



LITTLE SAINTS ACADEMY

FAMILY HANDBOOK

2024/2025

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ABOUT THE SCHOOL

Mission Statement

Pope John Paul II Regional Catholic Elementary School is a Catholic faith community that strives to love and serve God and others. We are committed to pursuing spiritual growth and academic excellence. With Saint John Paul II as our patron and model, we endeavor to meet the challenges of society through prayer, service and the living of our Catholic faith. With the inclusion of Little Saints Academy, we are committed to providing quality Catholic child care for God's littlest ones. In this way we endeavor to provide a strong Catholic foundation for our children, our families and our community.

Philosophy

We believe that:

As a precious child of God, each student is treated with dignity and respect.

The spirit of our school calls each student to a life of prayer.

Education is the shared responsibility of the student, family, school, and community.

Teachers and Staff are deserving of respect and dignity.

A nurturing and safe environment is provided for all students.

Parents are active participants in the learning process.

Individual learning differences are respected.

Each educator is a model of Catholic identity.

Self-esteem is a vital component of success.

Understanding of diversity is essential to world peace and justice.

Children serve others through their God-given talents and gifts.

Catholic/Christian values are a guide for students now and for the future.

Reverence and respect are the responsibility of the entire PJPII School Community

School History

Our school has a rich and historic background dating back to 1907. In 1970, the parishes of St. Cecilia, St. Joseph and St. Stanislaus Kostka consolidated their parish schools into Coatesville Area Catholic Elementary School (CACES). Originally housed in three buildings at each parish, the CACES students finally moved to the present 30-acre site and state of the art facility in West Brandywine, PA in 2007.

Now known as Pope John Paul II Regional Catholic Elementary School, the school serves the surrounding community as well as the parishes of St. Peter, Our Lady of the Rosary, St. Joseph (Coatesville) and Our Lady of Consolation. The principal is responsible for the general direction of the educational program and meets regularly with the Board of Limited Jurisdiction to keep them informed of important happenings at the school. Little Saints Academy opened its doors in the fall of 2018 as a subsidiary program of Pope John Paul II Regional Catholic Elementary School.

School Colors

Maroon and White

School Structure

Archbishop

The primary responsibility in all matters of religious duration is held by the Archbishop of Philadelphia. In policy he is advised by the Archdiocesan Board of Education, the Vicar for Catholic Education, and the Office of Catholic Education. The supervision of the schools is the responsibility of the Archdiocesan Superintendent whom the Archbishop appoints and delegates to represent him in school matters.

Board of Limited Jurisdiction

While the principal is responsible for the general direction of the educational program, decisions related to personnel, the daily operation of the school, the raising and distribution of funds, and the stewardship of the budget, the Board of Limited Jurisdiction assists with the long-term viability of the school. They oversee finances, facilities, development, and marketing/enrollment.

Child Care Director and Assistant Director are responsible for the daily operations of the child care, including but not limited to: licensing, accreditation, curriculum, enrollment, schedules, billing, student records, teacher records and schedules, supplies, before and after school programs, and summer camp.

Parishes

Pope John Paul II Regional Catholic Elementary School is a consolidated school serving children from the following parishes:

Our Lady of the Rosary

Rev. Juan Mora

80 S. 17th Ave.

Coatesville, PA 19320

610-384-1415

St. Joseph

Rev. Eder Estrada Muñoz, FM.

404 Charles St.

Coatesville, PA 19320

610-384-0360

St. Peter

Rev. Michael Olivere

2835 Manor Road

West Brandywine, PA 19320

610-380-9045

Memorandum of Understanding

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to and education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.

Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.

While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.

Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.

In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Getting Started

Enrollment/ Student Records

Little Saints Academy Child Care is open to children from 3 months to 36 months old. Prek 3 & 4 Before and After School Care and Summer Camp programs are also available. Enrollment shall be granted without regard to race, color, creed, religion, national origin, gender, or disability.

Initial enrollment is contingent upon receipt of the following:

- **Emergency Contact Form completed**
 - Please fill out this form in its entirety. Each box must have an entry in the field. “Same as above” or blank is not acceptable. You can use N/A if needed. Please list all authorized pickup persons with addresses and phone numbers.
- **Tuition and Services Agreement signed**
 - Please list all authorized pickup persons with addresses and phone numbers.
- **Current Immunization records**
 - No child may be admitted to, or permitted to attend a non-public school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Public School 1949. A religious basis for a child not to be immunized is not recognized as an exemption. Written proof of immunization, signed by a physician or other health professional, is required for every student. Students who are exempted from immunization due to medical contraindications must present to the school written confirmation from their private physician or treating agency. Written confirmation is then sent to the Office of Catholic Education. No student will be admitted until the Archbishop gives approval.
 -
- **Child Health Report**
 - Must be the Child Health Report Form, not a receipt of your visit. Must be current within 1 year. This form is to be filled out by a licensed physician and returned to Little Saints Academy Child Care before enrollment or your child will be suspended from the program until the form is returned. Parents should have the child's physician update this form at each Well Child Visit or whenever a new immunization is received. An annual doctor's visit is required for all children enrolled in our program.
- **Signed Parent Handbook receipt signed.**
- **FACTS account set up** with Little Saints plan selected
- **Brightwheel registration form**
- **All About My Child form** completed

All enrollment forms are updated every six months.

The Tuition and Services Agreement is not meant to serve as a contract guaranteeing service for any duration. Little Saints Academy Child Care reserves the right to dismiss any parent or child at any time with or without cause. However, continued enrollment at Little Saints Academy Child Care is

contingent upon the parent's and child's adherence to the policies and procedures outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Record Confidentiality

The contents of each child's health and safety file is confidential but is immediately available upon request to:

- Administrators and educators who have consent from a parent or legal guardian
- The child's parents or legal guardians
- Regulatory authorities

Hours

Childcare hours of operation are from 6:30 A.M. to 5:45 P.M. All children must be picked up by 5:45 P.M.

Clothing and Personal Belongings

Washable play clothes and closed- toed tennis shoes (sneakers) are the most suitable for our active days.

Please plan to provide the following LABELED items for your child:

Diapers	Wipes
Diaper cream	Portable crib sheet, blanket optional
Am & pm snacks	Lunch (<u>Toddlers please bring in a lunchbox</u>)
Pre-filled bottles (Infants)	Refillable water cup
Change of clothes (appropriate for the season)	Pacifier or comfort object for naptime if needed
Any medication with authorization form completed	Jacket appropriate for season

Class Placement

Children will be placed in classes due to their chronological age and developmental stage to best provide for them in the program. Students will be transitioned to the next class as they exhibit developmental growth which would indicate the move. All placements are contingent upon classroom availability.

Scheduling

Each teacher will provide parents with a daily schedule for their children. Schedules will be developed according to the age group and will be suitable to the developmental needs of the group. All schedules will include the following components:

- Arrival/Departure activities
- Freeplay
- Diapering/ Toileting- minimum every two hours or as need and Handwashing
- Opening and Closing Circle times
- Structured/ Center activities
- AM/ PM Snack and Lunch
- Gross motor play/ Outside time (weather permitting)

- Nap/ Rest Time (mandated by state licensing)

Arrival and Departure:

Drop Off and Pick Up Procedures

Little Saints Academy Infants, Toddlers, and Pre K 3 & 4 Extended Care Students

The speed limit through the PJPII school parking lot is 5mph. This is for the safety of ALL of our students and staff.

Our Little Saints Infants & Toddlers, and PreK Extended classes ONLY are able to drop off their children beginning at 6:30 am. All other PJPII students begin dropoff at 7:50 am. With very limited bus transportation, we are experiencing unusually high numbers of cars in the morning.

(I sometimes suggest, if you are able to avoid 7:45-8:15 drop off times, you will avoid most of the congestion. I understand we have many older siblings in PJPII who need to get to school on time, so this is not always a possibility.)

TRAFFIC PATTERNS

All Pre K and Little Saints traffic entering campus must make an immediate right hand turn, regardless of which entrance you use.

Do not continue straight on the bus lane!

FROM RT 82/ Manor Rd:

Please turn right immediately after entering campus, and use the second lane of traffic. Cross over the main lane into the side lot, and proceed to the rear driveway to Little Saints.

FROM BEAVER CREEK:

If you enter from Beaver Creek Rd, make the first right into the side lot and proceed to the rear driveway to Little Saints.

VERY IMPORTANT!!

All Little Saints and Extended Care parents! Please note!! If it is before 7:50 am and the PreK line is still waiting in the holding position, you are able to carefully bypass that line and come to the back to drop off your child. BUT, if it is past 7:50 am and the Pre K car line has begun to move, you must join that line and wait your turn. **Never pass any car in line** as children are constantly exiting vehicles.

This in turn applies to pickup at dismissal time. Little Saints parents can access the rear parking lot from 2:00 pm until the Pre K car line opens at 2:45 pm. After the PreK car line is released, you must enter the line and proceed until you reach the Little Saints Parking lot. **Never pass any car in line!**

Any family that needs to pick up between 9:30 am and 2:00 pm must do so in the main office as the rear parking lot is closed and locked for recess.

Thank you all for your patience and understanding. Please pass this information on to anyone who drops off or picks up your child.

Please Note:

Turn all vehicles off during pickup and dropoff. We discourage any idling in the parking areas except if needed to maintain interior temperature in extreme heat or cold weather.

Dropoff procedure:

Please use the Little Saints entrance located at the rear of the school. There are several dedicated parking spots available. Use Door G located next to the Little Saints play area. A staff member will be here to do a quick wellness check, and then escort your child to their classroom. Siblings in the older grades may enter through this door as well as long as school is in session.

Pickup procedure:

Most of the children will be napping until approximately 2:30 pm. If possible, please try to avoid coming for pickup during naptime. However, if you need to pick up your child between 9:30 and 2:00, please go to the main office at the front of the school and we will bring your child up to you.

After 2:30, please pull into a parking spot at the rear of the building near Door 4. ***Please have your child's name in bold placed in the window on an 8 ½ x 11 sheet of paper.*** A staff member will be here to radio inside for your child. We will walk your child out to you.

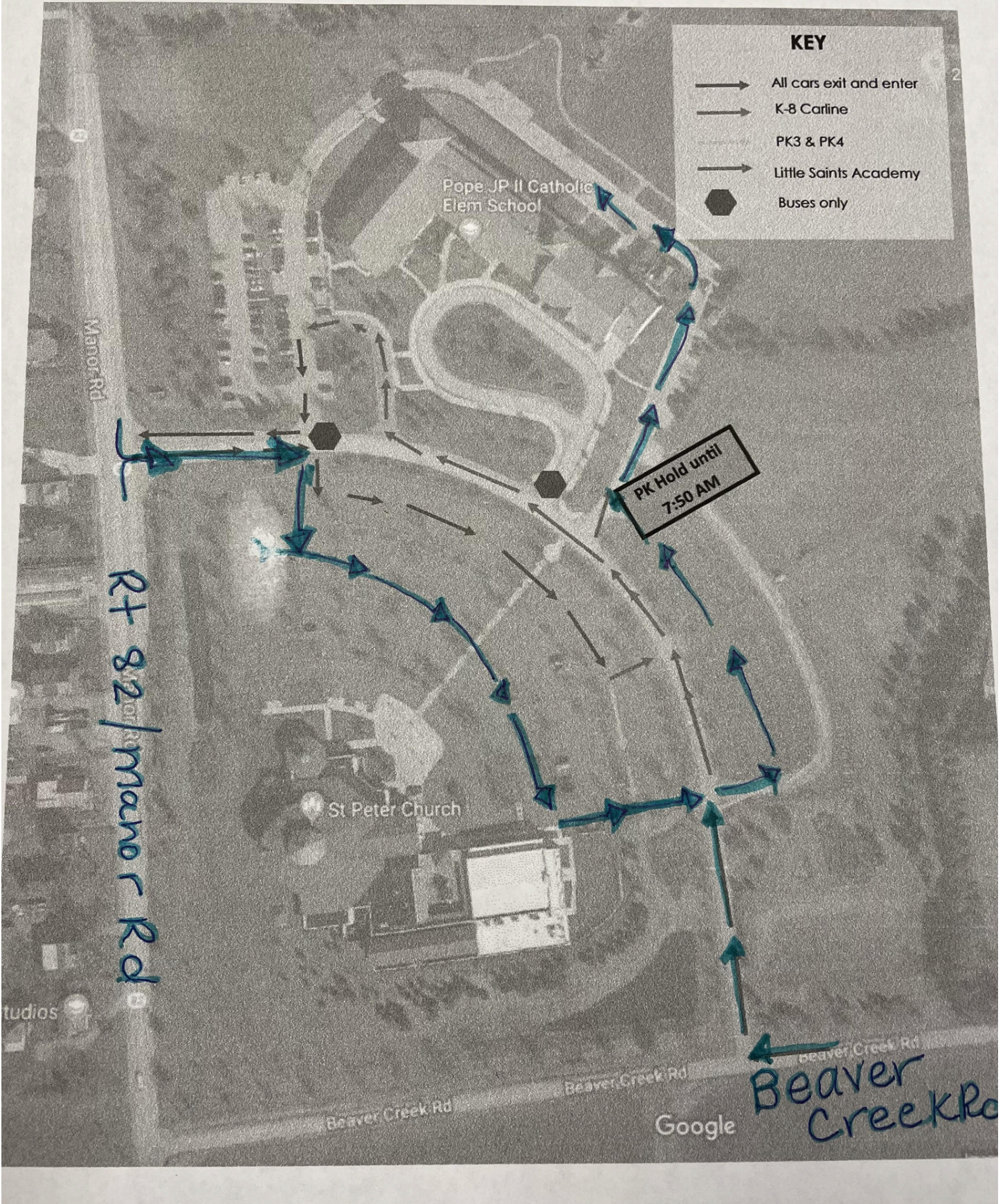
Pickup of multiple ages/ grades:

If your family has children in both the elementary/ prek classes and a Little Saint student, AND you are picking them up at school dismissal time of 2:40, you are able to pick up your whole family at the Little Saints Door 4 at the same time. Please notify your older elementary/ prek child's teacher to dismiss them to "Little Saints" each day. You can pull into one of the spaces at the rear of the school instead of going through any car line. We will bring your children out to you at dismissal time. We must be made aware of this arrangement ahead of time as all children will go to their usual dismissal spots unless we are otherwise notified.

*All traffic leaving the Little Saints parking lot must enter the prek car line if still present- DO NOT PASS- and proceed around the building until you clear the car line. This is for the safety of all students entering and exiting their vehicles.

Please see the attached map with traffic routes.

Little Saints Access PJP II Carline Map



Please make sure when dropping off your child to the center that an adult educator receives your child and communicates with you directly. Never leave your child outside the door of the school or child care center without speaking to an adult and signing in your child. All students must be walked to the door and handed over to an adult.

Any special instructions about your child must be provided in writing either by note, email, or parent communication app messaging. Relaying messages verbally at dropoff is not a reliable way to communicate important information regarding your child. These could include but are not limited to

- early pick up
- alternative pick up person (must be in writing)
- health issues over the previous night which need to be observed
- any general issues of which the child care providers should be aware to best meet the needs of your child throughout the day

Late Pick- Up Fee

If an emergency situation prevents a parent from picking a child up by 6:00 p.m., the child care center must be contacted as soon as possible. A late fee of \$1 per minute, will be charged if a child is not picked up by closing and is payable directly to the staff member(s) who stayed with your child.

Security

For the protection of the children, we have a security system built-in to the child care center and school. All doors are locked and secured at all times. There are audio and video capabilities when you ring the bell at Door G. Please indicate your reason for visiting, and someone will escort you to the proper area.

Tuition and Fees

Tuition Agreement

The director will present an agreement at the time of enrollment. This agreement will state your child's name, program, start date, rate of tuition, services tuition includes as well as payment schedule. Adherence to this agreement is a condition of enrollment. The director will update this agreement periodically as rates change due to classroom moves or rate increases and parental signature is required.

Tuition Policy

All custodial parents are required to sign a Tuition Agreement prior to enrollment of their child in Little Saints Academy Child Care. Tuition must be paid on a monthly/bi-weekly basis in advance. There is no credit given for vacations, scheduled child care holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Non-payment of tuition is grounds for immediate dismissal from the

program. Timely payments are essential for continued enrollment at Little Saints Academy Child Care; however, if you anticipate difficulty with paying on time, please discuss the matter with the director immediately. If alternative arrangements for payment can be made you will be notified by the director accordingly. The FACTS management system is the only acceptable form of payment. There will be a \$30 fee charged for tuition that can not be pulled on it's scheduled day.

Little Saints Academy offers a sibling discount for families with two infants/ toddlers enrolled full time (5 days per week) during the same school year. The oldest sibling enrolled in the Child Care will receive a 10% discount. All other siblings pay full tuition rate. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late. The sibling discount will be discontinued permanently if payment is late twice.

Withdraw

Parents will provide two weeks written notice of withdraw to Little Saints Academy. Upon receipt of this notice and provided that the parents account, The FACTS account will be adjusted to reflect an end date and any adjustments made to the payment plan will be made promptly.

THE SCHOOL DAY

Faculty and Staff

All our teachers and staff have been carefully interviewed and selected on the basis of educational background, experience, attitude, and most importantly, love of children. Caregivers supervise all children attending our program by sight and hearing at all times, even when children are sleeping. Staff members qualifications include, but are not limited to:

- State Criminal Record Check
- Child Abuse History Clearance
- Federal Criminal History Background Check (Fingerprinting)
- National Sex Offender Clearance
- Mandated Reporter Training
- Protecting God's Children Workshops.
- Health and Safety Training
- Fire Safety
- Pediatric First Aid and CPR/ AED.
- 12+ hours annual continuing education

Faculty and staff are not permitted to be caregivers to children enrolled in Little Saints Academy after business hours.

Curriculum

Little Saints Academy implements a thematically organized, developmentally appropriate curriculum based on the Pa. State Standards for Early Childhood Education along with the Archdiocese of Philadelphia curriculum guidelines for Early Childhood Education. The following are links to both curriculum guidelines:

<http://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Infants%20and%20Toddlers%202014.pdf>

<http://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Prekindergarten%202014.pdf>

<http://www.aopcatholicschools.org/elementary-schools/curriculum/>

Behavior/ Discipline Policy:

It is the Mission of Little Saints Academy to partner with parents to help children to develop into respectful, confident individuals. It is in keeping with this mission that we present these behavior guidelines and policies.

The faculty and staff will consistently model and encourage age appropriate behaviors. We will encourage children to express their emotions using reflective communication. Using redirection, anticipation and positive behavior modification techniques, the faculty will encourage self- control, self direction and cooperation. When necessary and practical, consequences may be presented to the child. Parents are expected to collaborate with the faculty with regard to the behavior of their child at school.

Little Saints will use redirection, “safety breaks”, “thinking breaks”, “time with Jesus” in a cozy spot in order to help our students with conflict and big emotions. If at any point a child’s behavior becomes harmful to themselves or others, or destructive to the environment, the child can be removed from the classroom and sent home for the day without refund. The child may return the next day to try again.

At no time will faculty or staff use physical punishment, psychological abuse, humiliation, or coercion to discipline any child. Only when necessary and for safety reasons, will appropriate restraint be permissible and even then, only by trained staff.

Toys from Home

Although we ask that you not send toys with your children, we do allow a nap-time “cozy” to help your child get the best sleep to keep up with their busy day. Please keep all other toys and items at home unless requested by your child’s teacher in a Show and Tell Capacity.

Rest Time

Proper rest is a necessary part of a young child’s health, growth and development, therefore, Little Saints Academy daily schedule is organized to provide for this. Rest time is also a mandatory requirement through our licensing agency up through Kindergarten.

There is a scheduled nap time each day for toddlers, preschoolers, and kindergarteners. Children will be provided with cots or mats and will be encouraged to sleep or rest for the scheduled period of time. Infants and toddler parents are asked to provide sheets and/or blankets to add to their child’s comfort during this time. PreK and Kinder students are provided a nap mat. Children will be properly supervised by staff during their rest period. Infants will be provided with rest and/ or sleep periods in their individual cribs as needed

throughout the day. Parents of infants are encouraged to contribute to the planned nap schedule as indicated by their child's individual needs.

Infant Feeding

All infant formula, breast milk, and solid food is provided from home. All bottles and individual feeding supplies are parent provided. All items need to be properly labeled with child's name and will be sent home each day to be washed.

Breast milk needs to be labeled with date expressed.

Meals and Snacks

All meals and snacks will be provided by the parents and should be clearly labeled. Staff will prepare and serve meals and snacks and parents should provide any written instructions necessary regarding food for their child.

Food provided by parents for infants and toddler can be refrigerated for the day, and warmed when necessary. Any leftover food will be sent home or discarded.

Optional hot lunch program begins in PreK 3. Lunches sent from home will no longer be refrigerated and warmed beginning in prek.

Toilet Training Philosophy

Experts agree that children who potty train easily have parents who are calm and patient and show a matter-of-fact attitude toward toilet training. The staff at Little Saints Academy is prepared to work with the parents in preparing our older toddlers for this important milestone in their lives. No two children are alike and as such children train differently and at different times. Little Saints Academy staff know that toilet training is a gradual process that takes time and understanding. No child is ever forced to sit on the potty or ridiculed in any way for soiling their pants. We do not use negative tactics to toilet train. We encourage and praise the child for successes and show understanding and patience when accidents occur. We let the child know that we have confidence in them and believe in their ability to succeed.

Children typically indicate toilet training readiness after their second birthday. If a parent sees indications of readiness and wants to begin training, please let us know. If the teacher sees readiness, we will discuss with the parents. Consistency between home and school is the key to success for potty training. We do not want the child to be confused with the difference at school and home.

Birthdays

A child's birthday is such an exciting event for them and for us. Parents are encouraged to provide appropriate snacks or treats for their child's birthday celebration in the classroom. Parents should notify the staff in advance about celebrations to provide for proper planning. Letting the teachers know will allow them to plan for the day, and make adjustments for any children with allergies, or who do not celebrate holidays, etc.

Transitions

Transitioning from home to school is always challenging for young children. Every effort will be made to ease this process for both parent and child. Faculty and Staff members will assist parents in this process and consult with parents regarding children who seem to be having excessive anxiety regarding transitions. Parent cooperation in this process is an important component to success. Parents who are confident and

peaceful during transition convey trust and comfort to their children. Parents who are anxious about transitions can convey their anxiety to their children making them more fearful.

Having a consistent routine each morning is a perfect way to avoid separation anxiety. Having a clear routine (put on backpack, same amount of kisses, I love you, Etc,) puts the child at ease for the rest of the day.

SAFETY AND WELLNESS

Safety

Visitors

All visitors coming to school/childcare to bring forgotten articles or to relay messages **MUST REPORT** to the school office. Classes may not be disturbed for the aforementioned reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:30 A.M. and 3:30 P.M., unless the director or principal gives permission for such a visit. All conferences must be scheduled in advance with the teacher. All visitors must report to the Office and sign the Visitors Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

Release of Children

All students must have their Authorized Release Persons on file. Students will only be released to persons listed in the Authorized Release Persons section. For your child's safety, requests for changes in dismissal or transportation must be **IN WRITING** with a signature (no phone calls, please!). Authorized individuals picking up a student must have with them a valid driver's license. Once the student arrives at school, they may not leave school grounds without explicit permission of the Principal or the Child Care Center Director.

Always have photo identification when you pick up your child. There may be times when the staff member releasing the children may not recognize each parent and may need to confirm identity. This is solely for the safety of the children, especially those who cannot speak for themselves.

Emergency Closings/Delayed Openings

Little Saints Academy will follow Pope John Paul II Regional Catholic Elementary School and Coatesville Area School District decisions for weather related early dismissals or closings. Information about weather related emergency closing, delayed openings, or early dismissals will be communicated via the parent portal or electronic communication. This information is also available on your local news channels.

Safety Drills

Safety drills are required by the Archdiocese of Philadelphia and are an important safety measure. At the sound of the alarm or other designated signal, it is essential that everyone in the building act according to the procedures. Safety drills are practiced in accordance with Archdiocesan policy.

Little Saints practices emergency drills a minimum of once monthly, with a rotation of evacuation, weather, intruder, and lockdown drills.

Wellness

General guidelines

The American Academy of Pediatrics defines an ill child as one who exhibits any one of the following symptoms:

- ★ A temperature of 100 degrees Fahrenheit or greater. A child must be fever-free without medication for 24 hours before returning to our care.
- ★ Rash with fever or behavior changes until a professional determines that the child may be in child care.
- ★ Uncontrolled diarrhea (stool runs out of the diaper or the child can't get to the toilet in time). A child must pass a solid bowel movement before returning to our care.
- ★ Vomiting: will be excluded from child care for at least 24 hours or until the vomiting stops or a health professional determines that the child may be in child care.
- ★ Pink eye with white or yellow discharge (child may not return until 24 hours after treatment is started).
- ★ Contagious childhood illness such as Measles, Mumps, Rubella (German measles) or Chickenpox. Your child cannot return to the child care center until a health professional determines that the child may be in child care.
- ★ Chills, cough, shortness of breath or difficulty breathing, new loss of taste or smell, muscle or body aches, headache, fatigue, sore throat, congestion or runny nose
- ★ Any condition that prevents your child from participating in the daily activities and schedule of the classroom.

If it is determined that a student needs to leave school, the parents or emergency contact will be notified.

The student must be picked up within 45 minutes of initial contact. The student must present a doctor's note upon returning to Little Saints Academy after contracting these illnesses: streptococcal infections, chicken pox measles, mumps, German measles, and eye infections. ***An absence of three or more days also requires a doctor's note indicating permission to return to the childcare.***

Medication Procedures

Little Saints Academy will administer both prescription and non-prescription medications when the following conditions are met: A form with the following information is required:

- ★ Must be in its original container

- ★ Current date
- ★ Student's full name
- ★ Name of medication and dosage
- ★ Time(s) that medication is to be given
- ★ Dates(s) that medication is to be given
- ★ Condition for which medication is to be given
- ★ Signature of parent/guardian

A medication order from a licensed provider is required for schools to administer prescription, over the counter, and herbal medicines. Both the parent and physician's form must be completed for medication to be administered. Medication will be administered at the time or with the meal specified by the physician and a written record kept. All medication must be given to the director and in her absence, the lead teacher. Do not leave medication in your child's bag.

Allergies that may require medication

Parents must notify the school at the time of admission about child's allergies and their treatment. The teacher will communicate regularly with the parent regarding the child's allergies, any reactions and treatments which occur during the day. Parents will notify the teachers and administration regarding any reactions, treatments and changes which occur.

Daily Medication Required for Specific Conditions

Topical Medications

(Diaper Creams, Sunscreen, Etc.) All topical medications must be clearly labeled with the child's name. Parents must provide directions for use by in writing. Parents will be notified when replenishment is required.

Special Medical Management

If your child has specific medical or dental needs that require special medical management procedure ordered by a physician, an adult trained in the procedure must be on-site whenever the child is present.

Emergency Medical Procedures

Accident or Illness

Accidents resulting in injury/suspected injury or unusual illness occurring at school are reported immediately to the director. When a child becomes ill or meets with an accident which results in a physical injury, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind may be given to the child. Only basic first aid may be administered. Parents will be contacted immediately if there is any question regarding an injury.

CRP and First Aid Trained Staff

All staff is required to undergo an annual physical exam. All staff members are First Aid and CPR certified.

PARENT-SCHOOL PARTNERSHIP

Communication

Daily Reports

Little Saints Academy will implement the Brightwheel system for all parent communication. Daily reports will include information regarding behavior, activities, meals, toileting and health. Reports will be sent throughout the day to keep the parent informed about the child's progress. Emergency alert information will also be communicated through the Brightwheel platform.

Parents may contact the teachers through the messaging portal.

Information Boards

Information will be posted regularly in the entryway bulletin board. Parents should check periodically on this board to stay informed regarding their child's care.

Newsletters

Custody of Children by Parents

Parents are asked to inform the director when legal custody of the child(ren) resides with one parent. It is the responsibility of the custodial parent to provide a copy of the custody decree. This will help childcare personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend parent meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/guardian with legal custody. The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in Little Saints Academy must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file. In instances where never-married, separated, or divorced parents/guardians who do not have a court ordered custody agreement in place, both parents are treated as custodial parents.

Chain of Command

Please talk with your child's Lead Teacher first. If unresolved, talk with your Director next. If still unresolved, please talk with the director of Early Childhood Programs at Pope John Paul II.

Family Support Services

- Chester County Intermediate Unit
455 Boot Road
Downingtown PA 19335
(484) 237-5000
www.cciu.org
- Child Guidance Resource Centers
28 Chester Avenue
Coatesville PA 19320
www.cgrc.org

Opportunities for Parent Involvement

Volunteer Requirements

If you plan to volunteer at school in any capacity, you need to have several clearances in place at least one week prior to the activity:

- ★ Safe Environment Course (one time only). Register at www.virtus.org for training.
- ★ Mandated Reporter Online Course. Register at <https://chilyouthprotection.org/index.php/staff-volunteers/required-training>
- ★ Pennsylvania Child Abuse History Clearance (valid for 5 years). This form is available online at http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf
- ★ Pennsylvania Criminal History Check (valid for 5 years). This form is available online at <https://epatch.state.pa.us/Home.jsp>
- ★ Signed copy of Pennsylvania Department of Education Arrest and Conviction Report. This form (PDE-6004) is available online at [http://www.portal.state.pa.us/portal/server.pt/community/background_checks_\(act_114\)/7493](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493).
- ★ *FBI Fingerprint Clearance (must be obtained by volunteers living in PA for less than 10 years)

Parent Code of Conduct

Just as we expect faculty and staff to treat our students in a Christian manner, Pope John Paul Regional Catholic Elementary School and Little Saints Academy also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school/childcare or school/childcare personnel on social media is considered conduct inconsistent with the mission of the school/childcare. Non-compliance may result in exclusion from school events or the dismissal of their children from Pope John Paul II Regional Catholic Elementary School and Little Saints Academy.

Swearing or cursing is also behavior inconsistent with the mission of the school/childcare and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language.

Threats of any kind toward Employees, Children, other Parents or adults associated with Little Saints Academy or Pope John Paul II Regional Catholic Elementary School will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the child care center will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

Little Saints Academy Photo Release Form

_____, hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity. I also understand that our school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

Parents/Guardian Signature: _____ Date _____

Family Name: _____

Student Name _____ Grade _____ Teacher _____

Student Name _____ Grade _____ Teacher _____

Student Name _____ Grade _____ Teacher _____

Address _____

City, State and Zip _____

Phone Number _____ Cell: _____

PHOTOGRAPH AND MEDIA OPT-OUT FORM

If you DO NOT give permission for your student to be video recorded, interviewed, photographed for news media or give the right to reproduce, copyright, publish, circulate or otherwise use any school pictures and video of your child produced by the Archdiocese of Philadelphia and Pope John Paul II Regional Catholic Elementary School, sign below and return this from to the school office. (This applies to the current school year only. Please fill out a new form each school year if you do not want your child's photo or video published.)

Please note that if your student participates in public events (such as sporting event or drama production that is open to the community) the school has little or no control over photographs taken by media, other parents or community members attending the event and cannot be held accountable for the publication of events open to the public. School liturgical or special events may also be livestreamed.

I wish to have my child included in the yearbook only.

PARENT/GUARDIAN SIGNATURE

DATE

General Technology Use and Media Release

By signing the handbook agreement, you:

- grant permission for my child's work to be published on the school web site, the classroom wiki, and/or on other student classroom sites as prescribed by the teacher and/or school administration
- grant permission to the Archdiocese of Philadelphia and Pope John Paul II/ Little Saints Academy to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or Pope John Paul II Regional Catholic Elementary School. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity including the list below

This photo release includes all the following:

- School, Class, or Archdiocesan websites
- School newsletters and printed materials including the yearbook
- Newspapers
- Social Network pages. Students' names will not be printed on Facebook or other Social Media.
- Billboard or other marketing materials
- Livestream of special events

MEDIA RELEASE OPT-OUT:

If you do not consent to having your child photographed or videotaped you will need to indicate such on the enclosed form found in this handbook. Please be aware that your child will be excluded from group photos of the class and school public performances in order to protect your child from photographs or video recordings. This opt-out notification must be received within the first 5 days of the child's enrollment.

Little Saints Academy

Receipt of Parent Handbook and Acceptance of Policies

I/WE _____

Parents of _____

Acknowledge that I/we have received a copy of Little Saints Academy Handbook.

I have read and agree to abide by the policies and procedures stated in the handbook. I understand that non adherence to the policies may result in the termination of services and enrollment .

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

.Disclaimers

1. Pope John Paul II Regional Catholic Elementary School and Little Saints Academy reserve the right, in its sole discretion, to add, revise and/or delete policies before, during and after the school year.
2. Little Saints Academy is a legal entity of Pope John Paul II Regional Catholic Elementary School.
3. Adherence to policies and procedures is a condition of enrollment at Pope John Paul II Regional Catholic Elementary School and Little Saints Academy.
4. Any reference to parent /parents includes legal guardians as well.