



# PARENT HANDBOOK

**WELCOME TO OUR FAMILY!** Our Lady of the Rosary Early Childhood Center would like to extend the warmest welcome to you and your child. We are happy you have chosen to become part of our family. We look forward with eagerness to a positive, growing, spiritual relationship. Please let us know if there is anything we can do to ensure your family's smooth transition into our center. Visit any time, as often as you like. Even if your visit is only five minutes, it will assure you that you have made the right choice in a Catholic Early Childhood Education.

**Mission Statement :** Our lady of the Rosary Early Childhood Center is a Catholic school where two, three, four and five year olds are given opportunities to develop spiritually, physically, and intellectually by providing developmentally appropriate programs aimed at the total child.

**Diocesan Mission Statement :** We, the administrators and teachers in Catholic Schools and Centers in the Diocese of St. Petersburg, Florida, are dedicated to the growth and development of the student through proclaiming the message, creating community, providing service and celebrating worship.

**Harassment Policy.** Our Lady of the Rosary Early Childhood Center strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and children. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its centers that addresses behaviors that interfere with fulfilling the centers mission. We, at Our Lady of the Rosary Early Childhood Center, condemn any form of harassment. All credible allegations will be addressed according to the Diocesan policy.

**Admissions Policies:** Our Lady of the Rosary Early Childhood Center is licensed by the Florida Dept. of Children and Families. Our Lady of the Rosary is a part of the Diocese of St. Petersburg's Office of Catholic Schools and Centers. Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, health records.

Mary's House reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Marys House is contingent upon the parent's emergency contact persons' and child's adherence to the policies and procedures of Marys House as outlined in the handbook including, but not limited to, timely payment of all tuition and fees. Parents are required to notify Marys House immediately, should any information already collected at the time of the enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from our program and forfeiture of any deposit.

**VPK Admission-** An assessment must be done prior to enrolling for all new families, completed enrollment packet, and VPK voucher, and along with a donation check.

**Our hours of operation** are 7:00 A.M. –5:00 P.M. There is a late charge of \$ 15.00 after 5 minutes past pick up time of class and every 5 minutes after that is an additional \$10.00. If your child is here for the extended program and is here after the closing of the center there will be an additional charge of \$5.00 for each additional 5 minutes after 15 minutes it is 25.00 for each additional 15 minutes. The late fees must be paid at the time of pick up. If a child is picked up late twice then we reserve the right to disenroll the child.

It is our policy to accept children without regard to race or ethnic origin. Children entering our program must be two, three, four, and five year olds. Our Lady of the Rosary ECC will accept any child, whose needs meet our setting, providing availability of space. Generally, we are not equipped to care for children with special needs; therefore any such

care is conditional upon the consent of the center director. We make every attempt to work with each child on an individual basis and it is important for us to know their strengths and weaknesses. The more we know about your child, the better we will be able to meet their needs. All children enter our program on one month's probation.

A. Non-refundable registration fee is due at the time of registration. Enrollment requires the completion of the following forms....

B. Application form with complete addresses and two **emergency telephone numbers**.

C. Fl. Certificate of Immunization (form 680) and Physical form (Fl. Dept of Health Form 3040) with current dates.

**Registration and Attendance Policy;** There is a non-refundable registration fee of \$175.00 is due at time of registration. Two or more children registration fee will be \$150.00 per child. The children are expected to attend school on their scheduled days. If your child will be absent, please notify the center at (813-948-5999) by 9:00 A.M. If your child is in our VPK program please see VPK attendance and tuition policy. Absence due to illness or family emergencies is not exempt from payment. Please refer to the "Stay at Home from School" section below if you have any questions regarding our policy about specific conditions.

**Stay at Home When:**

We are not permitted to accept children with any of the following symptoms:

Fever at or above **100 degrees**. The child must be fever free, without medication, for 24 hours before returning to school.

Diarrhea and/or vomiting. The child must be symptom free 24 hours without medication before returning to school.

Unidentified rash, untreated infection, skin patches including ringworm and impetigo.

Runny nose with **greenish mucous** and /or excessive coughing with a whooping sound, sneezing or sore throat.

Head and/or body lice including nits.

Chicken pox, measles, mumps, and strep throat.

Conjunctivitis (pink eye)

Difficult or rapid breathing

Unusually dark urine and yellowish skin and eyes.

Any other unusual sign or symptom.

If your child has a communicable disease we ask that you notify the school as soon as possible.

**Curriculum:** We utilize the Creative Curriculum here at Our Lady of the Rosary Childhood Center. This program provides a framework on which teachers are to build a program that allows children to grow and develop as Jesus did- in "Wisdom and stature" and in "favor with God and man" (Luke 2:52). This curriculum provides a range of activities which are designed to meet the needs of two, three and, four year olds at their level of development. This program also provides guidance Activities in each unit to help each child develop language, reading, writing, and Skills appropriate to his or her stage of development. Providing a safe learning environment, as

well as the physical, mental, emotional, social and spiritual development of all the children are of equal importance.

**Discipline Policy:** Every child and parent is expected to respect the other children in the classroom, all staff members and all school equipment. We use a Positive Discipline approach: training the child to control his/her own behavior while teaching them to effectively solve problems and understand feelings, their own as well as others. We accomplish this task in the following manner:

1. Acknowledge the child's feelings, wishes and wants.
2. Communicate the limits.
3. Target the acceptable alternatives.

In case of a serious misbehavior, a Behavior Incident Report will be completed. This will be signed by the director and placed in the child's file. A conference will be requested if the director feels that the child needs to be placed on a behavior plan. The conference will be documented as well as signatures of who was present. If the behavior does not change the child will be dis-enrolled. Parent's cooperation is expected and the parent must be available for a conference. At no time will corporal punishment be used. If the child bites, hits another child, teacher, or is throwing objects such as chairs we have the right to dis-enroll immediately. When discipline problems cannot be resolved, termination from our program may result.

**Lunch Brunch:** Lunch brunch is a 5.00 charge for a ½ hour of time after class. This must be prearranged and a lunch must be provided.

**Extended Care:** We offer care to families who are in need of care after their regular schedule time. If you are in need of care you must sign up in advance and pay extended care tuition weekly. You will need to bring the following items small blanket, small pillow, twin size sheet. The children lay down from 12:45- 2:30 p.m. children must lay quietly on their mats for that period of time. The children may bring a small stuff animal or look at books during that time if they do not sleep. Unfortunately, we will not provide extended care service to children who are unable to rest quietly. The children will go outside, have snack and have center activities.

**Arrival and dismissal:** The following procedures have been established for the Safety of your children. It is very important that you adhere to them.

**Arrival:** We ask you to drop your child off in their classroom. Then sign the In/out book daily.

**Dismissal:** We ask that you sign the sign in /out book then come to your child's classroom. It is very important to pick up your child at the dismissal time of their class.

**Alternate pick up person-** We ask that you list anyone that might be able to pick up your child in an emergency. If your child is having an alternate pick up person that is not on your child's contact list we ask that you send a note in or verbally tell your child's teacher. We must have a note in writing or a verbal authorization at drop off. We will **not take authorization over the phone.**

**Tuition:** The school year is mid-August – End of May. Tuition is based on a school year and is divided up monthly three ½ hour per day school program. Tuition is paid first of each month.

A late fee of \$25.00 will be added if tuition is not received by the fifth and placed in the payment box. All accounts must be kept up to date in order for your child to remain in school. Tuition checks will be made out to Our Lady of the Rosary ECC, and placed in the payment box.

**Early Withdrawal:** Parents who will be withdrawing their children must notify the office within 2 weeks before withdrawal. **If this notice is not received, parents/legal guardians will be responsible for the remainder of the month's tuition.**

**Communication:** Communication is important to a successful school. Please be sure to check your child's backpack daily for communication and their cubbies for beautiful artwork. We will evaluate all the children and will hold a conference with families once a year. Our Lady of the Rosary has an open door policy. Please feel free to contact the director with any suggestions and concerns. If the director cannot resolve the problem, then the Pastor will be asked to intercede.

**Attendance:** Every child should try to attend every day that they are scheduled. If your child will not be coming to school for their scheduled day you must contact the school within the first hour to let us know your child will be out of school. **This is mandated by the state of Florida.** If you do not call or email the office within the first hour of class we will then have to try to reach you and anyone on the emergency card until we have tried to reach you. If we have to contact you every time your child is out then we will disenroll your child. If your child is in VPK it is imperative that your child does not miss school unless they are sick. The VPK Early Learning Coalition requires that your child attends at least 80% of the school year. **If your child misses more than 3 days of school in any given month it is the director's decision to keep your child enrolled in the program.** Please see contract for VPK students.

**Proper Dress:** All children should wear play clothes that are washable and easily removed for bathroom purposes. Sneakers must be worn at all times or closed toe sandals. Under no circumstances will **sandals, flip-flops or dress shoes** be allowed on the playground. **Money, gum, jewelry and toys** are not permitted at school (we cannot be held responsible if they become broken or misplaced.) All children should have a change of clothing in their backpack. Please **label all clothing** sent to the center. Our lost and found box is located in the cabinet drawer in the hallway.

**Emergency Procedures:** We will have monthly fire and tornado drills to acquaint your child with emergency procedures. We have a **CRISIS PLAN** in place at Our Lady of the Rosary ECC. The staff practices **LOCK DOWN PROCEDURES** several times a year. The emergency and crisis plans and fire drill evacuation routes are posted in each classroom. In the event of an emergency closing and /or inclement weather, parents will be notified of the closing by phone call, message on school machine or written notice. Should the school need to be close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond the 10 days parents will have 50% of the daily rate refunded.

**Medications:** No medication will be given to students. It is our policy to administer medicine for emergency situations for example Epi Pens and Benadryl for severe allergies. If your child is in need of these medications then we require a doctor's note and exact procedure for dispensing the medicine. It is our policy that any injury to a child be documented and signed by the parent. In the event of an emergency the parent will be called after 911. We require two emergency phone numbers in addition to your home and/or work numbers.

**Parent Involvement:** Parent volunteers are those parents who become involved in the school life of their children by offering their time, resources and services to the school. They help with our fundraisers, class parties, special events, and share their professional and cultural backgrounds with our students. Parent volunteers are very valuable and welcome anytime. Every volunteer must pass a level 2 clearance, take a safe environment class, If you are interested please see the office for details.

**Snacks:** For the preschool class a mid- morning and afternoon snack will be given to the children daily depending on their schedule. Children in preschool must eat the food that is provided by the school unless there is a food allergy on file. The VPK program has a sign up sheet for parents to bring in snacks for the children. VPK must have two food groups when you bring in snack. Preschool parents if you would like to bring snack for your child's classroom, you may do so, although we ask that you let the teacher know and the snack must be bought at the store. We are not allowed to serve the children homemade treats from home. We serve 100% fruit juice

**Birthdays:** We encourage parents to make their child's birthday a special day at school. Please consult you child's teacher before bringing in any special treats. All treats must be store bought. No party invitations are to be given out in class unless given to all classmates.

**Graduation-** At the end of the school year the VPK program participates in a graduation ceremony in the evening. We will send out invitations and we charge a rental fee for the gown.

**No Handbook can be all inclusive. Thus, Our Lady of the Rosary Early Childhood Center retains the right to amend this handbook. Information provided in the classroom's monthly calendars and in our monthly newsletter may supplement this handbook. Parents will be given prompt notification if changes are made.**

**Please sign and return that you have read the Parent Handbook`**

**Childs name** \_\_\_\_\_

**Parents Signature** \_\_\_\_\_

**Parents Email** \_\_\_\_\_

**Photo release** \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

**Parishioner** \_\_\_\_\_ **yes** \_\_\_\_\_ **No**

**If not at Our Lady of the Rosary please write the parish your family attends** \_\_\_\_\_

**Ethnicity**

**Caucasian** \_\_\_\_\_

**African American** \_\_\_\_\_

**Hispanic** \_\_\_\_\_

**Other** \_\_\_\_\_