, so appropriate plans can be made. Any arrangements for parties must be modest. Please note: Absolutely, no nut products may be brought in for party days. If you have any questions, please see your child's teacher.

Traditional Holidays

On festive holiday occasions, we plan special celebrations and curriculum activities. From time to time, the teacher may post a party wish list for those parents who wish to contribute.

Supply List

Below you will find a list of supplies that your child should bring with them on their first day of school. Please do not bring additional items.

All Preschool Children

- 2 pairs of underwear
- 1 pair of pants (long or short, weather permitting)
- 1 shirt
- 1 pair of socks
- 2 boxes of tissue
- 3 large containers of baby wipes

In addition to these items, preschool children who are staying for naptime need to bring:

- 1 crib or twin-size flat sheet
- 1 crib size pillow or cozy (if your child needs these for napping)
- 1 little blanket

All sheets **MUST** be in a close-able carry bag. All items, including the bag should have your child's name clearly marked on them.

Please be sure to check your child's extra clothes often. Children outgrow clothing quickly. Please make sure your child's clothes are always weather appropriate.

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The School & Expectations

Parents are expected to read the operating procedures in this handbook, the monthly newsletters, and any supplemental notices that we send home from time to time. We hope parents feel free to be part of the school and all of its activities.

We ask for your continued support, suggestions, and comments, and hope you will drop in often to observe our fine staff during school hours. All visitors during school hours must sign in through the office before visiting a classroom. Any comments or suggestions you may have about a teacher or their class should first be directed to the teacher. Please feel free to ask for an appointment to meet with our Director and the teacher after such conference.

Handbook Changes/Modifications

The Director has the responsibility and right to carry out and amend the handbook for just cause. Parents will be given prompt notification when changes are made. These notices will be through the regular newsletter or in special memos to the parents.

APPENDIX A

follows

**ST. BERNARDINE OF SIENA CHILDREN'S CENTER
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**CODE OF CONDUCT FOR JUNIOR HIGH AND HIGH
SCHOOL YOUTH WORKING OR VOLUNTEERING WITH
CHILDREN OR YOUTH**

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening. I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.

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- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize with minors over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he or she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: [Click here to enter text.](#)

Work or Volunteer Position: [Click here to enter text.](#)

School or Parish: [Click here to enter text.](#)

Signature of Youth Volunteer:

Date: [Click here to enter a date.](#)

Signature of Parent or guardian:

Date: [Click here to enter a date.](#)

Signature and Title of Witness:

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Date: [Click here to enter a date.](#)

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APPENDIX B

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Please fill out the following form. You can save data typed into this form. Highlight Fields

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

Archdiocese/School Parish: _____

Class/Activity: _____

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: _____

This section to be completed by Parent/Legal Guardian:

(Name)

Fillable **Parental Release for Child – Non-Commercial** form is available online at <http://school.policy.la-archdiocese.org/Resources/Chapter X/parental release for child non comm/?i=883>

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APPENDIX C

The screenshot displays a web page titled "Elementary & Secondary Schools Administrative Handbook" with a search bar and the Archdiocese of Los Angeles logo. The main content area is titled "Chapter X :: Electronic Communications Policy & Resource Guide" and "4. Statement of Policies". It includes a "Jump To..." dropdown menu, a "Table of Contents" with links to Preface, Overview, Frequently Asked Questions, and Statement of Policies (which is highlighted), and a "Resources" section with contact information for the Roman Catholic Archdiocese of Los Angeles. The main text section is "4.1 Acceptable Use And Responsibility Policy For Electronic Communications [\"Archdiocesan AUP\"]", updated 7/6/2010, with download, email, and print icons. The text explains that all information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles is an asset of the Archdiocese and/or the Location, and that electronic information and communications require particular safeguards and impose unique responsibilities on all users. It also states that these policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location. The policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information. The "1. Definitions" section begins with "a. Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the".

Complete **Electronic Communications Policy and Resource Guide** available online at
at: <http://school.policy.la-archdiocese.org/ECG/Policies/AUP/>

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APPENDIX D

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**ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician
Part D by parent/guardian – *please print*

A. _____
Last Name of Student First Name Sex Birth Date

Purpose of Medication or Diagnosis Name of Medication

Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

Date of Prescription Length of Time this Medication will be Necessary

B. **Physician's Recommendations.** (check where applicable)

____ Please notify this office if patient misses medication at school.

____ Medication may have adverse effects (explain) _____

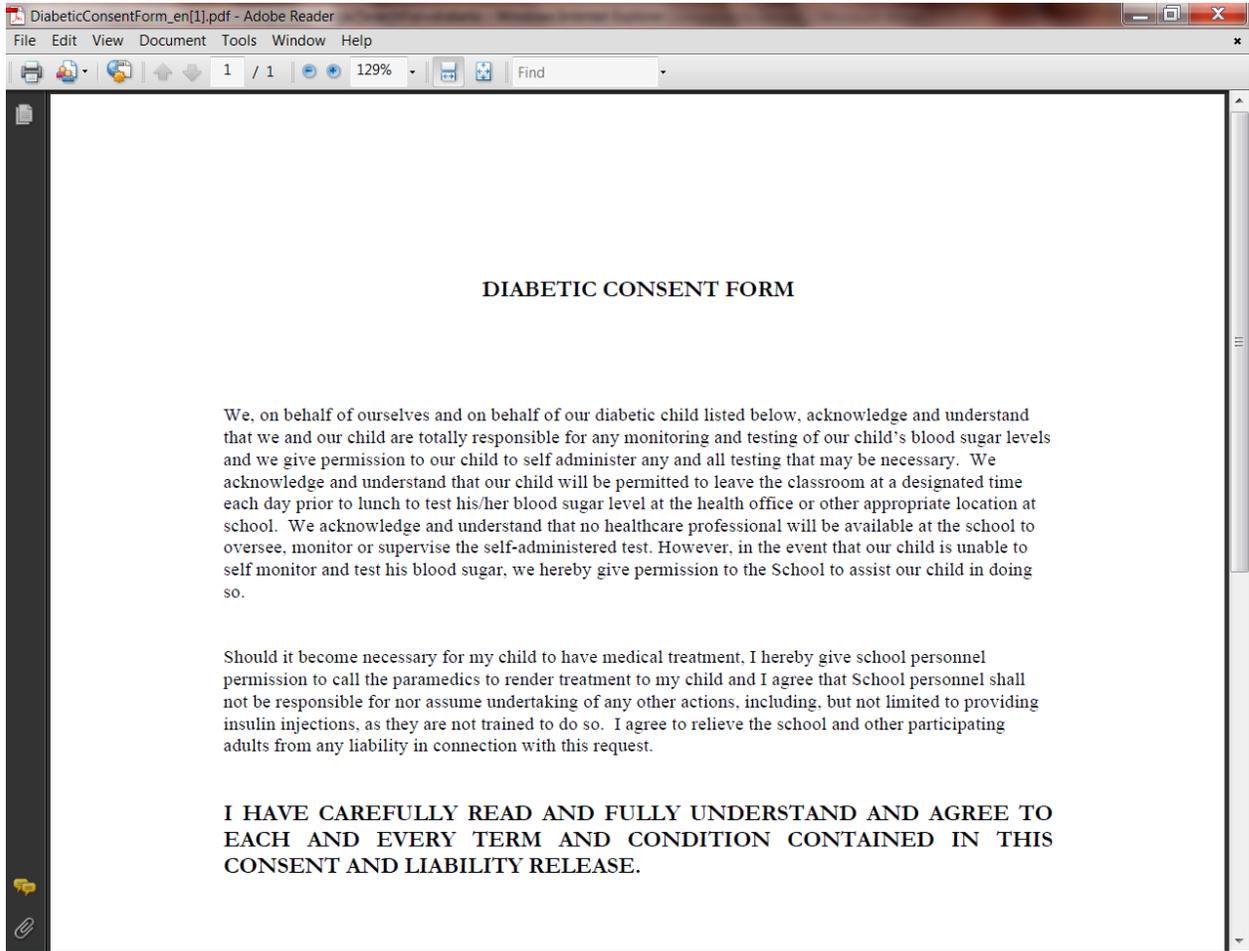
____ Special instructions and/or comments _____

C. **Physician's Authorization.** The student for whom this medication is

A copy of the **Archdiocese of Los Angeles Medication Authorization and Permission Form** is available online at: <http://school.policy.la-archdiocese.org/ECG/Policies/AUP/>

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APPENDIX E



A copy of the **Diabetic Consent Form** is available online at: [http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Diabetic Consent Form/?i=789](http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Diabetic_Consent_Form/?i=789)

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION

APPENDIX F

Following form. You can save data typed into this form.



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

**NEBULIZER CARE CONSENT/VERIFICATION
CHILD CARE FACILITIES**

This form may be used to show compliance with Health and Safety Code Section 1596.798 before a child care licensee or staff person administers inhaled medication to a child in care. A copy of the completed form should be filed in the child's record and in the personnel file. *A separate form must be filled out for each person who administers inhaled medication to the child.*

I, , give my consent for ,
(PRINT NAME OF AUTHORIZED REPRESENTATIVE) (PRINT NAME OF LICENSEE OR STAFF PERSON)

who work(s) at ,
(PRINT NAME AND ADDRESS OF CHILD CARE FACILITY)

to administer inhaled medication to my child, , and to contact my child's health care
(PRINT NAME OF CHILD)
provider.

In addition, I certify that I have personally instructed the above-named licensee or staff person on how to administer inhaled medication to my child.

I have also provided the child care facility with written instructions from my child's physician, or from a health care provider working under the supervision of my child's physician (for example, a physician's assistant, nurse practitioner or registered nurse). These instructions include:

- Specific indications (such as symptoms) for administering the inhaled medication in accordance with the physician's prescription.
- Potential side effects and expected response.
- Dose form and amount to be administered in accordance with the physician's prescription.

A copy of the **Nebulizer Care Consent/Verification Form** is available online at:
<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF>

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION

APPENDIX G

CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

The complete **Notification of Parents' Rights Form (LIC 995)** is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC995.PDF>

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION

APPENDIX H

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ AREA CODE/TELEPHONE NUMBER _____

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

The complete **Personal Rights Form** (LIC 613A) is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC613A.PDF>

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION

APPENDIX I

STATE OF CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY						CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING DIVISION	
IDENTIFICATION AND EMERGENCY INFORMATION							
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES							
To Be Completed by Parent or Authorized Representative							
CHILD'S NAME		LAST	MIDDLE	FIRST	SEX	TELEPHONE ()	
ADDRESS		NUMBER	STREET	CITY	STATE	ZIP	BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME		LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ()
HOME ADDRESS		NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME		LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ()
HOME ADDRESS		NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD		LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()		BUSINESS TELEPHONE ()
ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY							
NAME		ADDRESS			TELEPHONE	RELATIONSHIP	
PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY							
PHYSICIAN		ADDRESS			MEDICAL PLAN AND NUMBER		TELEPHONE ()
DENTIST		ADDRESS			MEDICAL PLAN AND NUMBER		TELEPHONE ()
IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?							
<input type="checkbox"/> CALL EMERGENCY HOSPITAL		<input type="checkbox"/> OTHER		EXPLAIN: _____			
NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY							
(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)							
NAME				RELATIONSHIP			

The complete **Identification and Emergency Information** form (LIC 700) is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/lic700.pdf>

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION

APPENDIX K

STATE OF CALIFORNIA-HEALTH AND HUMAN SERVICES AGENCY		CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING	
CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT			
CHILD'S NAME		SEX	BIRTH DATE
FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME		DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME		DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
IS/HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	
DEVELOPMENTAL HISTORY <i>(For infants and preschool-age children only)</i>			
WALKED AT*	MONTHS	BEGAN TALKING AT*	MONTHS
		TOILET TRAINING STARTED AT*	MONTHS
PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:			
<input type="checkbox"/> Chicken Pox	DATES	<input type="checkbox"/> Diabetes	DATES
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps	
<input type="checkbox"/> Poliomyelitis		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
		<input type="checkbox"/> Three-Day Measles (Rubella)	
SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS			
DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO		HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
DAILY ROUTINES <i>(For infants and preschool-age children only)</i>			
WHAT TIME DOES CHILD GET UP?*		WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*		WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)		WHAT ARE USUAL EATING HOURS?	
BREAKFAST		BREAKFAST _____	
LUNCH		LUNCH _____	
DINNER		DINNER _____	
ANY FOOD DISLIKES?		ANY EATING PROBLEMS?	
IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE.*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	
PARENT'S EVALUATION OF CHILD'S HEALTH			
IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S)?	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
PARENT'S EVALUATION OF CHILD'S PERSONALITY			
HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?			
HAS THE CHILD HAD GROUP PLAY EXPERIENCES?			

The complete **Child's Preadmission Health History** form (LIC 702) is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC702.pdf>

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION

APPENDIX L

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

**PHYSICIAN'S REPORT—CHILD CARE CENTERS
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)**

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from ____ : ____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to ____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware: _____

Hearing: _____ Allergies: medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ <small>(DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)</small>	/ /	/ /	/ /	/ /	/ /
MMR <small>(MEASLES, MUMPS, AND RUBELLA)</small>	/ /	/ /			
<small>(REQUIRED FOR CHILD CARE ONLY)</small>	/ /	/ /			
HIB MENINGITIS <small>(HAEMOPHILUS B)</small>	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA <small>(CHICKENPOX)</small>	/ /	/ /	/ /		

SCREENING OF TB RISK FACTORS (listing on reverse side)
 Risk factors present, TB skin test indicated

The complete **Physician's Report** (LIC 701) is available online at
<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC701.pdf>

http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Diabetic_Consent_Form/?i=789

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION

ACCEPTANCE OF HANDBOOK

St. Bernardine of Siena Children's Center
Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received or has been informed where to obtain a copy of St. Bernardine of Siena Children's Center Parent/Student Handbook. The handbook is available online at www.stbernardine.org under the Preschool tab. If you do not have Internet service, you may request a copy of the handbook by calling the preschool office. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

**Please return this signed form promptly to the School Office.
This form will be placed in the student's permanent files.**

ST. BERNARDINE OF SIENA CHILDREN'S CENTER
PLAN OF OPERATION