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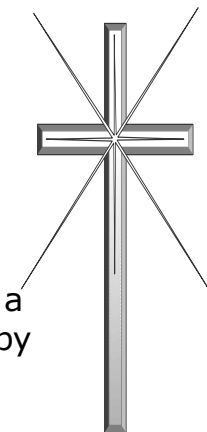


EARLY CHILDHOOD CENTER FAMILY HANDBOOK

1104 N Alexander Street
Plant City, Florida 33563
813-754-1237 phone
813-752-3578 fax

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MISSION STATEMENT

St. Clement Early Childhood Center, a Catholic community, provides a loving and accepting environment that fosters respect for all people by modeling Christian values as our children grow and learn.

PHILOSOPHY

We believe every child is unique and a special gift from God. We believe children learn best through play. Learning must be fun! We encourage each child to observe, explore, manipulate, and create by utilizing a learning center approach to teaching.

We believe that we are partners with parents as they strive to provide the best learning experience for their child.

Our Goals

St. Clement Early Childhood Center:

- Is committed to promoting an atmosphere where spiritual values are taught, developed and modeled.
- Helps support the church in its educational mission to nourish a profound love and respect for the Catholic Faith, a positive Ecumenical spirit, a respect for all faiths, and appreciation to all cultures.
- Is committed to the goal of academic excellence based on age appropriate, Christ-centered, creative curriculum that encourages the total development of the child, including a positive self-concept, and growth in the following areas: spiritual, moral, emotional, social and physical.
- Is committed to providing each child with the opportunity to grow, develop, and excel, keeping individual talents, and skills at the center of focus.
- Strives to be a model of peace and justice by preparing minds and hearts to live wisely and generously in a complex world by instilling in our children moral values.
- Invites parishioners and local community members to share in and support our mission.
- Encourages faculty and staff to continue their spiritual growth and professional development in educational and theological areas.
- To partner with parents in creating a deep love of school.

ABSENCES

If your child will be absent from school, please call the school office to notify us of the absences by 8:30 AM. Please refer to the "**Stay Home When**" section of this handbook if you have any questions regarding our policy about specific conditions. TUITION IS NOT PRORATED FOR ANY ABSENTS. A note is **required** for students that are absent. Excessive absents may result in dismissal from the program. Families will be notified of any unusual level or type of communicable disease to which your child has been exposed. Voluntary Prekindergarten students must adhere to the St Clement Attendance Policy.

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 mucous and/or excessive coughing or 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
- Stiff neck
- Sever coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Unusually dark urine and/or gray or while stool and yellowish skin or eyes.
- Any other unusual sign or symptom.

To protect others from contagious illnesses, students infected with certain diseases are not allowed to attend school while contagious. The parent/guardian of a student with a communicable or contagious disease should phone the school office so that other students who have been exposed to the disease can be alerted.

Communicable diseases (to include any type of infestation) are easily transmitted in schools since students are closely contained in small groups.

Communicable diseases are those diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of insuring a healthy, safe environment for students and faculty.

If your child should become ill while at school, s/he will be isolated from the other children and the parent or designated contact person will be notified and required to pick up the child immediately.

If the child should become injured while at school, only minor first aid treatment will be given. Parent or designated contact person will be notified and may be required to pick up the child depending on the extent of the injury. Parents are notified of all accidents and injuries.

Lice - A child with lice cannot be brought to school. If the school staff finds lice or nits on a child we will:

- Call the parent
- Isolate the child
- The child may not return to school until the head is completely clear of lice or nits **and** has a note from their health care provider giving the child full clearance.

ACCIDENT POLICY

In the event of an accident or unusual incident, parents will receive, in written form, an accounting of the event.

ADMISSION POLICIES

Non-Discrimination Policy on Admission & Hiring

The Catholic Schools of the Diocese of St. Petersburg restate their open admission policy, namely, that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school operated by them nor do they hire or assign staff on the basis of race, color, national or ethnic origin of the individuals they are to serve.

Registration will be accepted in the following order:

- Currently registered students/siblings and alumni families
- St. Clement parishioners
- Catholics (registered in local parishes)
- General public

Registration for the fall term generally takes place in February.

Children enrolling at St. Clement Early Childhood Center

- Must be fully toilet-trained.
- Three year old students should be 3 by September 1st.
- 4 year olds (VPK) must be 4 by September 1st.

Children must have the following forms on file before them may attend the center. Forms are to be updated each year.

- ☐ Registration Forms, all information must be filled out completely.
- ☐ Complete up-to-date Immunization Records/HRS Form 680 (blue).
- ☐ School physical/HRS-H form 3040 (yellow). Physicals must be current – good for 2 years.
- ☐ Signed acknowledgment of Handbook Form
- ☐ Release for Emergency Care
- ☐ Promotional Media Release Form
- ☐ Notarized copy of the Shared Parental Responsibility of the Final Judgment of the Disillusion of Marriage (If Applicable)
- ☐ Permit to Remove
- ☐ Flu Guide to Parents Acknowledgement form
- ☐ Medical Authorization for those children that are under the care of a physician (i.e. Epi Pin)

***Parents are asked to inform the office of any changes in phone numbers, addresses, emergency information, health conditions, etc.**

Voluntary Prekindergarten (4 year olds)

These additional forms are necessary for the VPK program:

1. Certificate of Eligibility
2. St. Clement ECC VPK Attendance Policy
3. Monthly signing of verification of attendance form

ARRIVAL & DISMISSAL

The following procedures have been established for the safety of the children. It is imperative that **ALL** parents/drivers read and follow the policies outlined below.

Arrival: All children are to be walked to their classrooms each morning. The classroom doors open at 8:15 AM. Upon arrival, each child will complete their personal care routine including washing their hands.

Dismissal: Our Blue Jay students (3 year olds) will be dismissed from their classroom. Parents are to pick their child up at the end of the school day 12:15 PM.

All other children will use our carline. The car line forms behind the Education Building parallel to the basketball courts and remains there until 12:15PM. At 12:15PM the first car will pull forward stopping at the crosswalk at the rear entrance to the Education Building. Please remain in your car as a staff member will deliver your child to your vehicle once you have placed your car in park. Parents/guardians are asked to buckle their own children. Pull forward once your child has been buckled securely. Children are released only to those authorized on the Authorization to Release form. There are **absolutely no acceptations** to this policy. During arrival/dismissal time staff will not be available to meet with individual parents. If you have business with the center or a concern to discuss, please consider leaving a message for your teacher requesting an appointment before or after school hours. You can do this either by calling the school office or sending the request in writing with your child and your teacher with gladly contact you once the children have been released for the day.

PLEASE BE SURE THAT ALL PERSONS DROPPING OFF OR PICKING UP YOUR CHILD HAVE READ THESE PROCEDURES as it has been established for the safety of all St. Clement families, visitors and parishioners.

Identification to verify identity is required for anyone picking up children. (Grandparents, babysitters, car pools, etc.)

For the safety of all concerned, the use of cell phones is strongly discouraged during the car line. Your cooperation is necessary and greatly appreciated.

(Diagram enclosed indicates car line route)

LATE ARRIVALS OR EARLY RELEASES

When picking up your child early, parents/guardians need to come to the ECC office, and pick up an Early Release card to present to your child's teacher. Children coming or going at "regular" scheduled times do NOT need to be signed in/out. (Teachers will complete sign-in/out form in each classroom)

IMPORTANT: Do not allow an unescorted child to leave your car and enter the building.

Assessment Tools

To ensure our program is meeting our goals, a variety of assessment tools and strategies are used to assess individual child development. Depending on your child's age and abilities the following resources may be utilized in assessing child development at St. Clement Early Childhood Center.

- ◆ Ages & Stages Behavioral Assessment & Development Screening Tool identifies and monitors normal development and possible developmental delays.
- ◆ Creative Curriculum Assessment tool, which parallels the curriculum used with all children
- ◆ FDLRS/Child Find (Florida Diagnostic Learning & Resource Service) of Hillsborough County provides developmental screenings (speech, hearing, vision, behavior, developmental delays, and language) for all children. Parents may initiate a screening and/or teachers may suggest a screening if observations and other sources of information indicate a concern in these areas.
- ◆ Regular antidotal observations of all children in a variety of regular classroom/outside activities.

Through the use of the above tools, as well as teacher observation & interaction with your child, an assessment plan will be developed for each individual child based on their age, developmental level, and specific needs.

Birthdays

We recognize that each child's birthday is very special, so special that we would like all celebratory goodies to remain for the family to enjoy at home.

Calendar

St. Clement Early Childhood Center operates on a school year calendar similar to Hillsborough County and diocesan schools in our area. Our calendar can be found on line at www.stclementpc.org/ecc and in the glass bulletin board outside of the Blue jay classroom. If necessary, St. Clement Early Childhood Center reserves the right to make changes to the school calendar. If there are changes to the calendar, you will be notified in writing in advance.

Catholic Schools Week

Catholic Schools Week is an annual event. During this week, school spirit is promoted by having special planned activities.

CHILD CUSTODY

It is the responsibility of the custodial parent/legal guardian to make the school aware of any court order preventing any unauthorized visitation. If a court order does exist, a copy must be placed in the child's permanent office file.

Communication

We use several methods to communicate with our families.

- **SchoolReach:** Your school has partnered with SchoolReach Instant Parent Contact. We are proud to provide your school with the most advanced, state-of-the-art school to parent communications system available on the market today. From school closings to emergency communications to meeting reminders and more SchoolReach will make your life easier.
- **Monthly calendar/schedule of events:** each classroom will be emailed and/or posted outside of each classroom.
- **Parent-Teacher conferences:** Teachers will meet with parents twice a year for formal conferences. (Dates are noted on the calendar). Parent/teacher communication is very important to a successful experience. Additional formal conferences may be scheduled as requested by the teacher or parents.
- **Parent meetings:** are held throughout the year. The topics and formats of each meeting will be announced in the newsletters, email, or through carline.
- **Classroom Bulletin Boards:** are located outside each classroom. They are updated with current school information and activities.
- **Website:** Visit our school website at <http://www.stclementpc.org/ecc>
- **Community Activities:** Parents will receive calendars, flyers, and forms to inform parents of various community activities available for families.
- **Parent/Staff Assessments:** Each year our parents and staff are asked for their input and to evaluate various aspects of our ECC program. This is done through a survey format which is then evaluated and used to make improvements to our program. We also encourage input throughout the year that can be placed in our suggestion box "Messages to Maureen" bin. Your input is crucial to the betterment of our program as we rely on your honest commendation, recommendations and comments.

No communicated is to be sent home without the prior approval of the administrator.

We understand the importance of good home/center communication. We also respect the primary role of the parent in the education of their child. If you would like to communicate with your child's teacher, we ask that you call the office to set up an appointment. Please do not delay the start of the daily class by detaining teachers without an appointment. It is imperative that we offer a consistent routine for the children. Parents are ALWAYS welcome to visit our ECC program.

Complaint Procedure

Matters concerning individual students should be addressed initially with the classroom teacher. Unsettled issues should be referred to our administrator. This notification can be made in writing or in person. You have our guarantee that you will receive our prompt attention, as your child and their safety is our number one concern.

Curriculum

St. Clement Early Childhood Center's curriculum provides age appropriate activities that enrich social, emotional, intellectual, physical and spiritual growth. The program provides a wide range of activities for the developing child, including block building, dramatic play, creative movement, music, storytelling, games, puzzles and art. Outdoor/indoor recreation provides opportunity for exercise and motor development activities. As part of our social skills development program, our lessons include basic speaking and listening skills, conflict resolution, and taking responsibility for our actions.

The curriculums we use include:

- ◆ Religion Series: Sadlier (Ages 3-5)
- ◆ Diocesan Standards & Benchmarks for Safe Environment/Character Development (Ages 3-5)
- ◆ Florida Performance Standards for Children Ages 3 Year Olds & VPK/4 Year Olds
- ◆ NAC Developmentally Appropriate Practices for Early Childhood (All ages)
- ◆ Doors to Discovery (3 yrs)
- ◆ The Creative Curriculum (3-5 yrs)

Early Childhood Programs and Tuition

3 year old program

A non-refundable \$100 registration fee is due upon submitting your completed application. Registration is accepted on a first come first serve basis. Tuition is based on a yearly tuition total. Our EC3 program is \$2270 per year. You can choose from 3 payment options.

1. 1 payment of \$2270.00
2. 9 equal payment of \$252.25 beginning on September 1st ending May 1st.
3. 10 equal payment of \$227 beginning on August 1st ending May 1st.

Our EC3 program meets Monday, Wednesday and Thursday from 8:15 until 12:15.

Early Withdrawals

Parents who decide to withdraw their children **must** notify the Administrator at least 30 days prior to the students last day. Parents/legal guardians will be financially responsible for all remaining tuition until proper notice is given.

Emergency Evacuation Plan

In the event a disaster such as a hurricane, tornado or other catastrophic event strikes our building, the staff will accompany the children to the Church. In the event the Church has been hit, the children will be taken to the Parish Hall. Parents coming to the church grounds in the event of an emergency should wait for traffic direction from emergency personnel so as not to interfere with emergency vehicles, which might be needed. This emergency evacuation plan is designed as a preventive and informative statement to all concerned: With regard to any child that has a medical condition, emergency medication or items required for their care will accompany that child's teacher in any of the previously described situations. St. Clemet ECC will follow the Hillsborough County School system's procedures regarding school closings in the event of severe weather. School Crisis Plans are in place and posted in all classrooms and Administrative offices.

Free VPK Program

St Clement Early Childhood Center participates in the state funded Voluntary Prekindergarten Program (VPK). The VPK program is free to all families and does not have any income requirements or restrictions. We provide the 540 school-year program.

Our VPK hours are Monday through Thursday 8:15 AM until 12:15 PM.

Fire/Lockdown/Tornado Drills

Emergency fire drills are held at least once a month. Emergency drills include but are not limited to; fire drill, bad weather drill, lockdown. Our school staff has been trained for all sorts of emergencies.

Food/Nutrition

Parents are asked to provide their child(ren) a healthy daily snack.

Snack suggestions may include;

Fresh or dried fruit, bagels and cream cheese, string cheese, cottage cheese with fruit, goldfish, crackers, granola bars, meat/cheese roll-ups, and applesauce with a spoon.

For more suggestions and information, please see the "Meal Guidelines" as recommended by the USDA posted on the main bulletin board by the Administrators office. It is a requirement by Hillsborough County Licensing, our accreditation and Quality Counts, that all snacks provide at least 2/3 food groups.

Please do not send candy in your child's lunch.

St. Clement ECC is not licensed to cook or heat food for any of our children.

Please label your child's snack box on the outside with Sharpe.

Due to allergies, St Clement Early Childhood does not permit children to share or exchange food items during snack time.

St Clement Early Childhood Center never uses food as a punishment. Children will never be denied participation in snack time for any reason.

Just a reminder, if food items require refrigeration, please include a cold pack inside your child's lunch box.

Guidance and Discipline Policy

GOAL: To maintain a positive and safe atmosphere within the classroom.

- **"We listen"**. To be able to listen to directions and prepare him/herself to participate in planned class activities.
- **"We love one another"**. To help children learn to interact with others; to share and help each other; to respect and care for school property and learning tools.
- **"We use helping hands"**. To help children understand how to use his/her body in a positive manner in the classroom.
- **"We use walking feet"**. To help children walk indoors and to understand classroom limits while they use inside space.

DISRUPTIVE BEHAVIOR PROCEDURE: When a child is not participating according to above rules:

1. The teacher explains that the behavior is not acceptable in that situation. The teacher redirects the child and/or elicits from the child possible solutions to the situation.
2. Choices are offered (opportunity to modify the behavior or leave the situation). The latter is a time-out area. Time-out is a place, in the classroom, where the child goes to think over the consequences of his/her behavior. This is no more than three minutes.
3. Teacher and child then discuss the behavior situation and if the child says s/he can make the correction, s/he returns to the activity. The teacher helps the child with this and observes his/her behavior. **SOME TEACHERS REPEAT THIS STEP A FEW TIMES DEPENDING ON THE CHILD'S UNDERSTANDING.**
4. If the child cannot be responsible for his/her behavior at this point, s/he is brought to the Administrator or Office Personnel. A note is written by the teacher explaining the behavior to the parent. The parent is asked to discuss this behavior with the child and return the signed note to the center the next day. (Accident/Incident Report)
5. If this behavior occurs the next day, the parents are asked to come to the center for a conference with the teacher. Depending on the severity of the behavior, the Administrator may also meet with the parent.
6. If step #5 is not effective, the child is suspended from the center for one day.
7. Upon the child's return to the center, if the behavior does not improve, the child is suspended for a period of 5 days with the possibility of termination if behavior is not corrected.
8. After the above procedures have been followed, a child may be removed from the program if:
 - The child poses a threat to self, staff or other children in the program.
 - The child behaves in a manner that is difficult to manage in a large group.
 - The child or family continues to act against ECC policies as explained in the Parent Handbook.
 - The Administrator's professional judgment is that the child can no longer function effectively in the program and/or the program cannot meet the child's needs.

Childcare licensing prohibits children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking

or any other form of physical punishment is prohibited by all child-care personnel.

Harassment/Policy

St. Clement Early Childhood Center strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools and centers that addresses behaviors that interfere with fulfilling the school/center mission. We, at St. Clement Early Childhood Center, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy. Concerns should be reported directly to the Director.

Late Tuition Payment

Tuition is due on or before the 1st of each month. Our program depends solely on your tuition to maintain our financial obligations. Any tuition paid after the 6th of the month will be charged a \$30 late fee.

Late Pick-up

A rate of \$1 per minute will be charged for each minute your child is picked-up late. This fee is to be paid upon your return the next business day. Late pick-up is any time after 12:25. Children that are not picked up will be placed in Lunch Bunch resulting in those fees as well.

Little Extras to Make Life a Little Easier

These programs are intended for both 3 year old and VPK children.

Lunch Bunch	12:15 – 1:00	\$ 5 per day
Fun Friday (see calendar for dates)	8:15 – 12:15	\$17 per day

Drop in service is not available, extended care requires weekly reservations. (Please register at least 24 hours in advance).

Lunch Bunch payment is due the day the service is provided. Fun Friday is to be paid for at the time you sign your child up to a specific Fun Friday.

Lunch Bunch Extended Care

Children attending afternoon extended day will be picked-up from their classroom and signed out by their parent/guardian. Parents picking up from Extended Day after 12:15PM should park in the front school parking lot. Lunch Bunch ends at 1:00 PM.

Medical Conditions

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or medical condition), or other medical conditions complete, with instruction for treatment should a child have an allergic reaction or other need. Please refer to the Health and Safety Policies contained herein for further information.

Medication

St. Clement Early Childhood Center does **not administer** non-emergency medication. Emergency medication that is prescribed by a physician must be in its original pharmacy container; prescribed specifically for that child (first and last name on prescription); **and** is within the expiration date noted on the medication. All medication must include how to administer and how to store the medication. Do not leave any medication with your child or the classroom teacher. Medications at school are kept in a locked cabinet. All emergency medication that is stored at St Clement Early Childhood Center must be picked up on the last day of school. Medication that is not picked up will be destroyed. No other medications will be given to your child. (Note: cough drops, vitamins, insect repellents, sunscreen, etc. are considered medications.)

Personal Belongings

All personal items, such as back packs, jackets, sweaters, sweatshirts all must be labeled.

A full change of clothes in a labeled Ziploc bag (restocked as needed)

* please include underwear and socks

Lunch/Snack box must be labeled with child's name **on the outside** in permanent marker.

Do not bring any toys from home to school.

Persons Permitted to Remove Child

Children will only be released to those adults listed on their Permit to Remove Form. Written notification is required for changing or adding a name to your form. Our staff may ask for identification from anyone picking your child up, especially if they are not the regular person picking up. Please notify anyone, even people listed on your Permit to Remove Form, to have their ID's ready at the time of pick-up. Your child's safety is our number one priority. No phone calls please.

PETS

(Class pets or pets visiting the ECC.): Our accreditation and licensing criteria have strict guidelines regarding pets and/or animals, which may come in contact with children and staff members. Animals must be in good health and must have documentation from a veterinarian or an animal shelter that show that the animals are fully immunized and that the animal is suitable for contact with children. Parents are asked to contact the ECC office before planning to bring any animals into the school environment.

Refunds

Registration fees are Non-Refundable. With proper notice to the administrator, tuition may be refunded. Note that our "withdrawal policy" indicates families must provide us with at least 30 days written notice of withdrawal in order to receive a refund.

RETURN CHECK FEE

There is a **\$30** charge for any check that is returned to St. Clement Early Childhood Center for non-sufficient funds. All NSF fees must be paid immediately and in cash. All tuition thereafter must be paid in cash. NSF issues may also result in termination from our program.

SAFE ENVIRONMENT FOR CHILDREN

As mandated by the USCCB (United States Conference of Catholic Bishops), for the protection of young children, all schools and centers in the Diocese of St. Petersburg participate in the Safe Environment Program. The following practices are in place at St. Clement Early Childhood Center as part of the Safe Environment Program:

- ◆ All persons with direct supervision of children (all employees, including substitute staff) have completed the diocesan mandated Safe Environments training program, which includes initial and ongoing background screenings.
- ◆ ECC parents will be informed of the Safe Environments program (Overview at Parent Orientation).
- ◆ Our Early Childhood Center program weaves the various age/level appropriate Safe Environment Curriculum Standards into our program's daily classroom life through the use of our religion program, additional stories, games, songs, & learning experiences. These life skills will serve to empower the children to protect themselves and to respect others and their world.
- ◆ Volunteers are encouraged to complete the Safe Environment Training Course offered at local parishes or at our diocese. Background screenings are required. Volunteers at St. Clement Early Childhood Center are **never** in a supervisory role with children, per our licensing and accreditation standards. As such, they are not required to complete the SE training, but St. Clement Early Childhood Center strongly recommends parents and volunteers participate in this training, as you will find it very beneficial in your role as parents and volunteers.

UNIFORM POLICY

We do not have a specific outfit, just colors. Our school colors are blue, yellow/gold, white and kaki. Families are encouraged to dress their children in these colors each day. **Closed toe shoes are required.** No character backpacks/bags please.

PARENT CODE OF CONDUCT

St Clement Early Childhood Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of St Clement Early Childhood Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of St Clement Early Childhood Center but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on St Clement Church property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people 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. At NO time shall inappropriate language be directed toward members of the staff.

THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS

ASSOCIATED WITH St Clement Early Childhood Center:

Threats of any kind will not be tolerated. In today's society St Clement Early Childhood Center cannot afford to sit by idly while threats are made. In addition, 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 agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT St Clement Early Childhood Center While St Clement Early Childhood Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Administrator.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or

director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our Center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

SMOKING:

For the health of all St Clement Early Childhood Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of St Clement Early Childhood Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of St Clement Early Childhood Center. Please be particularly mindful of St Clement Early Childhood Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF St Clement Early Childhood Center:

While it is understood that parents will not always agree with the employees of St Clement Early Childhood Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

VIOLATIONS OF THE CONFIDENTIALITY POLICY:

St Clement Early Childhood Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with St Clement Early Childhood Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

No handbook can be all inclusive. Thus, St. Clement Early Childhood Center retains the right to amend this handbook. Information provided in the classroom's monthly newsletters and Knee High News may supplement this handbook. Parents will be given prompt notification if changes are made.

May God continue to bless the work we do in His Name,

Maureen Ringley

THIS PARENT HANDBOOK HAS BEEN APPROVED BY OUR PASTOR,
REV. Thomas Anastasia

HANDBOOK AND POLICY AGREEMENT FORM

Parents are asked to indicate below their agreement to several school policies. This includes sharing information regarding your child's health records.

The health records of your child are kept confidential in the ECC office. The health records, including the Child Identification Form, which parents complete at the beginning of the year, are shared with those ECC staff who are involved with your child during their attendance in our program. (Teachers, Office Staff, as applicable.)

- 1. I/We agree that my child's health records are shared within St. Clement ECC teachers and staff, as applicable to my child's involvement in the program.
- 2. I/We understand that the Release for Emergency Care Form, which includes any allergies my child may have, would be shared with emergency medical personnel in the event of an accident or health concern related to my child.
- 3. I/We give permission to consult the child's physician/health resource in case of emergency if the parent/guardian cannot be reached.
- 4. I/We understand that no other persons will have access to these records unless I sign the center's Consent to Release Confidential Information Form.
- 5. I/We consent to visibly posting my child's food allergy information, his/her medical plan (steps the physician has outlined in the event of a reaction), along with my child's picture, to ensure that all ECC staff are aware of his/her special needs.
 - OR NA
- 6. I/We have received a copy of the "Know Your Child's Day Care Center" brochure.
- 7. I/We have received a copy of the center's discipline policy.
- 8. I/We have read and agree to abide by the guidelines contained in the St. Clement Early Childhood Center Parent Handbook which includes a written orientation plan for my child.
- 9. I/ We have received and agree that my signature below verifies receipt of the brochure on Influenza Virus, the Flu, A guide to Parents.

My CHILD'S NAME: _____

SIGNATURES REQUIRED - BOTH PARENTS AND/OR GUARDIANS

Signature: _____

Date: _____

Signature: _____

Date: _____

Rev. 8/11