

St. Jane
Frances
de Chantal

PRE-SCHOOL

PRE-

KINDERGARTEN

Parent / Student

HANDBOOK

2017-2018

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(REQUIRED FOR ALL SCHOOLS)**

PARENTS: PLEASE FILL-IN, SIGN AND RETURN THE “ACCEPTANCE OF HANDBOOK” FORM ON THE LAST PAGE (Page 51).

1 GENERAL INFORMATION

1.1 Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial preschools, elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth, teachers, administrators, parents, family and friends, is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

1.2 Parent or Parent-Teacher Organizations

If the school has a parent or parent-teacher organization, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent or parent-teacher organizations and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

1.3 Statement of School Philosophy, Mission and Administration

Philosophy:

As members of the St. Jane Frances de Chantal Catholic community, we acknowledge and respect the uniqueness of each child. We recognize that parents are the primary educators of their children and in conjunction with the parents we provide a developmentally appropriate program in an environment that supports each child's sense of self and nurtures a love of learning.

Mission Statement:

The St. Jane Frances de Chantal Pre-School and Pre-Kindergarten program is designed to meet each child's needs and foster intellectual development and social skills in a safe, nurturing, Catholic Christian environment. The program strives to stimulate the child's natural curiosity and thirst for knowledge through open-ended activities, lessons and play.

Administration:

The administrative officer of the St. Jane Frances de Chantal Pre-School and Pre-Kindergarten is the school administrator. An on-site director is in charge of the daily programs and is responsible for implementing the curriculum. Our facility is licensed by the State of California, the County Health Department, the Department of Social Services, and the Los Angeles Fire Department and is under the guidance of the Archdiocese of Los Angeles Department of Catholic Schools.

1.4 Schoolwide Learning Expectations (SLES)

Solve Problems by Thinking Creatively and Independently.

Students will learn to:

- Encourage and accept diversity as taught in our Catholic beliefs.
- Solve problems both inside and outside the classroom in an honest and respectful manner. This will include both academic and social areas.
- Respect themselves by making wise choices in regards to their safety and well-being.

Justify the Means to Success as We Strive for Uniqueness.

Students will learn to:

- Be motivated to do his or her very best and be prepared to recognize his or her individuality.
- Be capable of achieving their very best through innovative methods.
- Reflect a strong Catholic identity.

Follow and Nurture Our Faith.

Students will learn to:

- Demonstrate their developing Catholic identity as they follow Jesus Christ as the model of their faith.
- Utilize their God-given talents to serve others with an emphasis on Christian values and principles.
- Utilize their Catholic education, as they become confident and active members of our society.

1.5 History of the School

On September 15, 1951, four Sisters from St. Joseph of Carondelet arrived at St. Jane Frances Parish to form the first school community. In April 1952 the school officially opened with 224 students in grades 1 through 4. In 1953, grades 5 and 6 were added and the first 8th grade class graduated in 1955. Sixteen classrooms were completed in 1958. It wasn't until 1971 that the first Kindergarten class was established.

The Pre-Kindergarten program was started in 1986 because of the importance and need for early childhood education. Mrs. Kathleen Richardson, the current Director and Head Teacher,

created a developmentally appropriate curriculum to meet the needs of three and four year olds. The Pre-Kindergarten was moved to its current location in 1987 and was further expanded in 1990. The Pre-School program for 3 year olds was started in 2007 and the classroom was extended in 2009 to give the Pre-School its own classroom.

St. Jane Frances de Chantal is a parish school. Religious ministering in the school today includes our Pastor, pastoral associates, administrators and teachers.

1.6 List of Parish and School Personnel

Pastor.....Fr. Antonio Carlucci, RCJ
 Associate Pastor.....Fr. Shinto Sebastian, RCJ
 Business Manager.....Ms. Mirta Fabre
 School Principal.....Mrs. Bev Reyes
 Director / Head Teacher Pre-S & Pre-K.....Mrs. Kathleen Richardson
 Pre-School Teacher.....Ms. Grisel Redden
 Pre-Kindergarten Teacher.....Ms. Teresa Ventura
 Pre-School Aide.....

1.7 School Schedule

Monday-Thursday

7:45 – 8:30 Centers: Manipulative, Craft, and Imaginative Play
 8:30 Circle Time Activities and Attendance
 8:50 Prayer, Pledge of Allegiance, Religious and Patriotic Songs, and Calendar
 Activities
 8:50 – 9:30 First Work Period*
 9:30 – 10:30 Snack and Outdoors Play
 10:30 – 11:30 Second Work Period*
 11:30 – 11:45 Story Time
 11:45 – 1:00 Lunch and Play
 1:00 – 1:15 Clean-up and Restroom
 1:15 – 2:00 Rest Period
 2:00 – 2:45 Social Studies and Science
 2:45 Dismissal

Friday

7:45 – 8:00 Arrival
 8:00 – 9:00 Mass
 9:00 – 9:30 Circle Time and Movement Activities
 9:30 – 10:30 Clean-up, Snacks and Outdoor Play
 10:30 – 12:40 Religion and Spanish Activities
 12:40 Dismissal

*Work Periods include Phonics, Reading Readiness, Math, Art, Religion, Music and Organized Physical Education. Lessons are divided up throughout the week and not all subjects are presented on the same day.

1.8 Calendar

The School Calendar is published separately.

1.9 Dress/Uniform Code

Pre-School and Pre-Kindergarten students wear a school uniform daily that is available from Michael's Uniform Company in Inglewood. For your child's safety, he or she may not wear open-toed shoes, "Crocs," "Uggs," boots, sandals or "Flip-Flops." Rubber soled shoes in solid black or white are preferred. Socks are required as described in the uniform description from the Michael's Uniform Company.

2 SAFE ENVIRONMENT

2.1 Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the Archdiocese, and
- May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the Pre-School director or the principal to discuss the requirements in order to assure compliance with the **Archdiocese of Los Angeles Zero Tolerance Policy**. As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

2.2 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety**.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

2.3 Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

Adults acting in a staff, faculty, ministerial or other paid or volunteer positions within the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer:

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If staff members/faculty/volunteers observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate, unethical and unlawful.

- Communications with minors (*e.g.*, notes, emails, Internet exchanges, and telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minors, only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

2.4 Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any

meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

2.4 a. School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the preschool director or the principal (or the pastor, if the preschool director or principal is the subject of the complaint).
- For preschool and elementary schools, if the preschool director or principal is unable to resolve the conflict, the preschool director or the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the preschool director or the principal will respond to the person bringing the complaint.

2.4 b. Department of Catholic Schools, Pastor or Religious Order Level

For preschools that are part of the parish school (Pre-K-8):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

For preschools that are part of the parish (Pre-K):

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the pastor, outlining the concerns.
- The pastor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the pastor will make a final determination concerning the resolution of the complaint and communicate that determination, which will be final and binding, in writing to all parties.

For private preschools that are operated by religious orders (Pre-K):

- The procedure for resolving complaints that are not resolved at the school level is determined by the religious order that operates the preschool.

3 ADMISSION AND ATTENDANCE

3.1 School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

3.2 Special Needs Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)." Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the preschool director and/or the principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the preschool director or principal to address unresolved issues.

3.3 Guidelines for Admission to Preschools

- Preferences are given to active members of the parish.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The preschool will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and preschool director and/or the principal will review a student's continued eligibility for enrollment in the preschool.

3.4 Ages of Children Accepted

Enrollment in the St. Jane Frances de Chantal **Pre-School program** is open to children who will be three (3) on or before September 1st in the year of enrollment. The **Pre-Kindergarten** Program is open to children who will be four (4) on or before September 1st in the year of enrollment. Children will be assessed on social skills and developmental readiness before acceptance into either program. Under certain circumstances St. Jane Frances de Chantal may not be equipped to provide an adequate educational program a child with special physical or learning needs and, therefore, acceptance into the program may be denied. **All children must have current immunizations in accordance with the California Department of Health Services. All children must be toilet trained and be able to attend to their own toileting needs (except in cases of accident or illness.)** Children of this specific age group are welcome regardless of race, color, nationality or ethnic origin. **Children are admitted on a three-week probationary period.** Priority for enrollment is given to active and participating members of the St. Jane Frances de Chantal Parish and neighboring Catholic churches.

Our program is designed to meet each child's needs, to foster development of competence in intellectual and social skills, and to provide a safe, nurturing, Catholic, Christian environment. Curriculum is developed for the Pre-School and Pre-Kindergarten year with individual and group goals, along with on-going assessments that help us plan appropriate activities.

3.5 Days and Hours of Operation

The Pre-School and Pre-Kindergarten classes operate between the hours of 7:45 a.m. and 2:45 p.m. with the exception of Friday, which has an early dismissal of 12:40 p.m. Classes will be in session during the traditional school year. Miscellaneous dates relating to vacations, In-services, and other specified days of operation and dismissal times, may be found on the school calendar. Whenever possible parents will be notified of scheduling changes due to special events and circumstances as they arise. The school calendar will be available at the beginning of the school year in August.

After school care is available Monday through Thursday from 2:45 p.m. to 6:00 p.m., and on Friday from 12:40 to 6:00 p.m., for an additional fee.

3.6 Absence and Tardiness

Attendance is taken daily in the classroom. If your child will be absent, please call the school office. If you know your child will be absent for an extended period of time due to a vacation or illness, etc., please let the teacher know and the missed lessons will be saved for your child's return to school. When parents leave on vacation or business without their child, they should give their teacher a note indicating the dates of absence and the name of any person responsible for their child during their absence.

A child who comes in after 8:00 a.m. will be considered tardy for the records. If a child arrives after 10:00 a.m., it will be considered a morning absence.

3.7 Arrival/Dismissal Procedures

St. Jane Frances de Chantal maintains a Sign-In and Sign-Out record for each child as mandated by the State of California's Health and Safety Code. A parent or guardian should designate at least three persons who are authorized to sign-in and sign-out their child each day. The authorized person must be at least 18 years of age and his or her name must be on the information sheet provided by the parent or guardian that is on file with the Director of the Pre-School and Pre-Kindergarten. Under no circumstances will a child be released to anyone under the age of 18 years (even with parental permission) or to anyone whose name is not on the information sheet. Authorizations must be in writing and currently on file. **The authorized person who signs for the child shall use his or her full legal name and signature, notate the relationship to the child, and record the time of day in the space provided on the Sign-In and Sign-Out sheets.**

In cases where there is a custodial and non-custodial parent, the school will provide the non-custodial parent with access to the child as well as any school related information about the child unless there is a court order to the contrary. If there is a court order limiting or denying access by the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of that court order. The school office must have copies of any court order that restrains a non-custodial parent from seeing or removing a child from the school at any time.

3.8 Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, preschool director, principal and the pastor.

3.8 a. Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the preschool director and/or principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records shall be available to the Department to inspect, audit, and copy by the California Department of Social Services. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access.

Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

3.8 b. Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

3.9 Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication. **See Appendix B, Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes.**

3.10 Verbal/Written Confidences

Students, parents or guardians may be provided confidential information to school employees in many ways. Students may confide in staff orally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the oral or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, preschool director, principal or other person in charge or appropriate authorities must be notified

promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed whenever applicable.

3.11 Transfer of Records

3.11 a. Student Transfers and Withdrawals

Whenever a pupil transfers from one school to another, the former school upon request and a written release from the parent or guardian will transfer a copy of the Child Record and the original Health Record to the school where the pupil intends to enroll. The original Child Record remains at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring should be entered on the original copy of the Child Record.

3.11 b. Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

3.12 Child and Health Records

Child Records include the following information:

- Name, date of birth of the student, sex, date of admission.
- Name, address and telephone of the child's authorized representative and of relatives or others who can assume responsibility for the child if the authorized representative cannot be reached when necessary.
- Signed copy of the admission agreement.
- Signed and dated authorization from child's authorized representative for each activity away from the preschool.
- Record of termination of services or withdrawal and place to which any copy of the record is sent.

Health Records include the following information:

- Name, address and telephone number of the child's physician and dentist and any other medical/dental or mental health providers.
- Verification of or exemption from required immunization.
- Medical assessment, including ambulatory status, dietary restrictions and allergies; instructions for action to be taken in case the child's authorized representative, or the physician designated by the authorized representative, cannot be reached in an emergency.
- Signed consent form for emergency medical treatment.

- Record of any illness or injury requiring treatment by a physician or dentist and for which the center provided assistance to the child.
- A health background related to the student's ability or inability to participate in the school's activities.
- Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding custody and control of medications.

3.13 Work Permits

Under California law and other relevant laws, a minor student under age 12 may not work without a work permit issued by the California Labor Commissioner. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: <http://www.cde.ca.gov/ci/ct/we/wpfaq.asp#Q16>

A copy of the work permit must be kept in the student's file. For additional information and forms go to: <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

3.14 Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

4 ACADEMICS AND CO-CURRICULAR ACTIVITIES

4.1 Curriculum Offerings

The Pre-School and Pre-Kindergarten programs are designed with developmentally appropriate methods that teach children about God's wonderful world. They also learn appropriate ways of getting along with other children. They are taught to have pride in their work, their classroom, and their surroundings. We find the strengths in each child and reinforce positive behavior. Religion is taught by example using everyday experiences that show the children how to handle situations in a Christian manner.

The children experience a Reading Readiness program that is phonics based. The language program supplements the program. By the end of the Pre-Kindergarten term, most children are able to identify all the upper and lower case letters of the alphabet. Most of them will know how to formulate the sounds each letter makes and can sound out words. The Reading Readiness program succeeds by incorporating all subjects into the featured letter of the week. The Pre-School will be introduced to the same concepts, but in a way that is developmentally appropriate for the three year old.

Math concepts are taught in Pre-School and Pre-Kindergarten. The children are not only taught to recognize the numbers, but they are educated as to counting objects and understanding the concept of each number. We focus mainly on numbers 1 through 10 in Pre-School and 1-20 in Pre-Kindergarten. Easy addition and subtraction concepts are introduced through games and songs. Number concepts are also taught through the daily use of the calendar and the attendance totals for that day.

Position word concepts, opposites and rhyming words are also taught. The children are taught about patterns. These concepts are demonstrated with the use of pattern blocks, Unifix cubes, and the calendar. We also play many games using sound patterns, boy-girl patterns, and the like. Some games and projects emphasize the sorting of different shapes and objects. The concepts of “whole” and “half” are also introduced in age appropriate activities, as well as those of “size,” “weight,” and “length.” Easy scientific concepts about weather, magnets, animals, the five senses, and health issues are presented in an easy age-appropriate format.

Language activities are used to encourage the children to speak in full sentences and use proper pronouns. Music and Movement activities are used to teach many useful concepts. Religious prayers and songs are taught in addition to patriotic and holiday songs.

The Pre-School and Pre-Kindergarten programs are designed to utilize every aspect of religion, life and academia, in age-appropriate lessons, to ensure that each child learns to their fullest potential in a warm, fun, and loving environment. We also recognize the importance of play in a child's learning experience. Your support of these programs is also a vital part of your child's learning experience. Please review your child's work and talk with him or her about it. By the end of the school year most of the children will have become independent thinkers, self-confident, and knowledgeable with a good learning foundation. Please be sure you read the weekly parent letter and follow the instructions to ensure that your child has the best Pre-School or Pre-Kindergarten experience possible.

4.2 Religion Program and Expectations

Introduction

Early Childhood Faith Formation is the process by which young children come to know God who is within them. Early Childhood Faith Formation is based on developing the child's awareness of God using life experiences relevant to the developmental level of the young child (ages 3-5). The child at this young age is able to relate to the care and love of God through personal experiences of God's love, the beauty of nature, and the love of others.

Goal of Early Childhood Faith Formation

The goal of all Pre-School and Pre-Kindergarten programs in the Archdiocese of Los Angeles is to minister to the spiritual life of the child by preparing an environment in which each child is given the opportunity to develop his or her innate potential to know and love God in a personal relationship. God and the values assumed in Faith Formation are to be integrated throughout the school day curriculum.

Objectives

Strive to assist each child to:

- Develop a sense of wonder at the world around them.
- Become sensitive to the spiritual.
- Come to know that God is loving and caring.
- Develop an awareness of the presence of God in them, in others, and in all things.
- Appreciate themselves as gifts, unique creations, of God.
- Have a sense of belonging to the Christian community.
- Experience joy and ease in spontaneous prayer.
- Learn how to be thankful for God's blessings and gifts.
- Know the person and love of Jesus.
- Understand that God is EVERYWHERE.
- Be aware of the silence necessary to communicate with God.

Suggestions for above objectives:

- Children gather in a setting for prayer each day for spontaneous prayer.
- Environment can include animals (e.g., fish, rabbits, flowers, etc.) and other examples of God's creation.
- Tell or read Bible stories that a child of this age can relate to (e.g., the Good Shepherd, the Good Samaritan, Zacchaeus).
- Enjoy singing Bible songs.
- Walking field trip to the Church. Point out the main elements they will notice (altar, ambo, statues, holy water, etc.).
- Walking field trip to collect leaves; feel the bark of the trees; smell the various odors in the neighborhood (e.g., a flower, a restaurant, a gasoline station).

Suggestions Related to Materials:

- **Seeds** is a weekly preschool publication (Pflaum publishers) that prepares children for the Sunday gospel in accordance with the Directory for Catechesis. This includes prayers that flow from the theme of the Sunday Gospel.
- Music with Gospel stories and or religious themes.
- The Children's Bible. Each room has an age-appropriate Bible.
- Prayer corner with religious books.
- Other books with poetry and age-appropriate prayers.
- A statue or picture of Mary in the classroom.
- Seasonal age-appropriate Classroom environment (e.g. Advent Wreath, Nativity scene, etc.).

Faith Formation with young children does not consist of “pouring in” information, rather we “draw out.” We need to reverse our process and to stop thinking that our primary task is to teach. Our primary task is to be attuned to the Divine Presence already here in children and to help them grow in awareness of this presence.

When praying with young children, we should strive to avoid any talk about prayer that suggests:

- God is somewhere else.
- God is like a big daddy in the sky.
- God controls everything.
- God listens, like a human person.

In addition, the children attend weekly Mass on Friday, attend other religious ceremonies with the rest of the school throughout the year, and participate in various charitable events, activities and fundraisers with the rest of the school.

4.3 Food Service Provisions

A morning snack will be provided that includes foods from at least two of the healthy food groups like dairy, fruit, grains and vegetables that is prepared in the classroom. Monday through Thursday your child should bring a lunch of only healthy food items in a lunchbox with his or her name clearly labeled on it. The school does not provide refrigeration or warming of foods, so ice packs and thermoses should also be used. A school lunch program is available from an outside source for your child for an additional fee.

4.4 Transportation Arrangements

Parents or guardians provide transportation to and from school. There are no Field Trips.

4.5 Testing and Assessment

- Any concern raised by parents or guardians involving their child’s classroom experiences should be discussed with the child’s teacher. Please call or write the teacher a note to set up a time to meet after school hours.
- A weekly parent letter is first emailed and then a paper copy is sent home with each child at the end of the week. It contains a recap of the week’s events and will also provide information for the upcoming week in the classroom. Please take the time to read it and stay informed. The school also communicates with parents through flyers, letters and notes via the family envelope.
- Teachers communicate with families via e-mail, and daily communications during drop-off and dismissal times. Should it be necessary to discuss a more serious matter, please make an appointment with the teacher so that full attention may be given to the matter.
- Parent-Teacher conferences will be scheduled in November of each year after school hours at designated times. Please check the calendar for specific dates.

- A formal Progress Report is given at the end of January and again at the end of the school year in June.

4.6 Extended School Day Programs

An Extended School Day Program is available for an extra fee. (See Section 3.5)

- Preschool children may not be mixed with kindergarten or students in other grades in before or after school care programs.
- The school requires an extended school day agreement with participating parents.
- Archdiocesan student insurance covers students during the time of the program.
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- The school requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures.
- The school may arrange with independent contractors or entities to provide extended school day programs.

4.7 Field Trip Policies

Field Trips will be limited to walking trips within the neighborhood and parents will be notified in advance of such trips.

4.8 Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school.
- Give limited guidance to students who present with non-academic personal issues or situations.
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities.
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual

relationship, the preschool director or principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with archdiocesan policy.

5 DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the preschool director, principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

5.1 Personal Rights of the Child

The Pre-School recognizes the following personal rights of the child:

- To be accorded dignity in his or her personal relationships with staff.
- To receive safe, healthful and comfortable accommodations.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping or toileting, or withholding shelter, clothing, medication or aids to physical functioning.
- To be free to attend religious services or activities of his or her choice.
- Not to be locked in any room, building or preschool premises.
- Not to be placed in any restraining device.

If the school is licensed, to have his or her authorized representative informed by the school's licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department's complaint unit.

5.2 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building.
- Positive correction of behavior.

- Constant encouragement of acceptable classroom conduct.
- Firm, but fair treatment of difficult students and consistent follow through.

5.3 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping.
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background.
- Using religious exercises or important class assignments as punitive measures.
- Bizarre and unusual punishments.
- Withholding or altering rightfully earned academic grades.
- Any disciplinary action that isolates a student without proper supervision.

5.4 Dismissal

Reasons for dismissal include, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying, harassing or hazing school personnel or other students.
- Open, persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale or possession of narcotics, drugs or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing.
- Forging signatures.
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.

- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Actions in or out of school that are detrimental to the school's reputation.
- Violation of the Electronic Use policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

The school may also dismiss a student if tuition is unpaid or if the student's parents or guardians violate the Code of Christian Conduct as described in **Section 1.1** of this Handbook.

5.5 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their storage space or other school property. Storage spaces are made available to the student by the school. The student does have some expectation of privacy in his or her storage space from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search. An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

5.6 Acceptable Use and Responsibility Policy for Electronic Communications [“Archdiocesan AUP”]

The school is subject to the archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”). A copy of the entire Archdiocesan AUP is attached as Appendix C. The policy provides that all electronic devices used on the premises of the preschool, school or parish must be used responsibly, legally, safely and charitably. Electronic communications made to or on behalf of the preschool are also subject to these rules of responsibility, legality, safety and charity. Users should note that the Archdiocese reserves the right to monitor the use of electronic devices that belong to the preschool, school and/or parish.

6 HEALTH AND SAFETY

6.1 Security Procedures

There are monthly earthquake, fire and lock-down drills. School gates are kept locked during school hours. All visitors must enter through the school’s main office.

6.2 Parent or Guardian Right of Visitation

Parents with children currently enrolled in school are encouraged to visit the school. While prior notification of the visit is helpful, parents are free to come and go exclusively at their own discretion. The best ways to see the classroom are during the morning drop-off and during the afternoon pick-up times. During all other times all visitors to the school must first check-in at the main office for admittance to the school grounds and classrooms. Parents must remember that during school hours teachers and staff have a responsibility to be with the children and that a classroom visit is not the time for discussing a child’s progress or discussing any topic that might keep the teacher or staff away from the children in their care. Upon request, appointments for parent conferences will be available during the school year.

6.3 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. Preschools shall keep a copy of the Emergency Card in the child’s classroom. The student’s parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. **See Medication Authorization and Permission Form, Appendix D.**

6.4 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

6.5 Immunization

All directives regarding immunization, issued by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool through kindergarten. **Reference: CA Senate Bill SB277 (7/1/16).**

State law requires the following procedures and immunizations for all children:

- Polio (3 doses)
- Diphtheria, Tetanus and Pertussis [DTP or DTaP] (4 doses)
- Measles, Mumps and Rubella [MMR] (1 dose on or after child's 1st birthday)
- Haemophilus influenzae type B [HIB] (1 dose on or after child's 1st birthday)
- Hepatitis B (3 doses)
- Varicella [Chickenpox] (1 dose)
- Tuberculosis (TB) Skin Test (as determined by the child's physician)

6.6 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the Child Record to the receiving school.

6.7 Medications

The school will not furnish medications. Parents shall provide all medications administered at school under the following guidelines:

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent or guardian, must be provided. **See: Medication Authorization and Permission Form, Appendix D.**
- Preschools are required to obtain written directions from parents before administering a Nebulizer (an inhaler) and should use the **Nebulizer Consent/Verification Form, Appendix F** available from Community Care Licensing: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF>.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office or classroom as determined by the needs of the child.
- The student shall come to the office for medication, except if the student's medication is kept in the classroom.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an EpiPen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications.
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the **Diabetic Consent Form, Appendix E**, and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents or guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

6.8 Communicable Diseases and Daily Inspection for Illness

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Upon arrival or admittance to the school, students are observed for signs of illness. The person bringing the student to school must remain until the student is accepted and shall then sign in the student.

The health and well being of the children in our care is a top priority. Each day a brief assessment will be conducted to determine if a child displays any visual signs of illness. Any child exhibiting signs of illness that would preclude him or her from participating in school activities or would, in our judgment, be a health risk to the other students, will be sent home. In such case, or when a child becomes ill during school, the parents will be notified and the child must be picked up within an hour.

For everyone's well being, if your child has any of the following symptoms, he or she should not be sent to school:

- Fever
- Diarrhea
- Severe coughing
- Difficulty breathing
- Unusual spots or rashes on the body
- Vomiting
- Sore throat or trouble swallowing
- Headache or stiff neck
- Head lice
- Any other communicable condition

6.9 Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergen-free environment.

6.10 Student Sexual Conduct

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psychosexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

6.11 Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. **(See Sections 3.7 and 6.1)**

6.12 Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

6.13 Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified.
- Upon the written request of the parent or guardian after proper verification.
- By properly identified law enforcement officers when an arrest is made.
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal.

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the preschool director or principal of the school should also

immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 a. Interview and Removal of Students from School by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant.
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent or guardian obtained prior to the release of the pupil and in cases of emergency, when the parents or guardian cannot be reached.
- By properly identified representatives of a Child Protective Agency when taking a child into custody.

Preschool directors or principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.13 b. Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the preschool director or principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the pre-school director or principal should inform the parent or guardian that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the preschool director or principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action.
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

6.13 c. Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the preschool director or principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

7 TUITION AND FEES

7.1 Tuition and General Fees

Guidelines for registration, tuition and service hours are set by the administration at St. Jane Frances de Chantal school. Registration fees are not refundable and tuition refunds are considered on a case-by-case basis.

The following is a detailed list of fees and payments due:

1. **Tuition for the Pre-School or Pre-Kindergarten will be \$5,433.00 for the 2017-2018 school year. A 5% discount will be applied if the tuition is paid in full by September 29th. (See section 7.2 Tuition and Fees)**
2. **A Family Obligation fee (Tax Deductable) will be \$550.00 (per family).**
3. **Before School Care fees will be \$60.00 per month, or \$8.00 per day as needed.**
4. **After School Care fees will be assessed per family as follows: \$250.00 per month (for 1 child), \$280.00 per month (for 2 children), and \$320.00 per month (for 3 children).**

5. **A Registration fee for students in Pre-School and Pre-Kindergarten will be \$500.00 per child. This fee pays for workbooks, student insurance, paper and art supplies, daily snacks and physical education equipment. Registration fees are not refundable.**
6. **Emergency Supplies will be \$30.00 per child.**

7.2 Tuition and Fees

To receive the 5% discount, the total tuition must be paid **in full directly to the school office by September 29, 2017**. Otherwise, tuition payments are to be made monthly to the school office. **There is an annual fee of \$25.00 for tuition management, which is added to the first month's tuition payment.**

Payments are due on either the 10th or the 20th of each month, based on your tuition agreement. **A late fee of \$25.00 will be charged if you payment is not received within 5 days of the due date.**

<u>Pre-S and Pre-K</u>	<u>Tuition</u>	<u>Less 5% (if paid by September 29th)</u>
Pre-School	\$5,433.00	\$5,161.35
Pre-Kindergarten	\$5,433.00	\$5,161.35

Grades K- 8 Registered in Parish rate:*

One child	\$4,943.00	\$4,695.85
Two children	\$6,560.00	\$6,232.00
Three children	\$8,575.00	\$8,146.25

*Per the Pastor, the Registered in Parish rate requires the family to be both registered at St. Jane Frances de Chantal Parish and enrolled in Parish Pay through the SJF Parish. The Parish office must confirm the family as registered before this rate may be offered.

Grades K-8 Catholic (Non-Parishioner) rate:*

One child	\$5,086.00	\$4,831.70
Two children	\$7,160.00	\$6,802.00
Three children	\$9,175.00	\$8,716.25

*The Catholic (Non-Parishioner) rate is for Catholic families not registered with St. Jane Frances de Chantal Parish. Proof of registration at another Catholic Parish is required.

Grades K-8 Non-Catholic rate:

One child	\$5,433.00	\$5,161.35
Two children	\$7,760.00	\$7,372.00
Three children	\$9,875.00	\$9,381.25

All Families must sign a new Tuition agreement each year, as well as update emergency contact information.

Annual Financial Obligations (Non-Negotiable):

Family Obligation (Tax Deductible)	\$550.00 (per family)
Technology Fee (Grades K – 8)	\$35.00 (per student)
Registration Fee (new family)	\$500.00 (per student)
New Student Application Fee	\$75.00 (per student)
Registration Fee (existing family - by 4/24/17)	\$400.00 (per student)
Registration Fee (existing family - by 5/11/17)	\$450.00 (per student)
Registration Fee (existing family - after 5/11/17)	\$500.00 (per student)
Graduation Fee (8th grade only)	\$225.00 (per student)
Emergency Fee	\$30.00 (per student)
New Student Assessment Fee	\$50.00 (per student)

Service Hours

In order to keep tuition low we ask that parents do Service Hours during the school year and at our Carnival as follows:

- 19 hours (non-Carnival)
- 6 hours (Carnival)

*** Families will be charged \$30.00 an hour for standard Service Hours and \$50.00 an hour for Carnival hours not served.***

7.3 Tuition Collection

The School Office will be responsible for collecting tuition payments.

Payment Plan Options:

1. Direct payment to St. Jane Frances de Chantal School in the full amount for the 2017-2018 school year (due by September 29, 2017), **or**
2. Ten monthly payments to the School Office due September 2017-June 2018*
Upon your request, payments will be due on the 10th **or the 20th of every month.*

Methods of Payment:

Tuition payments can be made directly to the School Office in the following forms:

1. Cash
2. Check or Money Order
3. Any major Credit Card (Per phone call or Walk-in)

Return Check Policy:

All returned checks must be redeemed by a money order, bank check, or cash within 5 school days of notification and a \$25 service charge for a returned check will be added to the amount due. If your bank is responsible for the check being returned, please present a letter from your banking institution in order to pay by personal check.

The annual budget, the hiring of teachers, the purchase of supplies and materials, and the fiscal operations of the school are based upon student enrollment. If a student withdraws for any reason at any time, all tuition or fees paid to the school will be forfeited and not refunded.

Any family that falls behind one month or more in tuition is subjecting their student(s) to dismissal from St. Jane Frances de Chantal School. Tuition must be paid in full at the end of each school year in order to register for the next school year. Families behind in tuition will be blocked from the online grade portal and will not receive a report card at the end of the trimester.

7.4 Tuition Assistance

Tuition assistance is based upon financial need. Any family requesting tuition assistance must meet with the principal. All financial agreements are confidential. Failure to keep such agreements confidential may result in forfeiture of financial aid agreement by the school.

Frequently Asked Questions about Tuition:

Will you ever sell or share my email address?

Our school's privacy policy forbids us from sharing your email address with anyone other than your school.

Why do you require an email address?

Much of our communication to you will come through email. For instance, if we need to contact you about a payment we have not yet received, we may use email.

Why do you need my phone number?

The School Office will only contact you by phone if you have missed a payment or a transaction has been unsuccessful. Providing a phone number can help resolve matters fast.

Why would I provide you with my credit card information?

Many parents who are pressed for time prefer an error-proof system of automatic deductions vs. the traditional mail-in payments. Copies of credit cards must be kept on file and remain confidential.

What credit cards/types of bank accounts do you accept payments from?

We accept Visa, MasterCard, American Express, and Discover cards. You can use your debit card if it has one of the above-mentioned company logos displayed on the card.

What is the school's late payment policy?

A \$25 late fee is applied to each payment that is not remitted by your due date.

When to Contact the School?

- Make a payment
- Review recent payments
- Change bank/credit card information

When to Update Personal Information?

- Concerns regarding your account
- Disputing amounts due including late fees, withdrawing a student, Financial Aid requests, loss of job/income or other reason for non-payment.

7.5 Fundraising

Catholic education is essentially private education; as such it is very dependent on outside support for its existence. Because public funds are not available to the Catholic school, other systems of support must be devised. Tuition alone does not cover the expense of the operation of the school; in fact, tuition only covers about two-thirds of the annual school operation expenses.

All fundraisers must be pre-approved by the Principal whether held off or on campus. Please contact the School Office for additional information regarding the application process. Only fundraisers directly benefiting a St. Jane Frances organization, club, or sport will be permitted on school grounds.

Family Service Hours

It is part of our school's mission to get families involved in their child's lives and education. We attempt to carry this out by asking that each family be responsible for completing 25 hours of service for the current school year. Numerous opportunities are offered by the School and by the teachers to complete this requirement. If a family decides not to complete the 25 hours, there will be a bill issued in the amount of **\$870.00*** or in the quantity that reflects the number of hours not completed.

*Each standard Service Hour is valued at \$30. Carnival hours are valued at \$50.

Family Obligation (Tax deductible)

The fundraising responsibility for the year is comprised of the Family Donation, which has replaced the traditional Chocolate, Magazine, and Gift Wrap sales. In an effort to ensure the school's greatest profit and subsequent improvement, we require that every family make a tax-deductible contribution of **\$550**. By making such a contribution, you may rest assured that all benefits are going towards your child's educational experience at St. Jane Frances de Chantal School.

8 FIRST-AID

St. Jane Frances de Chantal is equipped to treat minor ailments and injuries. Parents will be notified and asked to pick up their child if, in our judgment, any ailment or injury requires further treatment or observation. In the event of a health emergency the following procedures will be followed:

1. Parents will be notified or, if they are unavailable, the next person listed on the Emergency Form will be notified.
2. If no emergency contact person can be located, and the child needs further emergency care, the child will be taken to the nearest hospital accompanied by a school employee.
3. In the event of a major emergency "911" will be called.
4. If there is a dental accident, the child's dentist will be called if that information is on file.

9 REST PERIOD

A rest or nap period that occurs in the early afternoon following lunch and playtime is required for all children. No child will be forced to sleep, however, and after a reasonable amount of time, alternative quiet activities will be made available to those children who do not sleep. A cot for resting is provided for each child. Parents are responsible for providing a crib-sized sheet and blanket.

10 TOYS AND FURNITURE

All indoor and outdoor toys, furniture, tables, chairs and learning equipment are safe and age appropriate for the children.

11 PERSONAL GROOMING

Haircuts should be a traditional style or conservative cut and no artificial hair coloring will be permitted. Boys may not wear earrings and girls may wear flat studs only. No long or dangling earrings will be permitted.

12 BRINGING ITEMS TO SCHOOL

Throughout the school year your child will be asked to bring certain items from home for the lesson of the week. Generally, toys brought from home without permission are not permitted. If your child wishes to bring an item to class, please ask the teacher in advance. Children may never bring toys or items that pose an obvious danger to others, such as guns, swords or knives.

13 BIRTHDAYS

Should a parent wish to celebrate their child's birthday at school, please contact the child's teacher ahead of time. Invitations to parties outside of school may be distributed at school, but only if there is one invitation for each child.

APPENDIX A

CODE OF CONDUCT FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings, must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact.
- Safeguard at all times children or other youth entrusted to my care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
- Avoid situations where I am alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult.
- If I sense that this is happening. I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.

- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize with minors over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he or she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer:

Date: _____

Signature of Parent or guardian:

Date: _____

Signature and Title of Witness:

Date: _____

APPENDIX B

The image shows a screenshot of a PDF document titled "PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL" displayed in a PDF viewer. The viewer's interface includes a menu bar (File, Edit, View, Document, Tools, Window, Help), a toolbar with navigation and editing tools, and a status bar at the bottom. The document content is as follows:

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

Archdiocese/School Parish: _____

Class/Activity: _____

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: _____

This section to be completed by Parent/Legal Guardian:

Parental Release for Child – Non-Commercial form is available online at:
<http://www.la-archdiocese.org/org/worship/LAMP%20Resource%20Downloads/Adult%20Media%20Release%20for%20Children.pdf>

APPENDIX C

The screenshot displays the 'Elementary & Secondary Schools Administrative Handbook' website. The page title is 'Chapter X :: Electronic Communications Policy & Resource Guide' and the current section is '4. Statement of Policies'. The page is updated as of 7/6/2018. A 'Jump To...' dropdown menu is visible. The main content area is titled '4.1. Acceptable Use And Responsibility Policy For Electronic Communications ("Archdiocesan AUP")'. It states that all information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles (the Archdiocese) or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system in perpetuity.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

1. Definitions

a. Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, text-based or networked computers, laptops, the Internet and other communications systems that may be used in the

On the left side, there is a 'Table of Contents' with links to Preface, Overview, Frequently Asked Questions, and Statement of Policies (which is highlighted). Below that is a 'Resources' section with contact information for the Roman Catholic Archdiocese of Los Angeles: 3424 Wilshire Blvd., Los Angeles, CA 90010-2202, (213) 437-7400, and eReference@oskalla-archdiocese.org.

Complete **Electronic Communications Policy and Resource Guide** available online at: <http://school.policy.la-archdiocese.org/ECG/Policies/AUP/>

APPENDIX D

The image shows a screenshot of a PDF document titled "medicationauthorization_er[1].pdf" in Adobe Reader. The document is the "ARCHDIOCESE OF LOS ANGELES MEDICATION AUTHORIZATION AND PERMISSION FORM". It is divided into three main sections: Part A, Part B, and Part C. Part A is for student information and medication details. Part B is for physician recommendations. Part C is for physician authorization.

**ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician
Part D by parent/guardian – *please refer*

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

_____ _____ _____ _____
Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

B. Physician's Recommendations. (check where applicable)

_____ Please notify this office if patient misses medication at school.

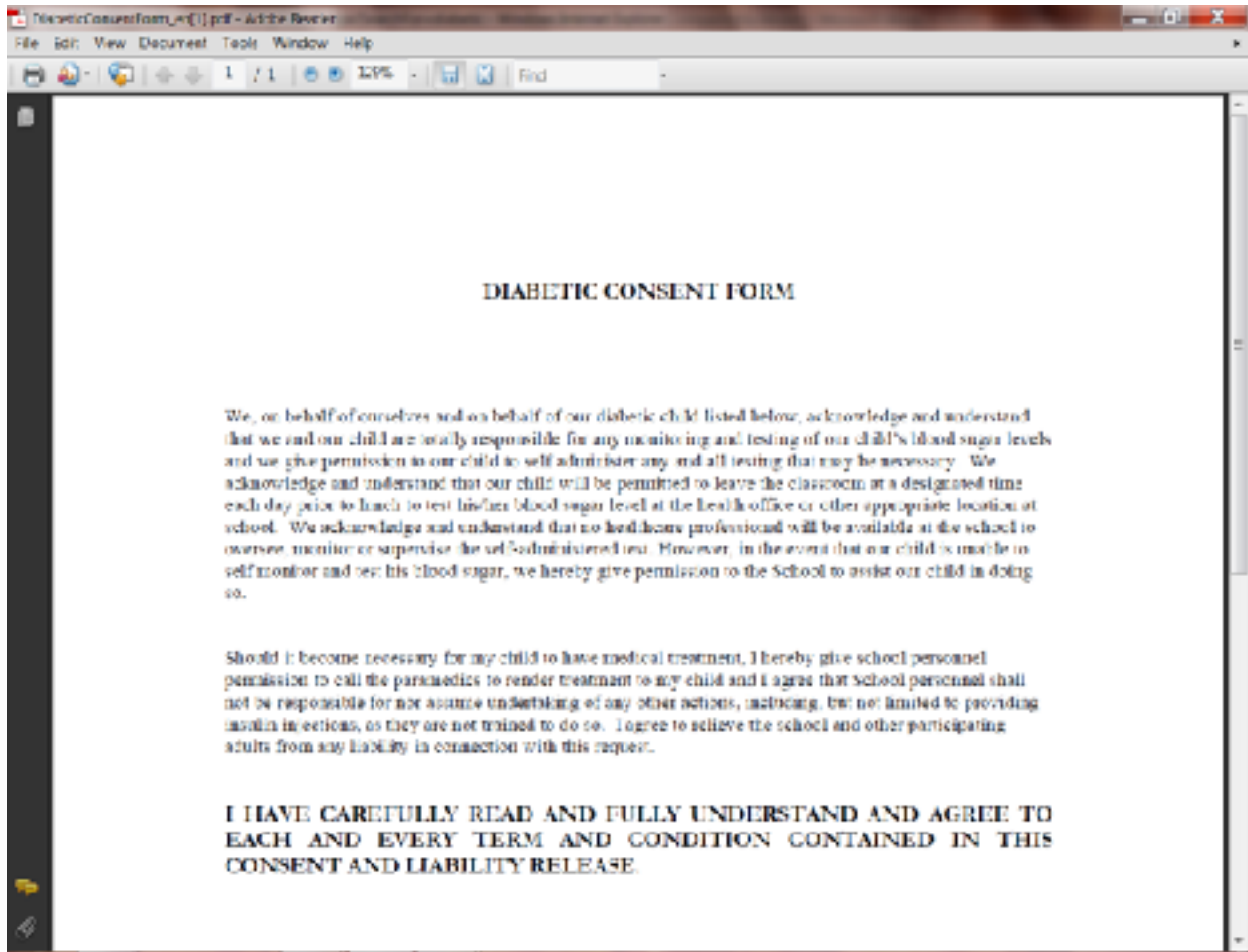
_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

C. Physician's Authorization. The student for whom this medication is

A copy of the **Archdiocese of Los Angeles Medication Authorization and Permission Form** is available online at: <http://school.policy.la-archdiocese.org/ECG/Policies/AUP/>

APPENDIX E



The image shows a screenshot of a PDF document titled "Diabetic Consent Form" displayed in a Adobe Reader window. The window title bar reads "DiabeticConsentForm_01[1].pdf - Adobe Reader". The menu bar includes "File", "Edit", "View", "Document", "Tools", "Window", and "Help". The toolbar shows navigation and search icons. The document content is centered and reads:

DIABETIC CONSENT FORM

We, on behalf of ourselves and on behalf of our diabetic child listed below, acknowledge and understand that we and our child are totally responsible for any monitoring and testing of our child's blood sugar levels and we give permission to our child to self administer any and all testing that may be necessary. We acknowledge and understand that our child will be permitted to leave the classroom at a designated time each day prior to lunch to test his/her blood sugar level at the health office or other appropriate location at school. We acknowledge and understand that no healthcare professional will be available at the school to oversee, monitor or supervise the self-administered test. However, in the event that our child is unable to self monitor and test his blood sugar, we hereby give permission to the School to assist our child in doing so.

Should it become necessary for my child to have medical treatment, I hereby give school personnel permission to call the paramedics to render treatment to my child and I agree that school personnel shall not be responsible for nor assume undertaking of any other actions, including, but not limited to providing insulin injections, as they are not trained to do so. I agree to relieve the school and other participating adults from any liability in connection with this request.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND AND AGREE TO EACH AND EVERY TERM AND CONDITION CONTAINED IN THIS CONSENT AND LIABILITY RELEASE.

A copy of the **Diabetic Consent Form** is available online at: http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Diabetic_Consent_Form/?i=789

APPENDIX F

Following form. You can save data typed into this form.

STATE OF CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

NEBULIZER CARE CONSENT/VERIFICATION CHILD CARE FACILITIES

This form may be used to show compliance with Health and Safety Code Section 15996.730 before a child care licensee or staff person administers inhaled medication to a child in care. A copy of the completed form should be filed in the child's record and in the personnel file. A separate form must be filled out for each person who administers inhaled medication to the child.

I, _____ give my consent for _____
(PRINT NAME OF AUTHORIZED REPRESENTATIVE) (PRINT NAME OF LICENSEE OR STAFF PERSON)

who works at _____
(PRINT NAME AND ADDRESS OF CHILD CARE FACILITY)

to administer inhaled medication to my child, _____, and to contact my child's health care provider.
(PRINT NAME OF CHILD)

In addition, I certify that I have personally instructed the above-named licensee or staff person on how to administer inhaled medication to my child.

I have also provided the child care facility with written instructions from my child's physician, or from a health care provider working under the supervision of my child's physician (for instance, a physician's assistant, nurse practitioner or registered nurse). These instructions include:

- Specific indications (such as symptoms) for administering the inhaled medication in accordance with the physician's prescription.
- Potential side effects and expected responses.
- Dose form and amount to be administered in accordance with the physician's prescription.

A copy of the **Nebulizer Care Consent/Verification Form** is available online at:

<http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF>

APPENDIX G

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and leave the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and request the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the names of the persons may also be obtained by contacting the local licensing office.

8. Receive, from the licensee, the California Background Check Program form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT OR AN INDIVIDUAL WHO HAS BEEN GRANTED A CRIMINAL RECORD EXEMPTION, AND THAT THE NAMES OF THE PERSONS MAY ALSO BE OBTAINED BY CONTACTING THE LOCAL LICENSING OFFICE.

For the Department of Justice "Registered Sex Offender" database, go to www.registeredsexoffender.gov

LIC 995 (09/08)

Child Care, New Topic, Parents' Rights

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CALIFORNIA BACKGROUND CHECK PROGRAM form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database, go to www.registeredsexoffender.gov

The complete **Notification of Parents' Rights Form** (LIC 995) is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC995.PDF>

APPENDIX H

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 140022 for advice conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except as supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME _____
ADDRESS _____
CITY _____ ZIP CODE _____ FAX/COASTLERPHONE NUMBER _____

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, section 140022 and I/we

The complete **Personal Rights Form** (LIC 613A) is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC613A.PDF>

APPENDIX I

STATE OF CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY				CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING DIVISION			
IDENTIFICATION AND EMERGENCY INFORMATION							
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES							
To Be Completed by Parent or Authorized Representative							
FIRST NAME	LAST	MIDDLE	CITY	STATE	ZIP	TELEPHONE	HOME
____	____	____	____	____	____	()	____
FACILITY ADDRESS (OR MAILING ADDRESS IF DIFFERENT)		LAST	MIDDLE	FIRST	CITY	STATE	ZIP
____		____	____	____	____	____	____
HOME ADDRESS		LAST	MIDDLE	FIRST	CITY	STATE	ZIP
____		____	____	____	____	____	____
PERSONAL PHONE NUMBER		LAST NAME	MIDDLE	FIRST	CITY	STATE	ZIP
____		____	____	____	____	____	____
ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY							
NAME	ADDRESS	TELEPHONE	RELATIONSHIP				
____	____	____	____				
____	____	____	____				
PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY							
PERSONAL		ADDRESS	CITY		STATE	ZIP	TELEPHONE
____		____	____		____	____	()
BUSINESS		ADDRESS	CITY		STATE	ZIP	TELEPHONE
____		____	____		____	____	()
<input type="checkbox"/> CALL EMERGENCY SERVICE <input type="checkbox"/> OTHER PERSON: _____							
NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY							
(NO CHILD WILL BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)							
NAME				RELATIONSHIP			
____				____			
____				____			

The complete **Identification and Emergency Information** form (LIC 700) is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/lic700.pdf>

APPENDIX L

STATE OF CALIFORNIA
DEPARTMENT OF HUMAN SERVICES

CHILD CARE LICENSURE DIVISION
COMMUNITY CARE LICENSURE

PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

(NAME OF CHILD) _____, born _____ (month/year) _____, is being studied for readiness to enter _____.

(NAME OF CHILD CARE CENTER/SCHOOL) _____, This Child Care Center/School provides a program which extends from _____ to _____.

Hours/Day: _____ Hours/Day: _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, TRUSTEE OR AUTHORIZED REPRESENTATIVE) _____ (PRINTED NAME) _____

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

History of illness/growth failures:

Holding: _____ Allergic reactions: _____

Weight: _____ Insect bites: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Other (include behavioral concerns): _____

Comments/observations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINE RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
MM2 (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
PERTUSSIS (DIPHTHERIA, TETANUS AND ACCELLATED PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MM1 (POLIO, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
MM2 (POLIO AND MUMPS ONLY)	/ /	/ /	/ /	/ /	/ /
MM1 (POLIO AND RUBELLA ONLY)	/ /	/ /	/ /	/ /	/ /
MM2 (POLIO)	/ /	/ /	/ /	/ /	/ /
MM1 (POLIO)	/ /	/ /	/ /	/ /	/ /

SCREENING OF TB RISK FACTORS (Using questionnaire only)

YES NO

The complete **Physician's Report** (LIC 701) is available online at <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC701.pdf>

http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Diabetic_Consent_Form/?i=789

ACCEPTANCE OF HANDBOOK
[REQUIRED FOR ALL SCHOOLS]

St. Jane Frances de Chantal School
Parent / Student Policies Agreement Form

Acceptance of Parent/Student Handbook

Our family has received and read the St. Jane Frances School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures that may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may have been added thereto. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____

Date: _____

Mother's or Guardian's Signature _____

Date: _____

Print student names and grades:

Student's Name

Grade _____

Student's Name

Grade _____

Student's Name

Grade _____

Student's Name

Grade _____

Please return this completed and signed form to the Pre-Kindergarten Director. This form will then be placed in your child's permanent file. Please keep the Handbook for future reference.