



LITTLE SAINTS ACADEMY

FAMILY HANDBOOK

Table of Contents

ABOUT THE SCHOOL	4
Mission Statement	4
Philosophy	4
School History	4
School Structure	5
Archbishop	5
Board of Limited Jurisdiction	5
Parishes	5
Memorandum of Understanding	6
Getting Started	7
Hours	7
Class Placement	7
Scheduling	8
Student Records	8
Emergency Contact Form:	8
Health Appraisal:	9
Arrival and Departure	9
Arrival Procedure	9
Pick-up Procedures	9
Early Pick-up During School Hours (8:15-2:45)	10
Late Pick- Up Fee	10
Tuition and Fees	10
Tuition Agreement	10
Tuition Policy	10
Withdraw	11
THE SCHOOL DAY	11
Faculty and Staff	11
Curriculum	12
Daily Care of Children	12
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.	12
Items to bring to school:	12

Rest Time	12
Infant Feeding	13
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.	13
Toilet Training Philosophy	13
Birthdays	13
Transitions	13
SAFETY AND WELLNESS	14
Safety	14
Visitors	14
Release of Children	14
Emergency Closings/Delayed Openings	14
Parking and Speed Limit	14
Safety Drills	14
Wellness	15
General guidelines	15
Medication Procedures	15
Allergies that may require medication	16
Daily Medication Required for Specific Conditions	16
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.	16
Emergency Medical Procedures	16
Accident or Illness	16
CRP and First Aid Trained Staff	16
PARENT-SCHOOL PARTNERSHIP	16
Communication	16
Daily Reports	16
Information Boards	17
Custody of Children by Parents	17
Chain of Command	17
Opportunities for Parent Involvement	18
PARENT CODE OF CONDUCT	18
Disclaimers	19

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.

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. Thomas Brennan

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 Fitzpatrick

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 an 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

Little Saints Academy Child Care is open to children from 3 months to 3 years old. Enrollment shall be granted without regard to race, color, creed, religion, national origin, gender, or disability.

Initial enrollment is contingent upon receipt of the completed emergency contact form, signed fee agreement, registration fee, escrow deposit, immunization records and signed Parent Handbook receipt.

The Fee 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.

Hours

Childcare hours of operation are from 6:30 A.M. to 6:00 P.M. All children must be picked up by 6:00 P.M.

Registration

At the time of enrollment, a two-week escrow (non-refundable) payment is required. This enrollment fee defrays the administrative costs associated with each child. This deposit will be pulled from your FACTS account and be used for your child's last week of enrollment as long as two weeks notice is given in writing to the director.

Clothing and Personal Belongings

Washable play clothes and tennis shoes (sneakers) are the most suitable for our active days. A labeled full change of clothing needs to be kept at the child care center (if your child is potty training we ask for several outfits). Children's lunch boxes, lunch, snacks, and drinks must all be labeled. All bedding needs to be labeled and taken home to be washed every Friday. For children in diapers all packs of diapers, wipes and ointments must be labeled.

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 advanced to the next class as they exhibit developmental growth which would indicate the move. All placements are contingent upon space 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/Transition activities
- Freeplay time for children
- (diapering/toileting)
- Opening Activities, Circle time
- Structured activities
- handwashing
- Snacktime
- Freetime/ gross motor play (outside when weather permits)
- Center activities
- (toileting/diapering where indicated)
- Lunch time
- Rest Time
- (toileting /diapering)
- Afternoon Snack
- Gross Motor Play (outside if weather permits)
- Closing circle time
- Free play
- Departure

Student Records

Emergency Contact Form:

This form must be filled out completely prior to your child entering our program. This information is vital in case of an emergency in which we cannot reach the parents by phone. Any person picking up a child from Little Saints Academy Child Care must be named on the emergency contact form. This form will allow us to provide emergency care, minor first aid and transport a child to the hospital in the event of an emergency. Please see the director to update this form if any addresses or phone numbers change. Custodial parents will review and resign the form every six months.

Parents are encouraged to include on this form any and all persons, who in the course of events may at one time be asked to pick-up their child from the center. Parents may not indicate anyone under the age of 16 on the Emergency Contact Form. Parents should not include themselves as emergency pick up persons as that will be assumed and they would be contacted first in any event. For the safety of the children, the staff is required to ask for government issued photo ID from any person not recognized at the

time of pick up. We apologize for any inconvenience this may cause, but please realize that this is for the best protection of your child. All changes and/or additions to the Emergency Contact Form must be made in writing and be dated and signed.

Health Appraisal:

This form is to be filled out by a licensed physician and returned to Little Saints Academy Child Care within 30 days of 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. Parents who choose not to have their child immunized based on religious or philosophical beliefs must provide a letter stating this and that letter will be kept in the child's chart.

Arrival and Departure

Arrival Procedure

For the protection of the children, we have a security system built-in to the child care center. Children are to be escorted by their parent or the adult dropping the child off, to their designated classroom. Children are required by law to be supervised at all times while in the child care center. Parents are required to help children put away their outerwear and get settled for the day. At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. Parents are required to notify the child's teacher or director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the child's teacher or director.

These special instructions 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.

Pick-up Procedures

Once a parent enters his/her child's classroom, the parent is then solely responsible for supervising their child while on child care center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to entering child's classroom and are required to directly exit the building once they have picked up their child. You may briefly discuss your child's day with his/her teacher at pick up, however, the teacher is responsible for supervising the remaining children in the classroom. A telephone

conference may be scheduled for later in the day or for the next day at naptime if the parent is unable to meet at the child care center during the course of the day to hold in-depth meeting with the classroom teacher.

Early Pick-up During School Hours (8:15-2:45)

Parents who need to pick up a child from the Child Care center between the hours of 11:00 and 1:30 must do so at the front office. Parents must ring the bell out front to be admitted to the building, sign in and will then be permitted to go to their child's classroom. Parents must exit from the main office during these hours as well.

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.

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. Both custodial parents are required to sign this form. 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. A registration fee, first week's tuition and an escrow deposit equivalent to one week's tuition are required at the time your child starts child care. The escrow deposit will be applied to your last week's tuition provided a two week notice was given in writing to the director. 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. A family enrolled full time attending a consecutive 12 month period will be granted 1 free week per year

on their one year anniversary. This week will automatically be applied to your FACTS account 1 year from your start date. (for example...if you start in September you will receive a free week the following September).

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. The full tuition rate, plus any additional late fees will be charged when tuition payments are late..

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 is current, the remaining two weeks tuition will be covered by the escrow account.

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 must also have a Criminal Record Check Clearance by the State Police, Child Abuse History Clearance by the State Department of Public Welfare and Federal Criminal History Background Check (Fingerprinting) before beginning work And have attended a Protecting God's Children workshop. Along with these clearances all Child Care Staff are certified in Health and Safety Basics from Penn State Better Kid Care as well as certification in pediatric first aid and CPR/ AED.

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.aop Catholicschools.org/elementary-schools/curriculum/>

Daily Care of Children

Behavior 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. 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.

Items to bring to school:

Washable play clothes and tennis shoes (sneakers) are the most suitable for our active days. A labeled full change of clothing needs to be kept at the child care center (if your child is potty training we ask for several outfits). Children’s lunch boxes, lunch, snacks, and drinks must all be labeled. All bedding needs to be labeled and taken home to be washed every Friday.

For children in diapers all packs of diapers, wipes and ointments must be labeled.

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. There will be a scheduled nap time each day for toddlers and preschoolers. Children will be provided with cots or mats and will be encouraged to sleep or rest for the scheduled period of time. Parents are asked to provide sheets and/or blankets to add to their child’s comfort during this time. Any child who does not exhibit a need to sleep after an appropriate amount of rest time will be permitted to play quietly until the end of the scheduled nap time. Children will be properly supervised at by staff during their rest

period. Infants will be provided with rest and/ or sleep periods in their individual cribs as they need. Parents of infants are encouraged to contribute to the planning of the napping schedule as indicated by their child's individual needs.

Infant Feeding

All infant formula, Mother's milk, and solid food should be provided from home. All bottles and individual feeding supplies should also be provided. All items should be properly labeled and will be taken home each day to be washed.

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.

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 its 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 enrolled in PreK-3 and 4 programs must be toilet independent. We recognize that sometimes young children can have accidents, especially when adjusting to a new environment. If a student should have an accident, they will be treated with compassion and patience. Students will be changed and parents will be notified. For this purpose, please be sure your child has a complete change of clothes, including socks.

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.

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.

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 a Student Release Authorization Form on file. Students will only be released to persons listed on the Student Release Form. 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.

Emergency Closings/Delayed Openings

Little Saints Academy will follow Pope John Paul II Regional Catholic Elementary School 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.

In the event of emergency closings, it is impossible to contact the individual parent; therefore, please indicate on the appropriate forms how your child will get home in case of an unforeseen or emergency closing. We suggest making arrangements with a relative, neighbor or friend.

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.

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.

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

- ★ 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.

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

Parents may contact the teachers regarding through this platform a well.

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.

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 unresolved, please talk with the director of Early Childhood Programs at Pope John Paul II.

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://childyouthprotection.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/child care 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.

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 website, 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 insert school name here 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 file an opt-out form which is 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 form must be received within the first 5 days of the school year start date.

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 form 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.)

Current School: 2018-2019

STUDENT NAME

GRADE

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

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 .

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

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.