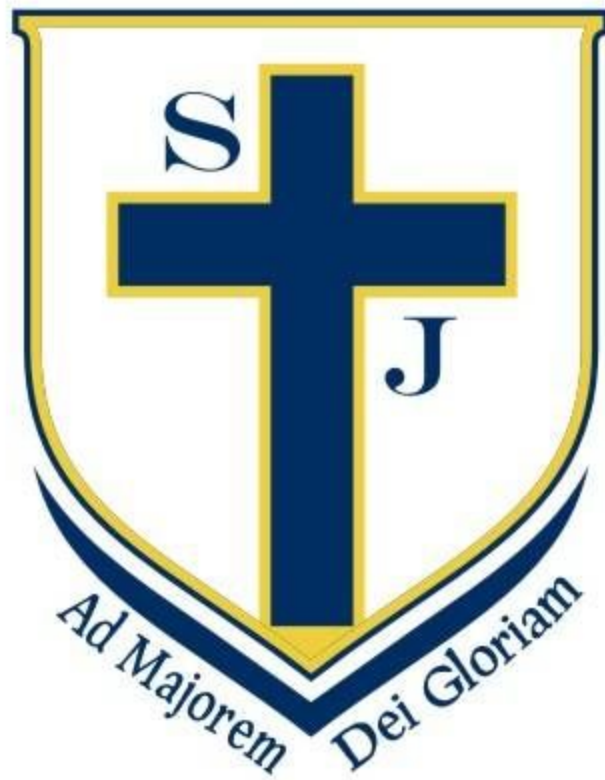


St. Joseph
Catholic School
Nursery-Toddler Program



Parent & Student Handbook
2017-2018

ST. JOSEPH CATHOLIC SCHOOL

Welcome to St. Joseph Catholic School! In choosing St. Joseph Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This handbook presents the philosophy, policies, and programs of St. Joseph Catholic School. The intent is to strengthen the covenant between home and school. The education of a child in this institution is wholeheartedly dedicated to this covenant we hold with parent and child. Parents are the primary educators of their children, and the cooperation of home and school is essential if a child is to reach his/her full potential. Parents and family share a very important part in our school's mission. It is the intent of St. Joseph Catholic School that the parents take a primary role in the education process. Personal and frequent contact between the family, teachers, principal, and staff is not only possible but also encouraged.

It is intended that parents keep and use this handbook for reference as needed. Efforts have been made to include all facets of our school in this handbook. The handbook will be periodically updated when more efficient processes are realized.

Please read this document carefully and sign the attached agreement contract which can be located on the last page. This contract states that you intend to abide by the policies of St. Joseph Catholic School for the upcoming school year.

The faculty and staff of St. Joseph Catholic school look forward working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church and Jesus Christ.

MISSION STATEMENT

The mission of St. Joseph Catholic School is to provide an opportunity for all students to develop a sense of God's loving presence through academic excellence, Christian awareness and spiritual growth.

“Today in St. Joseph Catholic School, let us be aware of the presence of God in all that we do. God loves each of us! We have been given many gifts for the good of others. Today let us be ready to learn and grow in mind, heart and spirit.”

No child shall be denied admission to St. Joseph Catholic School in the Diocese of Wheeling-Charleston, based upon race, color or nationality.

PARENTAL COVENANT

1. **Sign child(ren) in and out of building using the school's 'Drop Off and Pick-Up' signing procedure. This is a West Virginia State requirement and MUST be fulfilled for each visit. There will be no exception to this policy.**
2. All students enrolled in SJCS must have birth certificate, health screening and up to date immunization records that must comply with the CDC recommended Immunization Schedule. A copy of these records MUST be given to the office prior to the first day of attendance NO EXCEPTIONS!
3. Keep the child home when ill. **Per DHHR and West Virginia State Licensing regulations a child that has a fever, vomiting, or has diarrhea must be kept home until 24 hours after the fever breaks or the last incident occurs. If a child is sent home with any of these symptoms, the child is not to return to school the next day.**
4. Notify the school of any serious illness (asthma, allergies, etc.) and ensure all information is documented on child's medical forms accompanied with an official letter from the doctor indicating diagnoses. Notify the school along with a doctor's note if child is not to take part in physical activity or outside play.
5. Parental Concerns
 - a. If the concern results from some problem or misunderstanding in the classroom, the parent should speak directly with the child's teacher.
 - b. After consultation with the teacher, if the parent believes the issue has not been resolved, the next step is to request an appointment with the principal.
6. Notify the school of any change of address, telephone number or emergency information in a timely fashion. Please ensure information is changed in office as well.
7. Provide all legal documentation ordered by the court with regards to custody and visitation rights of each parent. Documents must contain the court's stamp.
8. Support the school in its activities and when possible offer your gift of time and talent in support of the teachers and school.
9. Monitor regularly the school website for forms, calendar information and upcoming events etc.
10. Ensure prompt weekly payment. Failure to do so may result in not only a fee, but also the loss of child/ren's place in the school.
11. Ensure registration process is complete prior to first day of attendance. This includes online registration and FACTS completed, financial contract signed, and birth certificate and immunizations turned into the office.
12. Photographs of students and school events shall not be posted on individual social network sites. The use of the school logo and school name is strictly prohibited.
13. Acknowledge that social network sites are not the correct forum for discussing school issues, faculty, staff or students. **Any forms of inappropriate postings on social websites will result in immediate termination of child/ren's placement at St. Joseph Catholic School.**

ADMISSION

1. The order of acceptance in this program is as follows: siblings of current students, parishioner, out of Parish Catholic, and Non-Catholic.
2. **Placement: Room placement is at the discretion of the administration. Children will be placed according to development and sometimes transitioned to an older classroom when deemed appropriate. Children remain in the Nursery/Toddler program until the age of two. If a child turns two by September 1st they will be placed in the Pre K2 program.**
3. A parent enrolling their children in any grade must have an interview with the principal and complete an application, present appropriate documents (i.e. state sealed birth certificate, baptismal certificate, health and immunization records, and custodial papers).
4. Items to bring: diapers, bottles, formula/breast milk, pacifiers, mobiles for cribs, individual snacks.
5. After a child has been enrolled in the Nursery Toddler program for six months, parents are entitled to a once a year “free vacation week.” This is to be used only for vacation purposes. Please notify the office when this will occur.

ALL PROGRAMS

The Nursery/Toddler program’s underlying philosophy draws from Jean Piaget’s work on cognitive development, Erik Eriksson’s stages of socio-emotional development, and accepted theories of how children learn best. The approach is practical, easy-to-understand, and immediately applicable to a variety of settings. This excellent program is also based upon a framework of six different aspects including; how children develop and learn, the learning environment, what children learn, the teacher’s role, the family’s role, and research theory.

During the Nursery/Toddler program hours from 7:30 to 5:30 the children participate in a variety of daily activities including but not limited to:

1. Developmentally appropriate physical activity
2. Outdoor play/walk
3. Music/ Dance
3. Art and Crafts
4. Story time
5. Nap
6. Lunch/Snack

COMMUNICATIONS

Communications from parents are required for the following:

1. Feeding
2. Illness
3. Special requests for child
4. Development

Parents MUST communicate with teachers via the school cell phone (304-730-2117 Nursery/Waddlers and 304-730-2305 Toddlers) OR through the school office (304-522-2644). Do not text or contact teachers via their personal cell phones!! Please be aware that during the day the child's teachers are busy taking care of the little ones. Limit your calls, and in the case of an emergency please contact the school office.

The school's website posts pertinent information daily and weekly. Information will also be sent via Constant Contact and RenWeb as voice, email or text messages.

Alterations to the school's calendar year may occur throughout the school year. Parents will be notified in advance of any important changes.

DISMISSAL

All students MUST be signed in and out each day using the 'Drop off and Pick-up' from outside each classroom door. This West Virginia licensing requirement must be fulfilled by each parent responsible for the collection of their child(ren). There will be no exception to this policy.

Students **must** be picked up no later than 5:30 p.m. from the building. There will be a \$25 charge for late pick-ups from 5:30 p.m. – 5:35 p.m. and an additional \$1 charge for every minute incurred after 5:35 p.m. The child/parent must have exited the building by 5:30 in order to avoid the late charge.

Between 2:15-3:30 P.M. please do not park in the alley due to dismissal and congested traffic.

CRISIS MANAGEMENT

St. Joseph Catholic School has a Crisis Management Program which is updated each year. Drills are conducted monthly to prepare students for various emergencies. In cases of inclement weather, fire, bomb threats, or chemical or biological catastrophes, announcements will be made via constant contact and television stations of impending school closures.

OUTSIDE PLAY

As an extension of our nursery program, students will participate in outside play/explore time on the Nursery playground and on walks in strollers. Playing outdoors is a form of exercise that promotes well-being and wholesome physical development. It allows them to explore their environment, develop muscle strength and coordination, and gain confidence.

A general signed permission slip must be on file before your child may leave the premises.

HEALTH ISSUES/ACCIDENTS-INJURIES

While we attempt to enforce rules to protect the children at all times, accidents do occur. Minor cuts or abrasions will be dealt with in the office. More serious accidents will be handled in the following manner:

- 1) Parents will be notified if and when children bump their head.
- 2) If parents cannot be reached, the office will contact the relative on the emergency card
- 3) For more serious accidents, an ambulance may be called.

When the following common childhood illnesses occur such as: Fifth disease, RSV, pink eye, Roto virus, etc., a child cannot return without a physician's written authorization. If the school suspects that a child is symptomatic of a childhood illness, the school reserves the right to request your child be seen by a physician. In these cases the child may not return to the classroom without a written physician authorization.

Food

Per DHHR and West Virginia Licensing regulations, all students must provide their own food, until child is developmentally ready to eat whole foods that are provided through the school lunch program. Please be familiar with the following regulations pertaining to bottle feeding and snacks:

1. All containers of baby food and formula must be labeled with child's name.
2. Bottles are brought in daily for a single use and taken home to be sanitized.
3. Breast milk is to be brought in and taken home daily. It cannot be stored in the freezer at school.
4. Breast milk must be labeled with the date in which it was expressed, the date you are bringing it in, the mother's name, and the child's name. Please place the labeled breast milk in the appropriate labeled container in the refrigerator each day.
5. Snacks/food cannot be shared in the classroom. Please bring in individualized snacks and label them if they are to remain in the classroom for the child.

MEDICATION

A student requiring medication, of any kind, must have on file a signed medical authorization form and Diocesan medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization includes the following:

1. Written permission from the parent or guardian.
2. Name of medication, dosage, times or intervals at which it is to be taken, duration, and possible side effects.
3. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
4. Medication must be in original containers and have an affixed label including students name.
5. Accurate records of the medication given must be kept in the student's file.

PTO (PARENT TEACHER ORGANIZATION)

As Jesus Christ remains at the center of our actions and the pulse of our school, the PTO (Parent-Teacher Organization) is at the heart of our success. Our PTO provides support and assistance at such school-related events as field trips, parties, picnics and special presentations. This parent-sponsored organization provides the occasion for parents and teachers to build a stronger relationship.

SNOW DAYS/ Inclement Weather School Closing

In periods of inclement weather, watch Channel 3, 8, or 13 for school closing information. Parents will also be notified via Constant Contact of closings or delays. Early dismissal, due to inclement weather, will be at the discretion of the principal of St. Joseph Catholic School.

Parents have the right to make an informed decision as to whether they deem the roads safe to travel.

It is the parent's responsibility to ensure school is in session. Parents are not to drop children off at school without checking to make sure the school is in session and staff/faculty members are present.

Birth -Three

Cabell County offers assistance to young children and parents from birth up until the child turns three. As a helpful tool to provide the teachers and parents with proper development information, teachers will fill out an assessment on each child. Any development questions will be discussed with the parent. Birth to three is an option for parents to utilize one on one attention to help improve specific skills during infant-toddler stages. Teachers or parents may request an evaluation of children for acceptance into this program at any time prior to three years old.

VOLUNTEERS

Parent and grandparent volunteers are a vital part of any Catholic School. These volunteers enable us to offer many advantages to our students that we would not be able to otherwise offer. You are urged to give of your time and talents as a volunteer to the school. **All volunteers MUST become VIRTUS trained and abide by all VIRTUS rules and regulations.**

WITHDRAWAL FROM SCHOOL

Notice of intent to withdraw your child from school must be made in writing by the parent to the teacher and principal in ample time before the withdrawal date. **All outstanding balances and fees must be settled prior to withdraw.**

Fees

Insufficient funds checks which are returned to the office will incur a \$25 charge for each check returned. If additional invoices are required to be sent for non-payment of fees due, a processing fee of \$10 per invoice will be incurred.

Due to the increased demand for additional school documents such as attendance records, report cards, After School Care pick-up documentation and financial records required for court procedures, the following charges will be assessed:

- Copies of personal certificates/documentation-\$5
- Attendance records-\$10
- Financial documents- \$10
- All other documentation requests- \$10

**St. Joseph Catholic School
Nursery Program
Handbook Contract
2017-18**



Parent/Guardian Name: _____

I/we have read and understand the school's handbook and agree to follow the rules and policies as described in the 2017-18 St. Joseph Catholic School Handbook. I understand that failure to abide by the rules and policies outlined, may jeopardize my child/ren's placement at St. Joseph Catholic School.

Signature of Parent/Guardian

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Printed Name of Parent/Guardian

Date

Date