

PRE-K3 & PRE-K4
PARENT/STUDENT HANDBOOK
2020-2021



SAINT THERESA SCHOOL

540 Washington Avenue, Kenilworth, NJ 07033

Phone	908-276-7220
Main Office	ext. 200
Principal	ext. 201
Finance	ext. 205
Nurse	ext. 202
Fax	908-709-1103

www.mysts.org

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ACCREDITATION

Saint Theresa School is accredited by the Middle States Association of Schools and Colleges.

NON-DISCRIMINATION POLICY

Saint Theresa School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Theresa School does not discriminate on the basis of race, color, national and ethnic origin, gender, and disability in the administration of its educational policies, admission policies, or athletic and other school-administered programs under the applicable regulation of Title IX of the Educational Amendments of 1972.

PURPOSE AND USE OF THIS HANDBOOK

This handbook exists to foster the efficient operation of Saint Theresa School. To meet this objective, the school administration is given flexibility and the authority to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or their parents/guardians.

AMENDMENTS TO THIS HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the school administration. After changes to this handbook have been approved by the appropriate authority, parents/guardians will be notified within 30 days.

SAINT THERESA SCHOOL MISSION STATEMENT

Saint Theresa School, a Catholic School in the Archdiocese of Newark, is dedicated to the cultivation of academic excellence and the spiritual, social and emotional growth of each student. Our school nurtures an environment of cultural diversity in which a caring faculty, through the implementation of the educational system of St. John Bosco, based upon reason, religion, and loving kindness, seek to develop each student to his/her full potential. With Christ and Mary as our examples, the Saint Theresa Community grows in a family atmosphere in which each individual experiences respect, challenge, responsibility, and exceptional love.

The sign over the door in our front entrance, expresses our Mission and Philosophy in different terms:

*Let it be known to all who enter here
that Jesus Christ
is the reason for this school,
the unseen but ever present Teacher in its classes,
the Model of its faculty and staff,
the Strength of its parents,
the Inspiration of its students.*

SCHOOL REQUIREMENTS

Absence and Tardiness

When a student is going to be absent from school, the parent/guardian is required to notify the School Nurse before 9:00 AM. If a call has not been received by 9:00 AM, the School Nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

Parents should make sure to notify the office in the case of a prolonged absence, i.e., three (3) or more days. Students should not return to school unless they are well enough to participate in school activities. **After a prolonged absence, a note from a medical professional must be submitted in order for the student to return to school. In case of prolonged absence, the student may be permitted to access Remote Instruction.**

Any student who is not in class by 8:00 AM is considered late.

Age Requirements

A birth certificate must be submitted as proof of age.

The Pre-K 3 child must be 3 years old on or before October 1.

The Pre-K 4 child must be 4 years old on or before October 1.

All students enrolling in the Pre-K program at St. Theresa School are required to be **fully potty/toilet trained**. However, it is recommended that each child keep a full change of uniform clothes (shirt, pants or jumper, underwear, and socks) at school in case of an occasional “accident.”

Appointments with School Personnel

Parents/guardians who wish to meet with their child’s teacher should contact the teacher directly through written note or email; should a parent/guardian wish to meet with the principal or any other member of the faculty or staff, the parent/guardian should contact the school office to arrange a mutually convenient conference time. For the sake of order in the school, parents may not approach members of the faculty/staff during the school day without a prior appointment.

Members of the staff who wish to communicate with parents/guardians of a student will do so by phone, letter, email, or at a mutually convenient conference. Teachers will not schedule conferences at times that would conflict with teaching or supervisory duties. When appointments are made, both the parent/guardian and the school staff member should be aware of the purpose(s) of the conference so that all concerned may be appropriately prepared.

Attendance

Prompt regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student’s current academic achievement and to encourage mature adult behavior in the future. Children participating in “Take Your Child to Work Day” will be marked absent, but as long as a note from the parent states this is the reason for the absence, it will not count against perfect attendance.

Catholic Applicants

A Baptismal Certificate is required.

Children Bringing Cash to School

St. Theresa School strives to operate as a “cash-“less school, especially in the midst of our Covid-19 environment. Most payments will be able to be made online.

Any money that is sent to school should be placed in a sealed envelope and identified with your child’s name and classroom, the amount enclosed, and its purpose.

Communication with Parents

Due to the Covid-19 pandemic and subsequent directives, St. Theresa School will communicate with all parents/guardians through the monthly school calendar, posted on our website at www.mysts.org. Likewise, all that previously was sent home in the Thursday folder/envelope will be posted electronically. Please make it a regular practice to consult the school website each Thursday and whenever contacted to do so via email or text. Teachers will publish homework and other information online at www.mysts.org on the Teacher Pages.

Early Dismissal and Planned Closings

Planned early dismissals and planned closings will be indicated in the yearly and monthly calendars. The preliminary annual calendar is tentative, and subject to change. The monthly calendar will indicate any change(s).

Family Vacations

St. Theresa School strongly discourages student absence from school because of family trips or vacations, as initial training for the child in adapting to a “school” culture. At the same time, at this time of their young lives, we recognize and appreciate the value of family time together.

Immunization Requirements

Age appropriate immunizations are required for ALL students.

- DTaP: Four doses with one dose given on or after the fourth birthday, or any five doses.
- IPV: A minimum of three doses provided at least one dose is given on or after the fourth birthday, or any four doses.
- Measles vaccine: two doses administered on or after the first birthday and between the 4-6 birthday.
- Rubella vaccine: one dose administered on or after the first birthday.
- Mumps vaccine: one dose administered on or after the first birthday.
- Hepatitis B:
 - K-8: three doses or two doses adolescent formulation.
- Varicella: one dose on or after the first birthday and one dose between the 4-6 birthday.
- Hib – four doses by 15 months.
- Flu

A STUDENT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED INTO ST. THERESA SCHOOL.

Physicals are required in specific grades. The school nurse will inform parents of these requirements.

Registration

Age Requirements:

A birth certificate with a raised seal must be submitted as proof of age.

A PreK-3 child must be 3 years old on or before October 1.

A PreK-4 child must be 4 years old on or before October 1.

ADMISSIONS

Whenever available spaces are limited in any grade level, preference will be given to registered parishioners of any parish in the Archdiocese.

Parents of new students must present the child's original birth and baptismal certificates, and updated immunization records.

Re-Registration

At re-registration for the new school year a registration form must be filled out and a registration fee paid. This fee is **non-refundable**.

If a student's behavior is generally disruptive and uncooperative, it may be necessary to ask the parents to choose another school for the child. We cannot sacrifice the education of the whole class because of the disruptive behavior of one student.

Supervision

St. Theresa School's responsibility for the supervision of students begins at 7:40 AM and ends at 3:00 PM. Children who are not picked up by 3:00 PM will be brought to aftercare and their parents will be charged the aftercare fee. For children properly enrolled in the school's extended care program, the school's responsibility for supervision may begin as early as 7:00 AM and end as late as 6:00 PM.

CUSTODIAL AND NON-CUSTODIAL PARENT'S RIGHTS

Court Orders

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which would be useful to the school in fulfilling its obligations, especially in the case of parents having joint custody.

Parental Access to Student School Records

Saint Theresa School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, and upon parental request, the school will provide the non-custodial parent with access to the student's essential academic records.

Pick-up from School

The School will permit only the custodial parent, or his/her designee, to pick up the child during, or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during the day or at the end of the school day unless there is a written authorization from the custodial parent. In an emergency, a clearly defined, one time telephone authorization, letter or fax may be acceptable. Student Emergency Forms and Release Forms must be updated by parents/guardians.

ACADEMIC POLICY

Report Cards & Social Behavior Reports

Students in PreK-4 will receive report cards twice a year: in January and in June, with social behavior reports distributed in mid-November and mid-April.

For both PreK 3 & 4, parent-teacher conferences will be held in December, and – as requested – by either parent or teacher. Regular communication between teachers and parents is vital at this age of the students.

Records and Transcripts

A parent/guardian has the right to view his/her child's records, health records, and emergency sheets. These records are available upon request.

Religious Education and Religious Services

Non-Catholic students are welcome at Saint Theresa School. Non-Catholic families are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and participate in liturgical services scheduled for students during the school year.

DISCIPLINE CODE

Philosophy

The Discipline Code serves as a guideline for students and their families. It represents the expectations Saint Theresa School has for its students as individuals and as a whole student body. A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment of Saint Theresa School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students learn responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the teacher and/or Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

- Time out
- Loss of privileges
- Parent/Teacher conference
- Behavior chart

If a student's behavior is generally disruptive and uncooperative, it will be necessary to ask the parents to choose another school for the child. We cannot sacrifice the education and safety of the whole class because of the disruptive behavior of one student.

General Rules

In order to help children learn the self-control appropriate to their age, St. Theresa School seeks to establish a safe, calm, respectful, and orderly atmosphere for all students and staff. St. Theresa School has four general rules:

1. Keep hands, feet, and other objects to yourself.
2. Talk respectfully. No answering back, name calling, teasing, cursing or unkind words.
3. Adhere to all school rules and follow directions the first time.

A poster of the general rules will be displayed in each classroom along with any other rules/regulations pertinent to the class.

HEALTH AND SAFETY

Administration of the Epi-Pen by the School

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via a pre-filled auto-injector for anaphylaxis.

Written authorization for administration of the epinephrine via a pre-filled auto-injector must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epinephrine via a pre-filled auto-injector in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epinephrine via a pre-filled auto-injector to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law and must sign a written statement acknowledging their acceptance and understanding.

The school nurse shall have primary responsibility for administration of the epinephrine via a pre-filled auto-injector. In the absence of the school nurse, another school employee designated and trained in administration of the epinephrine via a pre-filled auto-injector by the school nurse pursuant to New Jersey law may administer the epinephrine via a pre-filled auto-injector.

Nebulizer Treatments

DUE TO THE COVID-19 PANDEMIC Nebulizer treatments will no longer be administered at school. Please schedule your child's treatments either before or after school. Parents will be permitted to administer nebulizer treatments to their own child during the school day.

Arrival and Dismissal Procedures

All PreK-3 students are to enter the building through **DOOR H**, (the Boiler Room Door) making use of the morning drop off procedure established by the school. PreK-4 students will enter the building through **DOOR G** (the Computer Room Door). **Due to Covid-19 restrictions, no parents will be permitted to enter the school building to drop off their child(ren).** Students must be in class no later than 8:00 am.

Parents who have younger children in the Infant/Toddler program are not allowed to walk through the interior hallways. If the student arrives before the doors open at 7:40 am, he/she must be brought to Before Care or wait until the doors open at 7:40 am.

PK students attending only the morning session will be dismissed from **Door H (Boiler Room Door)** at 11:00 am. **PK 3 & PK 4 will be dismissed at 2:30 from the doors they entered from.**

***** ONLY PERSONS ON THE AUTHORIZED PICK-UP FORM WILL BE PERMITTED TO PICK-UP A STUDENT. PLEASE CONTACT YOUR CHILD'S TEACHER (WITH A WRITTEN NOTE IN THE MORNING) OR THE OFFICE (WITH A ONE-TIME PHONE AUTHORIZATION) IF YOUR CHILD WILL BE PICKED UP BY SOMEONE OTHER THAN THEIR REGULAR PICK-UP PERSON. THIS MAY INCLUDE A PARENT OR OTHER FAMILY MEMBER. THANK YOU.**

Asbestos Management Plan

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Emergency Response Act (AHERA). This document is available for examination upon request.

Emergency Closings

Parent/guardians will be notified through the school Honeywell Alert System of emergency (unplanned) closings resulting from inclement weather or other emergency situations. They will likewise be notified of delayed openings in the same manner. **It is imperative that the Secretary be notified of any phone/email changes in order to keep the Alert System accurate.**

Emergency Evacuation Procedures

In the event of an evacuation of the school building, the students and staff will exit according to fire drill procedures. They will walk to St. Theresa Church and wait for directives from the Administration.

Emergency Operations Plan

This is a plan of action for emergency operations to provide guidance and safety for the students and staff at St. Theresa School. The students and staff perform emergency drills and review emergency procedures throughout the school year to ensure their safety.

Emergency Information

All parents must complete the emergency information form at the beginning of the year. These forms will be used if the need arises to contact them. Should a change of address or telephone occur during the school year, either at home or at work, parents should notify the school office immediately so that our information will always be current and the system will be effective..

Fire/Safety Drills and Emergency Operations Plan

St. Theresa School will have fire/safety drills each month. **Due to the Covid-19 Pandemic alternate-formatted fire/emergency drills have been deemed acceptable by the State of NJ.** Students are expected to follow the directions of their teachers and to walk quickly and quietly to their assigned places.

There is a plan of action for emergency operations to provide guidance and safety for the students and staff at St. Theresa School. The students and staff perform emergency drills/school safety drills and review emergency procedures throughout the school year to ensure their safety.

Health Information

Parents are required to give written notification to the school nurse of their child's health problems: allergies, asthma, hearing or sight deficiencies, etc.

Injury or Illness

If a student becomes ill or is injured during the school day, parents will be notified by phone and asked to pick up the child within a one hour window of time.

In the event that a parent cannot be reached, the school will call emergency contacts authorized by the parents.

It is imperative that parents update their phone numbers for such emergencies.

CHILDREN MUST NOT BE SENT TO SCHOOL IF THEY ARE ILL OR HAVE NOT BEEN SYMPTOM/FEVER FREE FOR 24 HOURS WITHOUT THE USE OF ANY FEVER REDUCING MEDICATIONS. AFTER 3 CONSECUTIVE ABSENCES DUE TO ILLNESS, A DOCTOR'S NOTE IS REQUIRED UPON RETURNING TO SCHOOL. THIS NOTE MAY BE FOLLOWING AN ACTUAL VISIT OR A TELEHEALTH MEETING.

Due to Covid-19 restrictions, all students, teachers and staff members will receive a temperature check before entering the building. Any student, teacher or staff member exhibiting a fever, fatigue, cough, aches and pains, etc. will not be permitted to enter the building or will be sent home.

Medication

Saint Theresa School strongly discourages the administration of either prescription, as well as non-prescription medication, in school and on field trips. If it is absolutely essential, however, for a student to receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to the school and personally administer the medication.
2. If this arrangement is not possible, the school nurse may administer the medication under the following conditions:
 - a. The medication must be given to the school nurse or the Principal by the parent/guardian with full written instructions for its use.
 - b. The medication must be in the original pharmacy-labeled container.
 - c. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school and is only effective for the school year for which it is granted; it must be updated annually for each subsequent school year.
 - d. Over-the-counter medications will only be administered with accompanying written instructions from a physician.
3. Medications **MUST** be brought to school by a parent, guardian, or other responsible adult. **CHILDREN ARE NOT ALLOWED TO CARRY MEDICATIONS TO AND FROM SCHOOL.**

Parent Involvement

Parent involvement is encouraged at St. Theresa School, **although it is presently being limited as an effect of the Covid-19 Pandemic**. Any parent who wishes to volunteer must be approved by the Principal, and must submit proof of a Sterling Background Check and attendance at a "Protecting God's Children" Workshop, and an acknowledgement of the STS Volunteer Handbook.

Class Parents

Parents who wish to serve as Class Parents must contact the School Office to submit their names, and be willing to attend monthly meetings of the Home-School Association, serving as a liaison between the HSA and the other parents in the class. It is required that they submit proof of a Sterling Background Check, attendance at "Protecting God's Children" Workshop and an acknowledgement of the STS Volunteer Handbook.

Pest Management Policy

The New Jersey School Integrated Pest Management Act of 2002 (the Act) requires school district to implement an Integrated Pest Management IPM Plan. In accordance with the requirements of the Act, the implementation of the IPM procedures will control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the district.

Restrooms/Bathroom Needs

Students in Pre-K will be brought to the restroom as a group and will be supervised by the teachers. If a student needs to use the restroom more frequently, he/she may do so. Teachers are not allowed to help the children with wiping needs in the bathroom.

If a student wets his/her uniform, the school nurse and teacher's aide will supervise the child as he/she removes the wet uniform and underwear and changes.

If your child wets or soils their clothing during the school day, the Pre-K staff member and/or school nurse will assist your child by providing baby wipes to clean themselves with and help them change into clean clothes, if needed. If your child cannot do this or requires a more extensive cleaning, a parent or their designee will be contacted to either come change the child or pick him/her up. It is a requirement of St. Theresa School that PreK 3 & 4 children be fully potty-trained in order to be part of its program.

Restrooms will be regularly disinfected after student use and in between class restroom use.

Student Accident Insurance

The Archdiocese of Newark has purchased an accident insurance policy which is designed to help protect parents of students in the Archdiocesan schools against financial loss. In the event that a student is injured due to a covered accident when participating in a supervised activity, the Archdiocesan policy will help pay expenses incurred for required medical treatment which are in excess of benefits payable under other insurance covering the student.

Suspected Child Abuse and/or Neglect

New Jersey Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to the New Jersey Division of Child Protection and Permanency (DCCP).

Visitors

All visitors, including short term workers, will enter the building by using the front office door and will report to the school office and **undergo a temperature check.**

Visitors will remain on the premises with the knowledge and consent of the secretary and must sign a visitor log. They must visibly wear a Visitor Pass during their time at STS.

Permission from the Principal is needed for visitors to visit classrooms during the school day, **and in this period of concern for COVID-19 contamination, will be strictly limited.**

DRESS CODE

School Uniforms

**THE STS EMBLEM MUST BE DISPLAYED
ON JUMPERS, SHIRTS, VESTS AND SWEATERS.**

Uniforms are purchased online, by phone or at:

MR. G's EMBROIDERY

713 Kearny Ave. – Kearny, NJ 07032

(Rear entry on Magnolia Avenue; delivery to STS is available)

201-991-0030

www.myschooluniformstore.com Password: mysts

Due to the Covid-19 Pandemic, some flexibility will be exercised regarding school uniforms; the PE uniform will be permitted to be worn throughout the week, as long as it is neat, clean and orderly. Regular uniforms will be required for school pictures and other special events.

Boys & Girls: PK3

The following items **MUST** be purchased at **MR. G's EMBROIDERY**:

- Royal blue shorts and t-shirt with STS insignia
- Royal blue sweatpants and sweatshirt with STS insignia for cold weather
- Shoes: (may be purchased where parent chooses)
 - **ALL WHITE, BLUE, BLACK, OR GREY** Velcro sneakers
 - No “heely” type sneakers
 - No light up sneakers
 - No platform or backless sneakers
- White crew socks (may be purchased where parent chooses)
 - Must be over the ankle
 - Must be devoid of logos or decoration

Boys: Pre-K 4

Navy blue trousers (may be purchased elsewhere, but **MUST** resemble the **MR. G's EMBROIDERY** pants)

- Shoes:
 - Black rubber soled Velcro shoe (may be purchased at Best Foot Forward or where parent chooses)
 - ***Sneakers are not allowed, not even black sneakers that look like shoes.***
- White crew socks
 - Must be over the ankle
 - Must be devoid of logos or decoration
- Light blue knit shirt – long or short sleeve (must be purchased at Mr. G's)
- Optional:
 - Navy blue sweater with STS insignia (must be purchased at Mr. G's)
 - Navy blue vest with STS insignia (must be purchased at Mr. G's)
 - Fleece pull-over with STS insignia for cold weather

Girls: Pre-K4

The following items must be purchased at Mr. G's:

- Plaid Jumper
- Light blue knit shirt-long or short sleeve with STS insignia
- Optional:
 - Navy blue sweater with STS insignia
 - Navy blue vest with STS insignia
 - Fleece sweater with school name printed

- Navy blue pants instead of jumper (these may be purchased elsewhere but MUST resemble the Mr. G's pants)
- Shoes: (may be purchased where parent chooses)
 - Navy blue or black Mary Janes
 - Sneakers are not allowed
 - Navy blue socks or navy blue tights

Boys & Girls: Pre-K 4 Summer uniform

This may be worn until October 15 and April 15 until June.

The following MUST be purchased at Mr. G's:

- Navy blue shorts
- Light blue knit shirt with STS insignia
- Shoes: (may be purchased where parent chooses)
 - **ALL WHITE, BLUE, BLACK or GREY Velcro sneakers**
 - No "heely" type sneakers
 - No light up sneakers
 - No platform or backless sneakers
- White crew socks (may be purchased where parent chooses)
 - Must be over the ankle & devoid of logos or decorations

Boys and Girls: Pre-K4 Gym Uniform

The following items MUST be purchased at Mr. G's:

- Royal blue shorts and t-shirt with STS insignia
- Royal blue sweatpants and sweatshirt with STS insignia for cold weather
- Shoes: (may be purchased where parent chooses)
 - **ALL WHITE, BLUE, BLACK or GREY Velcro sneakers**
 - No "heely" type sneakers
 - No light up sneakers
 - No platform or backless sneakers
- White crew socks (may be purchased where parent chooses)
 - Must be over the ankle and devoid of logos or decoration

Tag Day Clothing Regulations

- Only sneakers and rubber-soled shoes are allowed
- Appropriate clothing is expected

General Appearance... *any styles/trends/accessories which may be distracting to other students will not be permitted.*

- Uniform shirts are to be tucked in.
- Students are expected to be well groomed at all times.
- Boys' hair should not exceed collar length in the back. Hair must be cut around the ear on the sides and must be appropriate in width.

- Girls' hair should be neatly combed and out of the face
- Extreme hairstyles, including dyed hair, or carved designs/words/numbers/symbols, are not permitted for boys or girls. Boys may not have mohawk haircuts or similar extreme hairstyles. *Girls may not wear other accessories in their hair, e.g., beads, feathers, etc.*
- ***GIRLS WITH PIERCED EARS MAY WEAR SMALL EARRINGS. ONLY ONE EARRING PER EAR IS PERMITTED. NO CARTILAGE PIERCING. ONLY POST EARRINGS ARE PERMITTED.***
- For reasons of safety, **no hanging jewelry, i.e., necklaces and earrings are to be worn.**
- Boys are not permitted to wear earrings to school.
- No make-up, nail polish, or nail enhancements are permitted.
- The use of a wristwatch and one small ring per hand is permitted. Smartwatches or Fitbits are not permitted.
- Bracelets are not permitted.
- The school is not responsible for any valuable jewelry worn to school.
- Simple brown, black, or STS hair bands or scrunchies are permitted. No bandanas or head coverings are allowed.

SCHOOL RELATED MATTERS

Backpacks

Students are required to have a full-sized backpack that can accommodate a lunch box, daily folder, and other materials that need to be carried home. (Backpacks on wheels are not permitted) Children are NOT allowed to bring books or toys from home to school.

Field Trip Policy

Due to Covid-19 restrictions, all field trips have been cancelled.

Participation in field trips is a privilege and may be denied a child whose behavior has been questionable. Under special circumstances parents may be required to accompany their child on a field trip. All students are required to submit a signed permission slip provided by the office before they can participate. Only this form will be accepted. No parental approval by phone will be accepted.

Students not participating on the field trip and who do not come to school will be marked as absent.

All fees and permission slips must be collected before the day of the field trip.

An adequate number of chaperones for the trip are required. Most PreK 3 & 4 field trips require one parent/guardian to attend per student. Chaperones may not bring babies or any other children with them on the field trip since this is a "school", not a "family" trip and because they are attending in order to help supervise St. Theresa School students.

Any parent who is invited to chaperone a field trip must attend "Protecting God's Children" and complete the entire volunteer packet.

CHILDREN WILL NOT BE PERMITTED TO PARTICIPATE IN THE END OF THE YEAR TRIP IF ALL FINANCIAL OBLIGATIONS TO THE SCHOOL HAVE NOT BEEN MET. THIS INCLUDES BUT IS NOT LIMITED TO:

- ***TUITION***
- ***HOME SCHOOL OBLIGATIONS***
- ***CANDY SALE***
- ***OTHER FUNDRAISERS***
- ***RE-REGISTRATION***

Home and School Association

All parents, by reason of enrollment of their children in Saint Theresa School, belong to the Home-School Association. They are strongly encouraged to attend meetings each year and to participate in all activities. They must abide by the conditions they agreed to when signing the Home-School contract upon registration.

Library

Due to the Covid-19 Pandemic, the STS Library will not be in use. It is strongly encouraged that each parent apply for a Library Card at their local library. This is considered to be a “best practice” for early childhood education and will allow them on-line access to materials from the Union County Library Consortium.

Lost and Found

In order to facilitate the return of lost articles, we ask that all belongings be labeled clearly and permanently. The school is not responsible for lost articles. Lost items will be brought to the office. Items unclaimed after a reasonable amount of time will be turned over to a local charity.

Lunch

Students may either bring their own lunch or purchase one from a private vendor. No carbonated drinks or drinks bottled in glass are to be brought to school. Lunch will be eaten in the student’s homeroom classroom. Prior to eating lunch and afterwards, desktops will be sanitized and students will be provided time for handwashing or hand sanitizing.

Teachers will contact their class parents regarding any significant food allergies in a class which may limit what lunches may be brought into the classroom. We ask that all parents and students respect these serious medical needs.

Snack

One lunch box or insulated lunch bag is required. Please make sure that this lunch box can accommodate 2 snacks (morning and afternoon) and lunch.

Pre-K classes have snacks in both morning and afternoon. Parents send in their child’s snacks each day, including drinks. If your child is bringing a bottle of water, it must have a sports top (not twist off cap). We strongly encourage parents not to send in squeezable yogurts such as Go-gurt. Please provide your child with utensils each day if their snack requires it. Please abide by any notifications from the teachers regarding food allergies in the classrooms (eg., peanuts).

Missions

Every Tuesday is Mission Day at St. Theresa School. Children are asked to make a sacrifice each week and bring in a monetary offering on Tuesdays for the missions. During the year there are different mission activities which make our students aware of the needs of the poor and destitute of the world.

Monies

Other than Mission Money, due to Covid-19 guidance, St. Theresa School will become a “cashless” school. All fees, payments, etc. will be made on-line using the Smart Tuition system.

Naptime

Pre-K students nap each afternoon for approximately an hour. The school provides a rest mat with a built-in pillow. Parents have the option of sending in a small blanket. The teachers understand that not every child will fall asleep. If a child doesn't sleep, he/she is expected to rest quietly without disturbing others. The teachers show G-rated movies and/or play restful music to help the children settle down. **All naptime materials will be sent home each day for laundering.**

Parties and Invitations

No invitations to individual parties are to be given to a select group in the classroom. Invitations may be given out in the school building only if all boys and/or girls in the class are invited

Religious Formation

The love of God that is learned in the family is the foundation on which education can be built. Religion is not just a subject to be taught, but a way of life to be lived. It is a life of friendship with God and lived in Christ. As Church, we are called to form a community of love, faith, and hope with Christ as our Head. It is absolutely essential that students live the faith they are learning in and out of school. Positive parental attitudes, example, and encouragement are necessary if the efforts of the school are to bear fruit. Family participation at Sunday Mass and worship on a regular basis is essential for the growth and faith life of the children.

NJ DOH COVID GUIDANCE – August 13, 2020 to be Implemented at St. Theresa School

Students and staff should stay home if they have:

- Tested positive (viral test) for COVID-19
- Parents should not send students to school when sick. For school settings, CDC recommends that students and staff with the following symptoms be promptly isolated from others and excluded from school:
 - At least **two** of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; **OR**
 - At least **one** of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.
- Potential exposure to COVID-19:
 - Recent close contact (being within 6 feet for at least 10 minutes) with a person with COVID-19 in the past 14 days.
 - Travelled to an area with high levels of COVID-19 transmission in the past 14 days:
 - NJ travel advisory list: <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>
 - International travel advisory: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

Students and staff may return to school according to the NJDOH:

If student/staff have tested positive and have had symptoms, student/staff can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation
- Most people do not require testing to decide when they can be around others;
- however, if your healthcare provider recommends testing, they will let student/staff know
- when you can resume being around others based on the test results.

If student/staff have tested positive and have NOT had symptoms, student/staff can be around others:

- If student/staff continue to have no symptoms, student/staff can be with others after 10 days have passed since student/staff had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if student/staff healthcare provider recommends testing, they will let student/staff know when they can resume being around others based on the test results.

If student/staff develop symptoms after testing positive, follow the guidance above for “If you tested positive and have symptoms...”

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

ST. THERESA SCHOOL POLICY REGARDING RE-ENTRY TO SCHOOL:

Should a child, teacher or staff member (or a family member whom the individual has been in close contact with) be diagnosed with Covid-19, the ENTIRE CLASS must be quarantined for 14 days. If the teacher is asymptomatic, she will continue remote instruction; if the teacher is symptomatic a substitute teacher will provide the instruction. Documentation must be provided that the concerned individual is no longer communicable before returning to school.

Maintain Social & Physical Distancing and Small-Group Cohorting

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.

The risk of COVID-19 transmission is lower when:

- Students remain at least socially distanced and do not share objects
- Groups of students stay together and are with the same teacher throughout the school day and groups do not intermingle.

School Sports and Extra Curricular Activities:

St. Theresa School will follow the guidance of the Archdiocese of Newark CYO Program regarding all competitive sports (basketball, volleyball, etc.).

Sports and extra curricular activities which may be held outdoors, weather permitting, may be allowed.

Choir and Music Activities:

Due to potential increased risk of droplet transmission, choir and music activities will be suppressed for the first trimester. When these activities and classes are permitted, physical distancing will be prioritized. When it's safe and weather permits, music and choir activities will be held outdoors where there is better circulation of air and more possibility of maintaining social distancing.

Limit Use of Shared Supplies and Equipment

Students at St. Theresa School should be supplied with learning materials as required by the grade. No sharing of materials will be permitted.

Hand Hygiene and Respiratory Etiquette

Handwashing with soap and water for at least 20 seconds will be monitored by teachers and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used (for staff and older children who can safely use handsanitizer).

Students and staff will be encouraged to cover coughs and sneezes with a tissue when not wearing a face covering/mask. Used tissues should be thrown in the trash and hand washing as outlined above should be performed immediately.

Hand hygiene should take place:

- Upon arrival at school.
- Before and after meals and snacks.
- After going to the bathroom.
- Before leaving for the day.
- After blowing nose, sneezing or coughing into tissue.
- When hands are visibly soiled.

Young children will be assisted to ensure proper handwashing.

Face Coverings

Wearing face coverings is an important step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing schools. Face coverings must be worn by staff, students, and visitors in all situations. This includes prior to boarding the school bus, while on the bus and until they are completely off the bus.

- STS will teach and reinforce the use of [face coverings](#) which must be worn by staff and students. Parents should begin this preparation at home before school begins.
- STS will have additional disposable masks or cloth face coverings available for students, teachers, and staff in case a back-up face covering is needed (e.g. face covering is soiled or lost during the day).

COVID-19 FACE COVERING REQUIREMENTS

Due to Covid-19 teachers and staff will be required to wear a mask and/or face shield when in direct contact with students and fellow staff members (that is, within 6' of them), as per NJ State and Archdiocesan Policy. Classrooms will be adapted with desk/table partitions. Students from Pre-Kindergarten-Grade 8 must wear masks and/or face shields when they are in direct contact with teachers, classmates, or others (that is, within 6' of them). "Mask breaks" will be permitted when the children/teachers are within their desk/table partitions.

Cleaning and Disinfection

St. Theresa School will follow standard procedures for routine cleaning and disinfecting with **daily** sanitizing of surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys. This will be increased when there is an uptick in respiratory or other seasonal illnesses. STS will also make use of after-school UV-sanitization.

Cleaning and disinfecting after:

Notification of a confirmed case of COVID-19:

- As long as routine cleaning and disinfecting have been done regularly, additional cleaning measures are not necessary unless the COVID-19 positive person is in school on the day school officials are notified of the positive test.
- If the COVID-19 positive person is in school the day school officials are notified, areas used by the person who tested positive for COVID-19 (e.g. offices, bathrooms, classrooms, and common areas), will be closed off, outside doors and windows will be opened to increase circulation in the area and wait 24 hours after the COVID-19 positive person was last in school before cleaning and disinfection. If it has been more than 7 days since the person who tested positive for COVID-19 was at school, additional cleaning and disinfection is not necessary.
- Cleaning staff should clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces.
- Once area has been appropriately disinfected, it can be opened for use.

An individual becomes ill with COVID symptoms and meets COVID-19 exclusion criteria while in school:

- STS will immediately close off areas used by the person who is sick with COVID-19 symptoms (e.g. offices, bathrooms, classrooms, and common areas), open outside doors and windows to increase air circulation in the area and wait 24 hours before cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces.
- Once area has been appropriately disinfected, it can be opened for use.

Symptom Screening

Since the CDC **does not** recommend universal symptom screening be conducted by schools, St. Theresa School has posted signs at each entrance for parents to review upon bringing their child(ren) to school. Should students, teachers, or staff be exhibiting any of these symptoms, as listed on the signs and in the previous section of this document entitled “When Students and Staff Should Stay Home” Parents, Students, and Staff members are asked NOT to enter the building. Additional temperature checks will also be used for this purpose.

Parents/caregivers/teachers/staff are strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should **not** attend school in-person. St. Theresa School will strictly enforce exclusion criteria for both students and staff.

Preparing for Illness

St. Theresa School will ensure that procedures are in place to identify and respond to when a student or staff member becomes ill with COVID-19 symptoms.

- The nurse will closely monitor daily reports of staff and student attendance/absence and identify when persons are out with COVID-19 symptoms.
- An isolation room has been prepared for individuals who become ill with COVID-19 symptoms while at school. The room is across from the present Nurse’s Office, equipped with additional Covid-19 PPE supplies, and a monitor/vcr so that the children may feel more comfortable while waiting for a timely pick-up. Staff members (the nurse or other designated persons) will follow distancing guidelines while supervising the student.

COVID-19 Symptoms

While some children and infants have been sick with COVID-19, adults make up most of the known cases to date. [Early research](#) suggests that fewer children than adults with COVID-19 get a fever, cough, or shortness of breath. Few children with COVID-19 have had to be hospitalized. However, severe illness has been reported in children, most often in infants less than a year.

Some children have developed [multisystem inflammatory syndrome \(MIS-C\)](#). Currently, information about this syndrome is limited. According to the CDC, children do not seem to be at higher risk for getting COVID-19. However, some people, including children with special health care needs, may be at higher risk. Those at increased risk include:

[Older adults](#) or people with serious chronic [medical conditions](#) like:

- Cancer
- Chronic kidney disease
- COPD
- Immunocompromised state from solid organ transplant
- Obesity (body mass index of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes

Signs and symptoms of COVID-19 in children may be similar to those of common viral respiratory infections or other childhood illnesses. The overlap between COVID-19 symptoms and other common illnesses means that many people with symptoms of COVID-19 may actually be ill with something else. This is even more likely in young children, who typically have multiple viral illnesses each year.

Individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild to severe illness. There is not a single symptom that is uniquely predictive of a COVID-19 diagnosis. A COVID-19 viral test is needed to confirm if someone has a current infection. Symptoms may appear 2-14 days after exposure to the virus and include the following:

- Fever or chills;
- Cough;
- Shortness of breath or difficulty breathing;
- Fatigue;
- Muscle or body aches;
- Headache;
- New loss of taste or smell;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea

When Illness Occurs Within the School Setting

Children and staff with COVID-19 symptoms should be placed away from others and asked to wear a face covering/mask until they can be sent home. If a mask is not tolerated by the ill student or staff member due to their illness, other staff will adhere to the universal face covering policy and follow social distancing guidelines (6 ft. away).

- Ask ill student (or parent) and staff about potential exposure to COVID-19 in the past 14 days:
- Close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19
- Travel to an area with a high level of COVID-19 transmission
 - NJ travel advisory list
 - International travel advisory
- Individuals will be sent home and referred to a healthcare provider for evaluation on whether testing is needed. Testing for COVID-19 is recommended for persons with COVID-19 symptoms.
- St. Theresa School will notify local health department when students or staff are ill and have potential COVID-19 exposure, or when there is an increase in the number of persons with compatible symptoms.
- St. Theresa School will immediately close off areas used by the sick person, open outside doors and windows to increase air circulation in the area and wait 24 hours before cleaning or disinfecting, including isolation room. Once the involved areas has been appropriately disinfected, they will be opened for use.
- Parents and the school community will receive notifications as per Archdiocese of Newark directives.

When Someone Tests Positive for COVID-19

Parents and staff are required to notify the Principal/Nurse if they test positive for COVID-19. St. Theresa School, in turn, is required to notify the local Health Department. Parents and the school community will be notified as per Archdiocese of Newark directives.

COVID-19 Exclusion

COVID-19 exclusion criteria: Ill individuals with suspected or known COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms. Persons who test positive for COVID-19, but who are asymptomatic should stay home for 10 days from the positive test result.

Outbreaks

While St. Theresa School must report single cases to the local health department, the local health department will work with St. Theresa School to determine if there is an outbreak. An outbreak in school settings is defined as two or more laboratory-confirmed COVID-19 cases among students or staff with onsets within a 14-day period, who are epidemiologically linked, do not share a household, and were not identified as close contacts of each other in another setting during standard case investigation or contact tracing.

Close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for at least 10 consecutive minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

Closure

SCENARIO	CLOSURE
1 confirmed case in the school	School remains open; students and staff in close contact with positive case are excluded from school for 14 days.
2 or more cases in the same classroom (outbreak limited to one cohort)	School remains open; students and staff in close contact with positive case are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.
2 or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school)	School remains open; students and staff in close contact with positive cases are excluded from school for 14 days.
2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)	Discussion between STS, local Health Department and Archdiocese of Newark Schools Office to determine if school should close for a minimum of 14 days.
A significant community outbreak is occurring or has recently occurred and is impacting multiple staff, students, and families served by the school community	Discussion between STS, local Health Department and Archdiocese of Newark Schools Office to determine if school should close for a minimum of 14 days.

2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days.
Very high risk of community transmission as determined by the State Department of Health.	Close school until COVID-19 transmission decreases.

*Note: A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

Period of closure: After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of a school exposure could be identified and self-isolate, as appropriate.

ADDENDUM: GUIDELINES FOR REMOTE LEARNING

Student Instruction

- The teacher(s) will communicate expectations to students and families about the instructional plan for the week, including learning objectives, required activities, assignments, links to resources, and assessments, along with any associated due dates.
- During designated time, to the extent possible, teacher(s) will interact with students in real-time to deliver lessons, facilitate discussion, and lead other instructional activities.
- Lessons and other instructional activities will be archived for students to access later.
- Teachers will utilize agreed-upon communication plans (Monday thru Friday during the regular school day) to interact with groups of students and families, account for attendance (determined by presence in on-line meetings and the submission of assignments), and respond to messages from students and families in a timely fashion.
- For any student that is not engaging, the teacher will follow up by notifying the parent(s) via email. Should there be no response to this, the teacher will notify the parent(s) by phone.
- The teacher will monitor student participation in activities, grade assignments and assessments, and provide timely feedback on work submitted by students. As in regular classroom instruction, she will communicate with parents about student progress.
- For students who need additional support or enrichment, the teacher will identify appropriate activities and assignments to the greatest extent possible.

Approved Schedule for Pre-K:

- Teachers will send an email to parents including schedule and expectations; as part of schedule, establish times of availability; eg., if a parent emails at 8 pm, the expectation would be that the email would be answered during the next school day.
- Implement Daily Circle Time
- Introduce “Theme of the Week” on Monday (large group); Tuesday and Thursday (2 small groups; Wednesday (“Show & Tell”))
- Provide Learning Activity sessions
- Suggested activities include (but are not limited to): reading stories; treasure hunts with the letter of the week; “Flat”-teachers; raising butterflies; building volcanoes, etc.
- Incorporate videos, YouTube, Khan Academy, etc. into your remote instruction, but daily face-to-face instruction is required.
- If classes are too large, there may be a large group on Monday to introduce the theme of the week, and then meeting twice per week with two small groups.
- If possible, instructions will be given on-line, sending written instructions to the parents, copies of materials, etc. Best practice is to send all instructions electronically; if not, copied packets of materials may be picked up/dropped off on a weekly basis each Monday or Tuesday. In this way, parents have ample time to gather required materials or pick them up at school.

REMOTE LEARNING EXPECTATIONS FOR STUDENTS

- Students will be on-time for all class meets and dressed appropriately for learning; pajamas or explicit T-Shirts, etc., are not acceptable in the virtual learning environment. They should be prepared with all the materials for the class (as previously posted on Teacher's Page).
- Other than a water bottle, no eating or drinking should take place during class meetings.
- The environment for student learning should be free from distraction of siblings, other electronic devices, etc.
- For all practical purposes, during class meets, the student is IN the classroom.
- Initially, all meetings should begin with microphones muted. The Teacher will unmute mics as needed. Some type of hand-sign should be established by each teacher to determine that someone wishes to speak.
- Students may not close the video portion of their participation. For a student to be considered "present" in class, they must appear in the meeting. No alternative backgrounds should be shown during remote learning meetings, including changing of names.
- Attendance will be determined by participation in class meets and by work submitted.
- For the youngest students, adult supervision is needed/encouraged, but it is important that parents allow the children to answer questions on their own. Even for these youngest children, this is their "learning" time.

REMOTE LEARNING EXPECTATIONS FOR PARENTS

- Parents should enable their student to meet the expectations listed above for their child(ren), providing a quiet, focused area reserved for their school encounters, free from distractions from family members or friends, other electronic devices, etc.
- Parents should recognize that, for all practical purposes, during class meets, the student is IN the classroom; while parents should be available during class meets if their child(ren) is in need of managing the technology, it is not their time to meet with the teacher, ask questions, make comments, etc.

PLAN FOR SWITCHING TO REMOTE LEARNING (IF NEEDED)

Please refer to Recommended Schedule and Remote Learning Expectations for Students and Parents. Further information will be disseminated at that time.

**St. Theresa School
Kenilworth, NJ**

**Acknowledgement and Receipt of PK Parent/Student Handbook
2020-2021**

I acknowledge receipt of the Parent/Student Handbook containing the policies, rules, and regulations for Saint Theresa School for the 2020-2021 school year. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of the students. I understand my responsibility to support the school in the policies it has established and to see that my child adheres to the rule and regulations set forth in the Handbook.

ADDENDUM – PLEASE READ CAREFULLY AND INITIAL

St. Theresa School reserves the right to suspend educational services if financial obligations to the school are not met. This includes, but is not limited to, tuition, re-registration, Home-School Association obligations, Before School/After School Care.

Please initial here: _____

Name of child(ren)

Signature of Parent/Guardian

Date _____