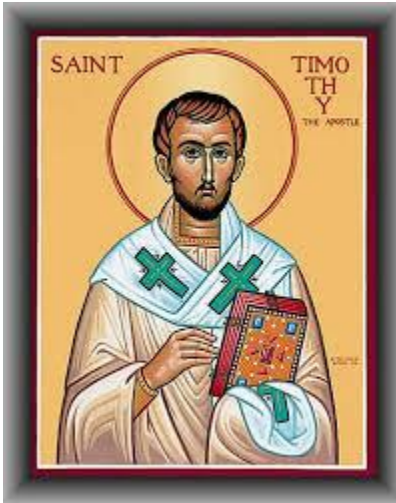


# **Saint Timothy Catholic School**



## **Preschool Parent Handbook 2015-2016**

**Father Gerald Weymes, Pastor  
Mr. Joseph McLaughlin, Principal  
Mrs. Julie Evans, Preschool Director**

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Dear St. Timothy Catholic School Parents and Prospective Parents:

I pray that your summer has been filled with peace, joy and our Lord's blessings. The Saint Timothy Catholic School faculty and staff welcomes you back for the start of the 2015 - 2016 school year.

Each year, with the help and guidance of the Holy Spirit, our school community embraces a scriptural theme that provides a framework for our school's faith based activities and formation efforts throughout the school year. During this "Year of Mercy", declared by the Holy Father, Pope Francis, our school theme is fittingly, "God's Mercy Endures Forever". The motto *Merciful Like the Father* (taken from the Gospel of Luke 6:36) serves as an invitation to follow the merciful example of the Father who asks us not to judge or condemn but to forgive and to give love and forgiveness without measure.

We appreciate your strong participation in the Annual Enrollment Management Survey distributed to the STS community in June. Your feedback shows that we have made significant progress in our safety, faith based, extracurricular and academic programs! Please be assured that we will continue to take the necessary steps to provide our students with a safe, supportive and innovative learning environment and a rigorous curriculum rich in Catholic tradition and grounded in academic excellence.

To that end, we have refined and expanded our strategic school improvement efforts for this coming school year and are focused specifically on enhancing the strengths, and addressing the opportunity areas identified in the survey responses. We will be implementing specific strategic initiatives to:

- Further enhance our Science (Lab Learner), Language Arts and Math curriculums.
- Increase the quality and quantity of our parent communications, including streamlined parental access to class assignments, homework, grading information and family specific data, proactive communications for our Advanced Academic Programs and enhanced, streamlined teacher / parent communications.
- Enhance our teacher training programs, focusing on the successful use of instructional technologies and classroom management strategies that further support our individualized instructional approach.
- Provide an expanded offering of faith based formation programs for students, parents and teachers.
- Expand our advanced academic program, to include 1<sup>st</sup> through 5<sup>th</sup> grades.
- Attract, hire, train and retain high quality teachers; especially in the areas of instructional technologies, remediation, advanced academics, resource and middle school Math.
- Enhance our school safety and emergency response efforts and conduct an independent safety audit.
- Expand our STREAM programs / academic offerings to expose our students to 21<sup>st</sup> Century skills (Robotics, Coding, Logic and Reasoning, Math and Writing Competitions, extracurricular programs, STS Business Partner sessions and Career Fairs).
- Refine the instructional goal setting process utilizing the SMART (Specific, Measurable, Attainable , Relevant & Timely) goal format.
- Communicate and explain student performance data and metrics.

I'm also pleased to highlight some of the programs and recent investments at St. Tim's that enhance the quality of teacher instruction through the successful integration of **STREAM**

learning initiatives into our Individualized Approach to student learning. STREAM is a collaborative learning initiative that combines the STEM program components (Science, Technology, Engineering and Math) with a continued and heightened focus on the rich traditions of the Catholic Faith (“R” for Religion); including a character building and virtues based behavioral approach. The **STREAM** initiative also encourages a hands-on creative approach to student expression via additional exposure to the Arts (“A”); including creative writing, drama and artistic expression.

Here are some of the recent programs introduced and investments made to further support student learning through STREAM.

- Over the past few months we invested in a new STEM Lab.
- Replaced our aging desktop computers with Laptop computers.
- Added 40 additional iPads for our primary grade classes.
- Rolled out our one-to-one device program (Chromebooks) in our middle school.
- Hired a new instructional technologist to train teachers and provide guidance on the use of effective instructional apps.
- Added an additional teacher to support and expand our advanced academic program (math and language arts).
- Purchased additional key boards for music electives and expanded our robotics program to include 6<sup>th</sup> grade students.
- Hired 4 Math remediation specialists to provide additional help for students in grades 3 through 8.
- Expanded our middle school course offerings to include multi-media, video production, coding and logic and reasoning.
- Introduced our first annual STEM based career fair to expose students to 21<sup>st</sup> Century careers.

Saint Timothy Catholic School remains committed to providing our students with an individualized, supportive, faith based learning environment. I greatly appreciate your active support of our wonderful school.

As always I welcome your comments, questions and suggestions.

God Bless You,

Mr. Joseph M. McLaughlin  
Principal

## **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

### ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

*Go, therefore, and make disciples of all nations...  
Teaching them to carry out everything I have commanded you.*

*Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.<sup>1</sup> The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

### ***DIOCESAN MISSION STATEMENT***

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service and integrity.

### ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

*Saint Timothy Catholic School serves God by providing each child with an individualized approach, academic excellence, rich Catholic traditions, a solid foundation in the Catholic faith, and opportunities to serve the community.*

*Spirit  
Tradition  
Scholarship*

### ***STUDENT/PARENT HANDBOOK***

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Office of Catholic Schools policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-3). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Office of Catholic Schools, the Office of Catholic Schools policies, guidelines or regulations shall be of controlling force and effect.

## ***PARENTAL ROLE***

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal/director may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal/director (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the



parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's Parent-Teacher Organization.

## ***NON-DISCRIMINATION CLAUSE***

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC CHILDREN***

The presence of children from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic children in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic children are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic children must participate in liturgies, retreats and other religious functions incorporated within the program.
- c. Non-Catholic children may not be exempted from the catechesis held during the school day.
- d. While Catholic teaching respects the various faith traditions of the children attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

## II. CURRICULUM

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

- a. Daily outdoor play, weather permitting
- b. Alternating periods of quiet time and active play
- c. A balance of large muscle and small muscle activities is provided.
- d. Various small group or large group activities through most of the day
- e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety and nutritional practices;
- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or

to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as hand washing, eating, dressing and resting are incorporated into the program as a means of furthering children's learning, self-help and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who do not nap within the licensing regulations boundaries.

The school will use media, such as SmartBoards, computers, video and audio material, that have been previewed by adults prior to use. Another option for activity is always available. No child is required to view or interact with this program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

## ***SUPPLIES AND MATERIALS***

Students are each asked to bring some individual supplies which vary depending on class. Please refer to the school website for a listing of supplies needed for your child's program. Use of school tote bags purchased from the school is required. Full-day students must purchase nap mats from the school as well.

## ***ASSESSMENT***

The school's program is intended to assist staff and administrators in a systematic evaluation of the program, to communicate children's strengths and challenges to parents and to aid in revision of the curriculum and planning of instruction.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a child or class situation before seeking intervention of the director or school administration.

## **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Scheduled conferences are held in November for all students. Additional individual conferences with teachers and staff may be requested at any time. Newsletters will be sent home by email regularly to inform parents of the activities and events at preschool. E-mail communication is regularly utilized.

A second scheduled conference time will be made available after the January progress report is sent home. Parents should contact the teacher to arrange a conference time.

Parents may request a conference at any time during the school year. Partnership between parents and teachers is expected and encouraged. Teachers generally respond to email within 24 hours.

## ***PROGRESS REPORTS***

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort.

Written progress reports will be sent home in January and May.

## ***RETENTION/PROMOTION/PLACEMENT***

A major goal of the school is to assist children to complete each year satisfactorily. Retention is recommended only when it is deemed necessary and advantageous to the particular needs of the child.

- a. The final decision to promote or retain a child is based on the child's developmental performance and best interests, as determined by the principal/director.
- b. Parents will be kept informed about the inability of their child to progress satisfactorily.
- c. Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

### **III. ADMINISTRATIVE PROCEDURES**

#### ***ADMISSIONS***

##### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

Children who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health and behavioral requirements are eligible for admission to the school.

##### **ELIGIBILITY**

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, the siblings may receive special consideration.

##### **GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION**

There is no testing for pre-school admission. However, readiness assessment may be utilized to determine the developmentally appropriate placement in the pre-school program. The following list of documents/information is required:

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Progress reports (if available)
- e. Completed Diocesan Application Form (Appendix J)
- f. A non-refundable application fee
- g. A fully executed MCH-213 G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of immunization as required by the Code of Virginia
  - ii. Current Certification of Immunization
  - iii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously

- enrolled in a Diocesan school.
- i. Signed Handbook Agreement Form

### **GENERAL CONDITIONS OF ADMISSION**

A child is admitted to the school on the premise the child intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, a child may be admitted on a probationary basis subject to the child successfully completing one or more subsequent interim evaluations. A child with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

### **INTERNATIONAL STUDENTS**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

- A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
  - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

### **CLASS PLACEMENT**

The principal/director and faculty reserve the right to place a child in a class to ensure the best interests of the child.

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<sup>1</sup> Appendix AJ for a listing of lawful non-immigrants who may attend school.



Generally, students must turn three by September 30<sup>st</sup> in order to be enrolled in a three-year-old class and be four by September 30<sup>st</sup> to enroll in a four-year-old program.

## ***ATTENDANCE***

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

Except in cases of emergency as determined by the principal/director and/or a staff member (as applicable or necessary), a child may only be released from school to another authorized adult with the prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.

### **ATTENDANCE/REPORTING PROCEDURES**

#### **ABSENCE**

On the first day of absence, please email your child's teacher. A written excuse explaining the reason for absence and signed by the parent must be presented upon return to the school.

#### **MEDICAL EXCUSES**

If your child has been absent for more than three days or has had a contagious illness, a physician's note is required upon return.

Preschool Parents: Please notify the school of any household communicable disease. From the Standards for Licensed Child Day Centers: "When children at the preschool have been exposed to a communicable disease listed in the Department of Health's current and communicable disease chart, the parents shall be notified within 24 hours or the next business day of the center's having been informed unless forbidden by law, except for life threatening diseases, which must be reported to parents immediately."

#### **ANTICIPATED ABSENCE**

If you anticipate that your child will be absent for personal and/or medical reasons, please inform your child's teacher. Although attendance is not mandatory, please remember that regular attendance will assure more progress both academically and socially.

If you anticipate that your child will be absent for personal and/or medical reasons, please inform your child's teacher. Although attendance is not mandatory, please remember that regular

attendance will assure more progress both academically and socially.

### **TARDINESS**

Tardy students must be walked into the school and signed in at the school office by a parent. A student who arrives late with an excused reason (i.e. director's note) is counted tardy.

### **RELEASE OF CHILDREN**

Parents must sign in/out their children when arriving late or being released outside of regular school arrival/dismissal times.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" from the new school. All Fees and Tuition MUST BE PAID prior to the release of the child's records.

## ***LUNCH/MILK PROGRAM***

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all children without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

## ***ARRIVAL AND DISMISSAL***

The morning and full-day preschool program begins promptly at 8:00 a.m. Safety patrols and staff will be available to assist staff and walk the children into the building. Parents should follow the regular morning drop off procedure outlined in the final section of this handbook. The carpool begins at 7:35 a.m. Students may be dropped off beginning at this time until 8:00 a.m.

Dismissal for the morning preschool program is promptly at 11:00 a.m. Parents are asked to park their car in the parking spaces directly in front of the school or on the sides of the church and walk to pick up their child directly from the preschool teacher at the front door of the school.

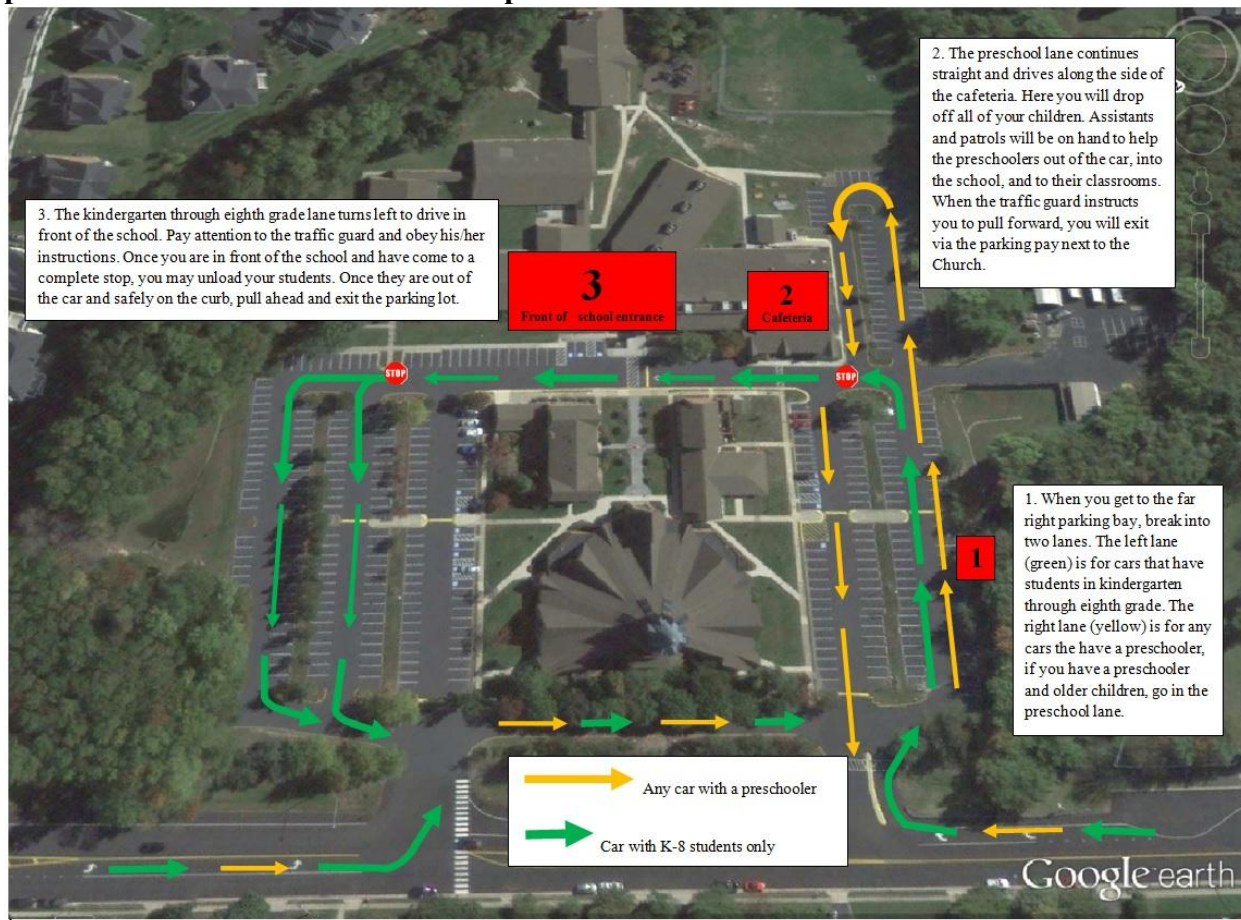
The afternoon preschool session begins at 12:15. Parents are asked to park their cars and walk

their students to the teacher who will be waiting at the front door. Dismissal for the afternoon preschool and full-day preschool programs is promptly at 3:15 p.m. Parents must pick up their child in the regular carpool line. The children will remain in the school until their carpool number is called. Regular carpool procedure is outlined in the final section of this handbook.

Every effort should be made to pick-up students in a timely fashion. Parents who anticipate arriving late for pick-up should make every effort to make alternative arrangements and notify the office of these arrangements as soon as possible. Students who are not picked up on time will be sent to AfterCare to wait for pick up. Parents will then need to park their car and report to the office to pick-up the student. While it is understandable that emergencies arise from time to time, families will be billed for AfterCare if they are late for pick up.

**Arrival Procedures:**

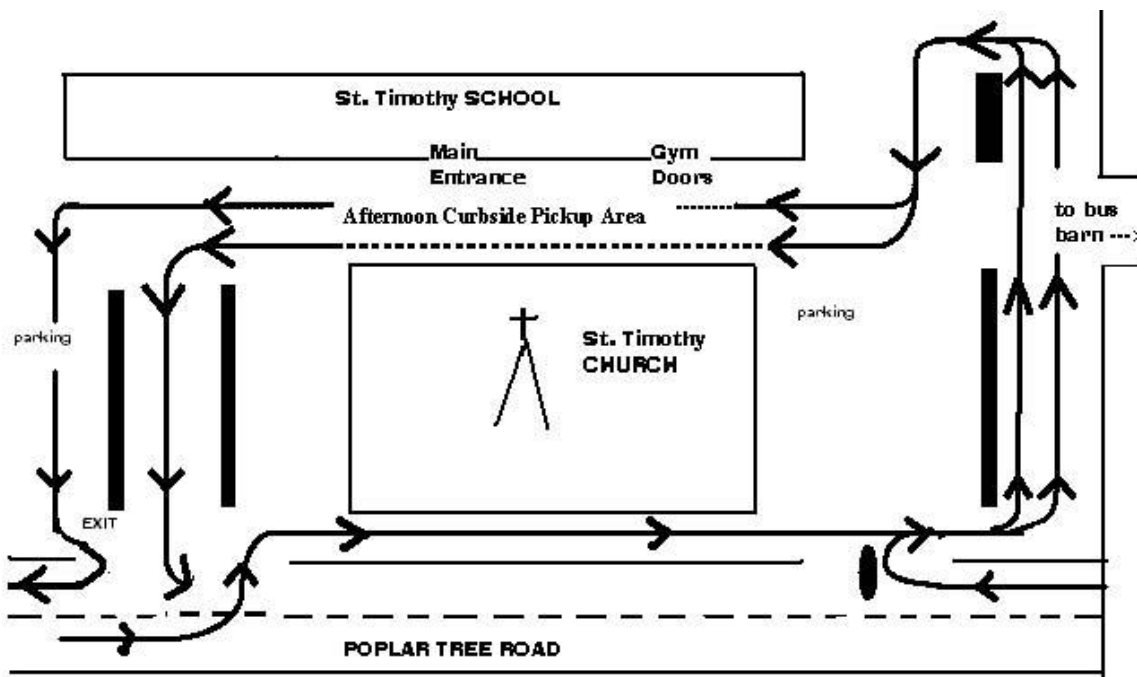
Please follow the directions of the traffic person who will be directing you each morning. All traffic enters on the right side of the church into the bay farthest to the right. You will be directed by our parent volunteers to form one line in front of the school. When vehicles have stopped, students will exit vehicles, and come directly into the school building. Parent volunteers will indicate when it is safe to continue to exit. You will do so by entering the second bay on the left side of the church, and continuing onto Poplar Tree Road. Carpool begins at 7:35 a.m. daily. **Cell phones are not permitted to be in use while in the carpool line.**



## Dismissal Procedures:

Please note that during preparation for dismissal and dismissal, the last twenty minutes of the school day, neither the phone nor the security door buzzers will be answered. This will allow staff to tend to the needs of the children as they prepare to dismiss.

- There will be no parking in the area in front of the school during school/dismissal hours.
  - Traffic should line up according to the diagram below.
  - Once busses have been loaded and dismissed, cars will be directed to move forward.
  - **Directions given by staff must be followed.**
  - **Cars must come to a complete stop.**
  - **Drivers must be free of distractions including the use of cell phones.**
  - **Engines must be turned off for the safety of all persons.**
- 
- Teachers will monitor student behavior and help to ensure safety.
  - All carpools will be assigned a number prior to the start of school.
  - Teachers with walkie-talkies will relay the carpool numbers of those cars that are available to receive children.
  - Teacher direction will indicate when cars are to begin moving from the front of the school.
  - **If you are late, you must come into the building to sign out your student. St. Timothy reserves the right to send students who are not picked up to the after school care program. Any fees incurred will be the responsibility of the parent.**



## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **CHILD CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/director with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify in writing other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

#### **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the educational records of a child contain information on more than one child, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, director, assistant principal and those to whom they extend access within a given year.)

The school administration may elect to provide at cost photocopies of a child's educational records to parents, but documentation is to be stamped "unofficial."

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

## **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

## **SCHOOL VISITORS**

All persons other than school staff and currently registered children must first report to the school office immediately upon entering school grounds, sign in, and wear an identification tag when visiting the school.

Doors are locked promptly at 8:15 a.m. and visitors will need to use the security system to gain access to the building.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL/ DIRECTOR'S COMMUNICATION**

The primary form of communication from the Principal is through a weekly email blast to all families and staff called "Tuesday Tidbits" In addition to the Tuesday Tidbits, a monthly newsletter with upcoming events and important information will be sent home. A copy of the handbook, school policies, and curriculum guidelines are available through the website along with other pertinent information.

## **TAKE-HOME COMMUNICATION**

All materials prepared by parents for release to the parish or school community must be approved by the principal/director or his/her designee.

As mentioned above, the school webpage is an excellent source of communication from school. Prior to the start of the school year, there will be a mailing to each family containing information and forms required for the start of the school year. Parents should look to the website for the most up-to-date information and refer to the Tuesday Tidbits weekly newsletter as sent out by the principal.

A school calendar will be provided in the August mailing. Any necessary changes will be communicated through the Principal's email as soon as possible and will be updated on the school webpage.

### **TELEPHONE USE**

Preschool students do not have access to the school telephones. If a parent needs to reach a teacher for any reason, they may do so through the school office. Please do not use email communication if you need to get information to the teacher immediately. The teacher is supervising children and cannot always access email during the course of the day.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

In case of inclement weather (heat, ice, snow) Saint Timothy School, in accordance with diocesan policy, follows the Fairfax County's announcements of "NO SCHOOL", "DELAYED OPENING", or "EARLY CLOSING".

**Delayed Openings:** In the event of a one-hour delay, morning preschool runs from 9:00-11:00 and the afternoon session remains the same. If there is a two-hour delayed opening, the morning session will have school from 10:00-12:00 and the afternoon classes will be from 1:15-3:15

On the rare occasion when we are scheduled for a noon dismissal and there is cause for an alteration in schedule, the following procedure applies: If Fairfax County announces a one hour delayed opening, we will have school from 9:00 a.m. to 12:00 p.m. If Fairfax County announces a two hour delayed opening, we will not have school.

If Fairfax county schools are having a scheduled holiday, and STS is not, parents will receive notification from the school via our school messenger system if school will be delayed or closed. The message will be sent via email and phone. Please also note that any changes due to inclement weather will be posted on the school website by 6:00 a.m. in the event of a cancellation or delayed opening. In the event of an early dismissal, postings will be made as soon as possible. In an emergency, you will receive notification through our school messenger system.

Please note that the St. Timothy Catholic School Extended Day Program will remain open in the event that there is an early dismissal or in the event that Fairfax County Schools cancel after-school activities. We encourage parents to pick up their children as soon as possible but will

remain open until the last child is picked up.

## **PHOTOS AND OTHER MEDIA**

Parents may opt out their children from participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

## **LIBRARY**

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal/director. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

Preschool students do not check out library books.

## **FIELD TRIPS**

**Preschool children generally do not take field trips.**

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A child must give to the sponsoring teacher a permission form signed by a child's parent(s) prior to a child participating in each activity (Appendix R).

In the event private automobiles/vehicles of children, parents or other authorized adults of at least 21 years of age are to be utilized to transport children on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/director for review and approval prior to the use of such vehicles. The principal/director shall have the right to prohibit for any reason a proposed driver from transporting children on a field trip.



Youth weighing less than 100 pounds may not be seated near the front seat air bag. Cell calls and texting are not permitted while driving. Teachers and other school employees should not drive students in their personal vehicles.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

## **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the child. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/director for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal/director, the PTO officers should prepare a budget and submit it to the pastor and principal/director for approval.

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal/director.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the principal/director regarding advancement of the school’s mission and legislative issues concerning the school as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

## ***FUNDRAISING***

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, director). These activities should be organized and executed so that the school program is not interrupted.

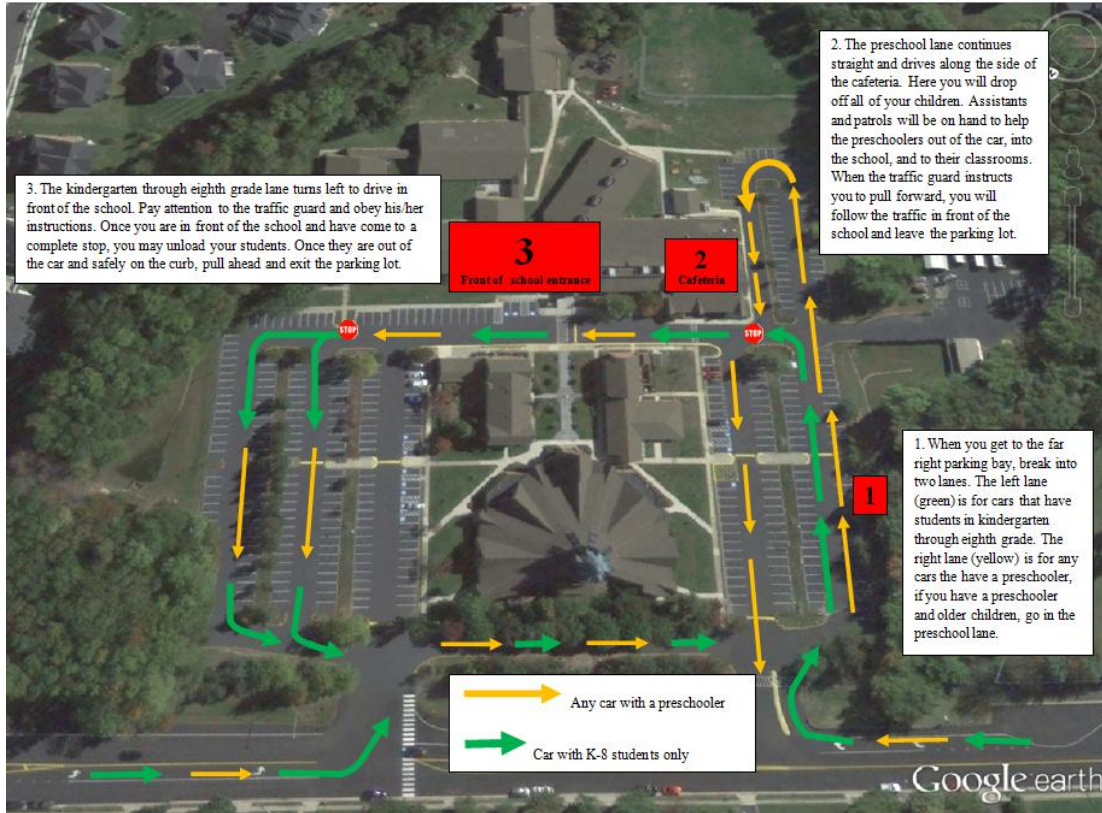
Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, director).

## ***TRANSPORTATION/PARKING***

It is important that all families follow the carpool procedures. Please familiarize yourself with all procedures listed. On special days, when preschool hours are altered or days are changed, it may be necessary to follow carpool procedures that you do not normally follow. Use these pages as a reference for those days.

**ARRIVAL AND DISMISSAL** This whole section is mostly a repeat of the one on page 13  
Morning Arrival (for a.m. and full-day preschool):

Please follow the directions of the traffic person who will be directing you each morning. All traffic enters on the right side of the church into the farthest bay. You will be directed by the parent volunteers to follow the flow of traffic according to the diagram provided later in the handbook to form a single line on the side of the school. When vehicles have stopped, students will exit vehicles, and come directly into the school building. Parent volunteers and staff will indicate when it is safe to depart. You will do so by entering the second bay on the left side of the church, and continuing onto Poplar Tree Road. Morning carpool begins at 7:35 a.m. Students will be admitted into the building at that time.



**Morning Preschool Dismissal**  
 Monday through Friday 11:00 a.m.

Parents are asked to park in the parking lot on either side of the church, or the limited parking spots at the front of the school. After parking, please come to the front of the building and your child's teacher will release your child to you. Students must be supervised by parents at all times in the parking lot. Parents are asked to be prompt in picking up their child so that late fees are not incurred.

**Afternoon Preschool Drop-Off Instructions (for p.m. preschool):**  
 Monday through Friday 12:10 p.m.

Drivers are asked to use the bay closest to the church as elementary students may be outside for recess. Please park, turn off the car engine, close the car door and walk your child to the front door of the school. Teachers will meet you outside. If there is a need to come into the building, we ask that you park your car in the church parking. Please be sure to hold your child's hand as you walk them up to the front door of the school.

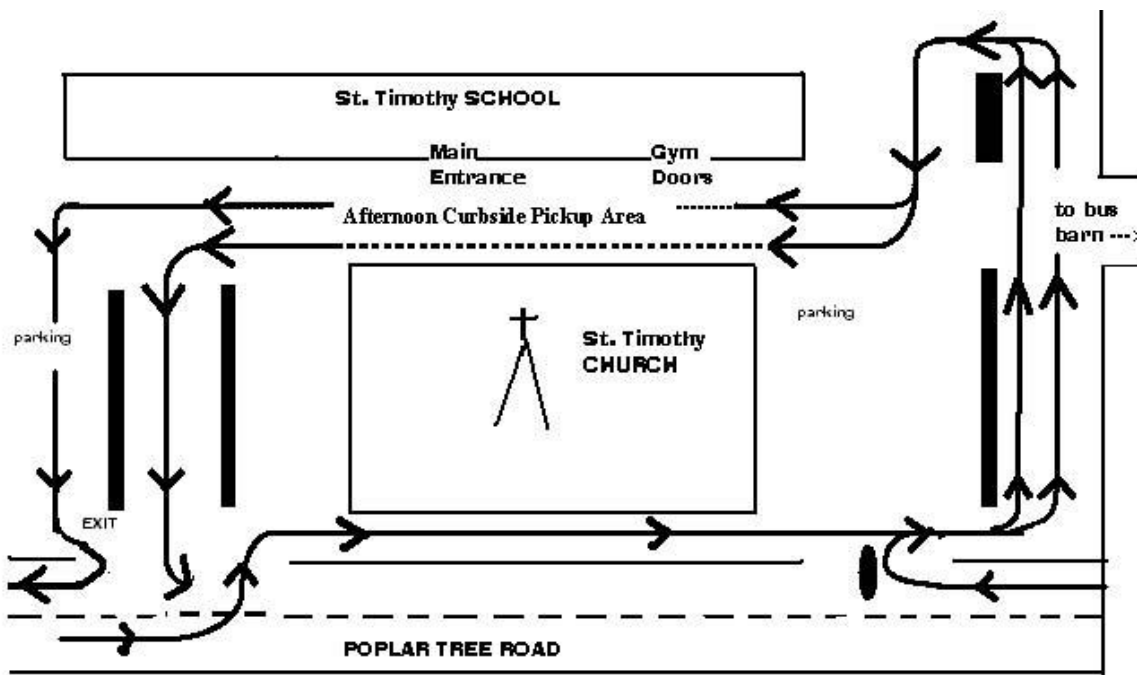
**Afternoon Dismissal (for p.m. preschool and full-day preschool students):**

Please note that during preparation for dismissal and dismissal, the last twenty minutes of the school day, neither the phone nor the security door buzzers will be answered. This will allow staff to tend to the needs of the children as they prepare to dismiss. At dismissal safety patrols,

teachers, staff and volunteers escort students to the carpool line outside when their number is called.

- **Please have Preschool Carpool Tag visible to indicate that you are picking up a preschooler. Are we using preschool carpool tags?**
- There will be no parking in the area in front of the school during school/dismissal hours.
- Traffic should line up according to the diagram below.
- **Directions given by staff must be followed.**
- **Cars must come to a complete stop.**
- **Drivers must be free of distractions including the use of cell phones.**
- **Engines must be turned off for the safety of all persons.**
- Teachers will monitor student behavior and help to ensure safety.
- All carpools will be assigned a number prior to the start of school.
- Carpool numbers are sent to classroom teachers who dismiss students from their rooms.
- Teacher direction will indicate when cars are to begin moving from the front of the school.
- **If you are late, you must come into the building to sign out your student. St. Timothy reserves the right to send students who are not picked up to the AfterCare program. Any fees incurred will be the responsibility of the parent.**

### TRAFFIC FLOW AT DISMISSAL



There will be no parking in the area in front of the school during school hours. Please line up in two lines in the bay farthest from the church, adjacent to the bus barn. When the buses have been loaded and dismissed, teachers will direct the cars to move forward to the front of the school, maintaining the double line. Please follow the directions of the staff on duty. Cars will come to a

complete stop **with the engines turned off for safety.** We further ask that drivers be free of distraction including the use of cell phones so that we can be sure our carpool operates in a safe manner for the benefit of all of our students. Students will be in classrooms waiting for their carpool number to be called.

**Please be here on time to pick up your children. If you are late, you must come into the building to sign out your student. Families that are late on more than an occasional basis will be charged for the additional time.**

#### General Remarks:

Please do not drop off your student prior to 7:35 a.m. We do not have staff to stay with children who are dropped off early or picked up late. For morning drop-off, we ask that students be discharged on the right side of their car, which prevents them from walking through the carpool lane. Tote bags and rear view window tags will be distributed to assist teachers and patrols. Parents of walkers do not need to walk their students through the car pool line. A crosswalk, manned by the morning volunteers and staff, will be monitored for walkers to cross the carpool line when the vehicles have been stopped.

During carpool, as always, students are expected to behave in a respectful, appropriate manner. We ask that you make every attempt to keep the front door area clear so that students can see their cars and teachers can see their students. Students need to be ready to leave their car as the car pulls up in front of the school. **Drivers must also be free of distractions including the use of cell phones** so that we can be sure our carpool operates in a safe manner for the benefit of all of our students.

In the event that a student is not picked up from school by the conclusion of carpool, please park your car and proceed to AfterCare. You may pick up your child from the AfterCare staff.

## V. FINANCES

### ***SCHOOL TUITION POLICIES***

It is essential that the parents of Saint Timothy School students understand that the school must operate within its tuition and income to pay for salaries and supplies. The Parish subsidizes the building and its maintenance. If a family is having trouble meeting its financial obligations, it is very important that the school principal be informed directly by the family. If any student account exceeds thirty days behind in payment, the school may begin procedures to withdraw the student for non-payment. The school will hold all academic records for students whose tuition accounts are not paid to date.

### ***TUITION AND OTHER FEE SCHEDULES***

The most current tuition and fees are listed on our website. Please refer to [www.sainttimothyschool.org](http://www.sainttimothyschool.org) for up-to-date information.

Parents/guardians are encouraged, when possible, to pay tuition fees in full by the Friday proceeding July 1<sup>st</sup> or July 1<sup>st</sup>, if it is a Friday. If tuition is received in full by this date, parents/guardians need not participate in our monthly tuition collection system.

Tuition payments are made through a tuition collection company called “FACTS”. Parents/guardians must fill out the necessary information on the “FACTS” website, no later than June 1<sup>st</sup> or upon acceptance. “FACTS” provides for automatic withdrawals from either a savings or checking account. Families who would prefer to pay by credit card may do so through the “FACTS” tuition collection, as well. MasterCard, Discover, and American Express are accepted. VISA is not accepted. There is a monthly convenience fee for selecting the credit card option. You may select to make payments monthly, on the fifth or twentieth of the month, or semi-annually. Please consult the material on the “FACTS” website that is provided as a link from our own school site.

In the event that a parent chooses to withdraw their child, the following policy will apply to any refund owing. If the family is paying their tuition through the “FACTS” tuition collection company and is making ten equal installments, the first installment is non-refundable as it covers the costs of supplies incurred per student. Payments two through ten correspond with attendance during the calendar months of September through May, with installment two covering September’s tuition, installment three covering October’s tuition, etc. Tuition is due for any month or part of a month that a child attends. Therefore, if a child attends through October 2<sup>nd</sup>, three monthly installments are due, the first to cover costs of supplies incurred, the second to cover the September tuition and the third to cover October tuition. If a fourth installment has been made, that will be refunded.

Subsequently, any family who has paid their tuition in full by July 1<sup>st</sup>, will have their tuition

prorated in the same manner. The total tuition will be divided into ten equal portions. One portion will be to cover the cost of supplies incurred per student with the subsequent portions corresponding to the months of September through May, as outlined above. This system will be used to determine the number of payments (1/10 the total tuition) that would cover the time the student attended school and the remainder of the payments would be refunded.

We understand that circumstances within families can change. If a family applies, is accepted, and enrolls but is unable to attend St. Timothy Catholic School and has notified the school office prior to June 30th, no additional fees will be incurred. If a family applies, is accepted, and enrolls but is unable to attend St. Timothy Catholic School and does not notify the school office until after June 30<sup>th</sup>, the first tuition payment will be owed. The school is required to make many contractual obligations based on enrollment figures that cannot be modified.

### **Mid-Year Enrollment**

Students entering Saint Timothy School after the initial registration process are required to pay one month's tuition on the day of enrollment plus one additional month to cover books and expenses. The total number of tuition payments (each corresponding to 1/10 of the yearly tuition) will be determined using the same system outlined above.

## **VI. CHILD RESPONSIBILITIES & BEHAVIOR**

### ***CODE OF CONDUCT***

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and children work together to create a Catholic school environment. Based upon the Catholic moral values and loving respect for others taught by Jesus, children:

- a. will be truthful.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will respect all school and personal property.
- g. will play only in assigned playground areas with good sportsmanship and cooperation.
- h. will bring to school only appropriate show & tell items from home.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/director and staff is to work with the children and parents to assist the children in developing a strong Christian attitude toward life.

### ***DISCIPLINE***

Classroom rules are designed to protect persons and property and to promote pro-social behaviors, such as sharing and taking turns. If problems arise, the children in question will be reminded of acceptable behaviors and redirected to more positive activities.

#### **USE OF DISCIPLINARY ACTION**

In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/director of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Children who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.



## **SPECIFIC DISCIPLINARY POLICIES**

On the preschool level, teachers explain and model the rules for their class at the beginning of each school year. Understanding what constitutes appropriate and inappropriate behavior, and why, is an important learning process that leads children toward the goal of self-discipline.

In this learning process, children receive positive reinforcement for appropriate behavior, and redirection, understanding, counseling, and if needed, a time out consequence for inappropriate behavior. Children with behavior difficulties will be asked to sit and verbalize their problems with a staff member, come to a good solution, and rejoin activities as soon as they are ready.

Repeated behavior problems will be brought to the attention of the parents so that parents and teachers together can better understand any underlying problems and work towards a solution. In this regard, we ask all parents to communicate with us concerning any challenges their children may be facing outside of school, as they will affect a child's attitude and behavior. Good communication between home and school is essential.

In the event of a serious incident or repeated behaviors, parents may be contacted and asked to pick their child up during the school day.

### **SUSPENSION**

Suspension may be imposed as determined by the principal/director. Once the principal/director suspends a child, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the child from returning to the regular program.

### **DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/director to dismiss a child at the close of the school year.

Children who are dismissed may apply for readmission to any Diocesan school after one (1) full year.

### **EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

- a. a serious infraction of school rules occurs;
- b. the child has demonstrated continuing disregard of school rules for which other means

of discipline have proven ineffectual;

- c. the child's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/director believes it necessary to expel a child, the principal/director will notify the child and the child's parents about the child's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within five (5) working days from the time of written notification.

During the pendency of any appeal, the expelled child shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/director.

Children who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

## ***REGULATIONS AND PROCEDURES***

Privacy of individual children must be balanced against the need to protect the health, welfare and safety of other members of the school community. The principal/director or his/her designee has the right to protect the health, welfare and safety of school patrons by searching a child's person and/or personal property on school grounds or at school activities. Lockers and desks are school property and are subject to searches by school personnel.

## ***CARE OF SCHOOL PROPERTY***

Children are to care for school property in a respectful manner. Children who deface or damage school property or the property of others will make financial restitution.

## ***DRESS CODE***

The dress code provides a standard for our children that fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/director.

### **DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION**

The summer uniform for both boys and girls may be worn until the Columbus Day weekend in October, and may be worn starting after Easter Vacation. Crew socks (white only) must be visible above the top of the shoe, and cover the ankle. Knee length socks are not permitted with this uniform. Uniform descriptions are as follows:

#### **Preschool and Kindergarten Boys**

##### **Summer – Optional**

Khaki pull-on **elastic shorts**  
Gold t-shirt with school logo  
White crew socks  
Tennis shoes

##### **Winter – Traditional**

Khaki pull-on **elastic pants**  
White polo shirt (short or long-sleeved) with school logo  
Brown v-neck cardigan sweater with school logo  
White crew socks  
Tennis shoes

#### **Preschool and Kindergarten Girls**

##### **Summer – Optional**

Khaki pull-on **elastic shorts or skort**  
Gold t-shirt with school logo  
White crew socks  
Tennis shoes

##### **Winter – Traditional**

Khaki pull-on elastic pants or skort  
White polo shirt (short or long-sleeved) with school logo  
Brown crew neck cardigan sweater with school logo  
White crew socks or tights  
Tennis shoes

## ***PLAYGROUND REGULATIONS***

Preschoolers will use the playground daily when weather permits. Children will be taught safe

and courteous procedures for using the equipment.

If your child has a medical condition that requires that he/she not be allowed outside, please do not send your child to school. STS does not have the means to supervise children who cannot go outside.

## ***SNACK AND LUNCHROOM REGULATIONS***

Students enrolled in the full-day program will have lunch in their classroom. Microwaves are not available for students.

Parents must label all snack and lunches with the date in compliance with state regulations.

STS preschool is a peanut-free and nut-free facility.

Three-year-olds bring a small snack in a lunch bag. Drinks will be provided. Half-day four-year-olds bring a snack and drink to school. Full-day students bring two snacks, lunch, and drinks/water bottle. Lunch Bunch students will bring from home their own lunch and drink. Snack is provided to those students attending the AfterCare program.

## ***ITEMS FROM HOME***

Toys may be brought from home for the purpose of Show and Tell only. Weapons (whether real or toys) of any kind are not appropriate and shall not be brought to school for any reasons. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action that may include but not be limited to expulsion.

## VII. HEALTH, SAFETY & WELFARE

### ***STUDENT HEALTH, SAFETY & WELFARE***

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

#### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
- b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal/director who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian or other person standing in loco parentis or school personnel.”

#### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

## SCHOOL CELEBRATION GUIDELINES

### **Birthday Celebrations:**

At STS Preschool birthday celebrators are recognized by allowing the student to “dress out of uniform” in appropriate street clothes. Teachers will also acknowledge the child’s birthday in an appropriate way. Students may not bring in food items for the class.

**Holidays/Celebrations/PTO Events/Theme treats or parties:** These will be organized by various members over the year. Please collaborate with the teacher’s well in advance of the event. Food ingredients for the class party will be posted on TeacherWeb and/or emailed to the class by the room parent. Teachers will coordinate with parents of a child with allergies. Students are welcome to leave allergy free snacks at school to insure that they have a treat. With every celebration, please contact the school nurse at least one (1) week in advance of the event, time, and foods/drinks being served. The nurse will coordinate with a volunteer parent who will then post the foods provided to the school on the website and e-mail parents of children with allergies. She is also available to you to make suggestions for safer treats, if desired.

### **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal/director, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

### **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2<sup>nd</sup> edition*.

Children with fevers, contagious or infectious diseases will be sent home promptly and excluded

from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities. Children who are ill will be sent to the nurse's office while waiting to be picked up.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

Children who are ill will be sent to the school office while waiting to be picked up.

Students who are not well enough to participate in all daily activities should remain at home.

### **MEDICATION ADMINISTRATION OVERVIEW**

Due to state licensing regulations, preschool students may not bring lip balm or hand sanitizer to school.

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

All school clinic, administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the

original container as stated above;

- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal/director or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (Appendix F-6). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency life-saving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

### **SPECIALIZED STUDENT CARE NEEDS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/director/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

### **LIFE THREATENING ALLERGY**

All schools will provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will recruit and train teams responsible



for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal/director and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/ guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus driver, and janitorial staff.

## ***INFECTIOUS/COMMUNICABLE DISEASES***

### **DISEASE**

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

- a. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213 [G](#)).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2<sup>nd</sup> edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

If a student is suspected of having an infestation of lice, the parents will be notified and asked to pick the student up from school. The school will provide detailed information concerning treatment; however, the student will not be allowed to return to school until the hair and scalp are free of all nits. The parents of the students in that grade level will be notified that a case of lice is suspected and asked to check their own students

## ***BLOODBORNE DISEASE***

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV to provide a safe environment for students, staff members and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain

confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

## ***FIRE/EMERGENCY DRILLS***

To enhance the safety of children, personnel and visitors to Saint Timothy School, it is necessary to conduct regular fire drills and to inspect the physical plant for fire safety.

At the beginning of the school year, fire/emergency drill instruction will be provided in each homeroom with the continued instruction and practice throughout the year. Evacuation routes are posted in each classroom.

Shelter-In-Place, an emergency preparedness plan, is in place and will be practiced throughout the school year. Plan details are available in the office. In addition, each classroom contains a Shelter-In-Place folder, basic classroom instructions, and Shelter-In-Place snacks and drinks.

## ***SEXUAL HARASSMENT - STUDENTS***

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavor to provide for their students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

## ***BULLYING***

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal/director, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal/director for further investigation.

In cases of reported bullying, the principal/director or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal/director may also report incidents of bullying to law enforcement if appropriate.

Saint Timothy School has implemented a school-wide anti-bullying program that is intended to deter bullying. This program is a comprehensive program that is customized for Saint Timothy School. The administration can provide additional details of this program, if requested.

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION (SAMPLE LETTER) NEEDS TO BE COMPLETED**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every \_\_\_\_\_ years, \_\_\_\_\_ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The \_\_\_\_\_ School Asbestos Management Plan has several on-going requirements.

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. \_\_\_\_\_, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school may elect to install video surveillance cameras in order to maintain a safe and secure environment.

- a. In the discretion of the principal/director or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

- b. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules and other applicable laws or rules, including but not limited to use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

## VIII. CHILDREN WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each child. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve children with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a child who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is a condition for negating enrollment in the school. A child may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a child has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the child's confidential file. Children who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Children with disabilities are expected to follow the school's policies and honor code.

Parents should be aware that Fairfax County Public Schools offer free testing and programs for students with special needs from ages 20 months to 5 years, through "Child Find". Preschool parents who live outside of Fairfax County can access similar services in their county of residence.

## **IX. PROGRAM INFORMATION**

### ***LICENSING INFORMATION***

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office  
3701 Pender Drive, Suite 125  
Fairfax, VA 22030  
(703) 934-1505

Northern Virginia Regional Office  
320 Hospital Drive, Suite #23  
Warrenton, VA 22186  
(540) 347-6345



Central Regional Offices  
1604 Santa Rosa Road, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

Verona Licensing Office  
Post Office Box 350  
Verona, Virginia 24482-0350  
(540) 248-9345

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginia Beach, VA 23452-5496  
(757) 491-3990

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church Street, S.W., Ste. 100  
Roanoke, VA 24011-1779  
(540) 857-7920

Abingdon Licensing Office  
190 Patton Street  
Abingdon, VA 24210  
(540) 676-5490

## ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

## ***OVER-THE-COUNTER SKIN PRODUCTS***

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application and any adverse reaction. Manufacturer's instructions for age, duration and dosage shall be followed.

## ***INSURANCE***

The program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

## ***TAX INFORMATION***

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the school will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

## ***PARENTAL INVOLVEMENT***

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

## X. APPENDICES

### Diocesan Forms

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Confidential Individual Health Office Visit Record (*Appendix F-11*)
- Waiver Information/Right to Object Form (*Appendix N*)
- Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Academic Intervention Plan (*Appendix AA*)
- Preschool Handbook Agreement Form (*Appendix AG-3*)