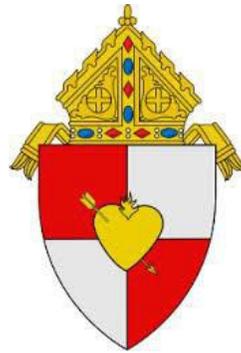


# Cathedral Early Learning Center

10 Sebastian Avenue, St. Augustine, FL 32084  
904-829-2933 [www.Cathedralelc.org](http://www.Cathedralelc.org)



## Family Handbook

2022-2023

Cathedral Early Learning Center  
is operated as a ministry of the Diocese of St. Augustine.

**MOST REV. ERIK POHLMEIER**  
Eleventh Bishop of the Diocese of St. Augustine

**DEACON SCOTT J. CONWAY**  
Superintendent of Schools for the Diocese of St. Augustine

**RHONDA ROSE**  
Assistant Superintendent of Schools for the Diocese of St. Augustine

**JILL VALLEY**  
Director of Cathedral Early Learning Center

## **WELCOME**

Welcome to Cathedral Early Learning Center. This handbook has been written to describe our program, policies, and the myriad of practical details that go into making each school day as happy and successful as possible. Please review it and keep it for reference, as it will answer many of your questions.

## **A NOTE FROM THE DIRECTOR**

We are delighted that you have chosen our center to provide for the needs of your child. On behalf of the staff of Cathedral Early Learning Center, thanks again for choosing us and allowing us to become a part of your family.

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# SECTION 1 – ABOUT CATHEDRAL EARLY LEARNING CENTER

## 1.1 Our Mission

Cathedral Early Learning Center focuses on the Catholic formation of students as young disciples of Jesus Christ. It is our mission to prepare these early learners for higher education by challenging their developing minds and nurturing their spirit while guiding them with faith.

## 1.2 Our Philosophy

Cathedral Early Learning Center strives to provide quality childcare for children. We believe in providing programs that truly enhance the emotional, social, physical, and intellectual growth of young children. We can do this through the efforts of our staff who are dedicated to upholding our high standards and who, most importantly, love children.

## 1.3 Open Door Policy

Cathedral Early Learning Center maintains an open-door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the center, ***subject to COVID-19 restrictions***. In situations where there is custody or domestic issues the following will apply:

- ◆ The center must be provided with the most recent certified copy of the court order and any amendments to the order, i.e. custody order, restraining order, or a protection order from abuse.
- ◆ The center will follow the orders of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parents' signatures).
- ◆ If there is not a copy of a court order or a copy has not been provided to the center then both parents will have equal access to their child. By law, the center may not deny access to a child by a parent without a court order.
- ◆ If there is a verbal or physical conflict the center will contact the police.

## 1.4 State and County Requirements

The Cathedral Early Learning Center is a Catholic Preschool that is under the authority of the Diocese of St. Augustine. Annual/Quarterly inspections are also made by the Fire Marshall, the Superintendent of Catholic Schools for the Diocese of St. Augustine, the Department of Children & Families, and the Florida Catholic Conference Accreditation Program team.

## 1.5 Staff Credentials

The professional staff members are carefully selected for their sensitivity, their care, and love for children, experience with children, and their training, education, and experience in the childhood education field. All of our lead teachers are either credentialed, college-educated, or have obtained their CDA. All other staff is required to attend a 40-hour Florida Department of Children and Families Child Care Training Course and attend at least 30 hours in-service yearly. All staff is certified in CPR and First Aid.

Please report any professional misconduct by school staff or volunteers to the Director.

## 1.6 Hours of Operation

|                                |                   |
|--------------------------------|-------------------|
| June 1, 2022 - August 9, 2022  | 7:00 am – 5:30 pm |
| August 10, 2022 - May 26, 2023 | 6:45 am - 6:00 pm |

## SECTION 2 – ENTRANCE REQUIREMENTS AND FEES

### 2.1 Entrance Requirements

Enrollment is available throughout the year, providing space is available.

Catholic schools in the Diocese of St. Augustine admit students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate based on race, color, nationality, or ethnic origin in the administration of educational and admission policies and other school-administered programs. Additionally, CELC does not discriminate against persons with disabilities based on disability.

Every child in the 3-year-old class and VPK class must be **fully potty-trained and out of diapers and pull-ups. Your child must be able to communicate with an adult that he or she has to go to the restroom.**

- ◆ An occasional “accident” is understandable; however, if your child repeatedly has accidents, you will be called to come to school to change him/her.
- ◆ The issue of potty training can be stressful for a child and by forcing a child to become potty trained permanent emotional damage could occur. Therefore, if within the first three weeks of school your child does not seem to be potty trained, we will ask that you remove your child from the program or be placed in the 2-year-old class, space permitting, until your child is fully trained and feels comfortable with telling a teacher or staff member that he or she has to use the restroom.

The 2-year-old class staff will help your child become fully potty trained. To make this a smoother process, we ask those that are not fully potty trained to attend in pull-ups, not diapers. Please do not drop your child off in a wet or dirty diaper/pull-up.

**The following forms must be in each child’s file before the first day of school. Children will not be admitted to school without the forms listed below:**

- ◆ **Current Registration Form.** A \$200 registration fee for non-VPK and wrap-around children is collected at the time of registration. This is a one-time fee, paid annually, and is in addition to the monthly tuition fee. During the summer, a registration fee of \$25 per session will be collected at the beginning of June for all non-year-round students. **All registration fees are non-refundable.**
- ◆ **Florida State Health Certificate of Immunization (#680) Form** must be submitted to the school office before the first day of school. Religious exemptions will not be accepted.
- ◆ **Florida State Health Examination Form (#3040)** must be submitted to the school office before the first day of school. This form may not be more than two (2) years old.
- ◆ **A birth certificate** must be submitted to the school office before the first day of school.
- ◆ Signed **Permission for Food-related Activities & Special Occasion Food Consumption** form.
- ◆ Signed brochures “*The Flu: A Guide for Parents*” and “*Distracted Adults.*” A parent will be required to sign the former again each September, and the latter each September and April.

Upon receipt of this handbook, the following forms located within must be signed and returned to CELC within 1 week:

- Receipt of Handbook (Section 7)
- Fundraising/volunteer hours Agreement (Attachment III)
- Child Photograph Release Form (Attachment IV)

## **2.2 Tuition**

Fees are based on reserved time and not on the actual time a child spends at the center. There will be no reduction in the basic rate should a child not be in attendance at the center for the contracted time. Parents will also be billed for all days including holidays, sick days, emergency closings, teacher training, and vacation days.

The VPK instructional time of the day is funded by the State. Wrap-around care is available beyond the VPK hours. Wrap-around fees cover instructional VPK days only. VPK wrap-around students pay an additional cost to attend on VPK non-instructional days. See Attachment I.

Current tuition rates are posted on registration forms, the website, and in Attachment I of this handbook.

## **2.3 Tuition Assistance**

The following services may assist if you are in need:

- ◆ Episcopal Children's Services may be able to help. Telephone 904-726-1500 and ask for School Readiness.
- ◆ Child Care Aware of America provides tuition assistance for active-duty Army personnel. Contact 1-800-424-2246 for information.

## **2.4 Multiple Child Discounts**

Cathedral Early Learning Center offers a 10% discount for families with multiple children enrolling in our school. This applies to full-time, year-round enrollment only. This does not apply to VPK students.

## **2.5 Late Payment Policy**

Monthly tuition is due on the 1st of each month. If your tuition is not paid in full by the 15th, a late fee of \$25 will be added to your child's account. Every week that the tuition remains unpaid a \$10.00 fee will continue to be applied to your account. If you are having difficulty making tuition payments, please see the Director in the school office before your account becomes delinquent.

## **2.6 Registration Fees**

A \$200.00 non-refundable registration fee is payable at the time of registration and annually for all students except VPK non-wrap students. Registration fees are not refundable under any circumstances.

## **2.7 Checks and Returned Check Fees**

Checks are accepted as long as they are drawn on a local bank and the date on the check is the same date the check is written. Postdated checks will not be accepted.

In the event your check is refused for payment or returned there will be a Non-Sufficient Funds (NSF) fee assessed in the amount of \$25. Once a check is returned for NSF, checks will no longer be accepted as a form of payment at the center. In addition, child care will be suspended until all fees are paid in full.

## **2.8 Late Pick-Up Fees**

A late fee of \$10.00 will be assessed for children who are not picked up by the closing time of 6:00 P.M. and an additional late fee of \$1.00 per minute. Services can be terminated if this continues to be a problem. If a child is not picked up by 6:30 PM and every attempt to reach an authorized adult has failed, Cathedral Early Learning Center will be forced to contact the sheriff's office to report child abandonment.

## 2.9 Holidays and Scheduled School Closures

Please see Attachment II of this document for a detailed listing of holidays and school closings. This attachment also details VPK start and end dates and summer camp schedules.

## 2.10 Attendance

Because you are paying for your child's spot in our program, full tuition is charged for each month whether your child is present or not.

## 2.11 Vacation

Children are allowed to take one week's vacation each year after completing one full calendar year. Tuition will be charged at 1/2 the normal rate for that week. Written notice is required at least one week before the planned vacation.

## 2.12 Required Supplies

- ◆ *CEL*C requires parents of nonVPK and VPK wrap-around students to provide the student's supplies. A list specific to the teacher will be provided before your child's first day.
- ◆ Additionally, the following items will be needed for your child:

### *Infant Classroom*

Pack-n-Play, sheet for Pack-n-Play, diapers, wipes, diaper cream, bibs, daily supply of premade bottles, pacifier if needed, sippy cup, (2) sets of seasonable change of clothes, sunscreen, bug spray

### *1-Year Old Classroom*

Pack-n-Play, sheet for pack-n-play, blanket, diapers, wipes, diaper cream, bibs if needed, daily supply of premade bottles if needed, pacifier if needed, sippy cup, (2) sets of seasonable changes of clothes, sunscreen, bug spray

(Note: Later in the year a fitted crib sheet will be required as children transition to cots.)

### *2-Year-Old Classroom*

Fitted crib sheet (not a Pack-n-Play sheet), blanket, diapers if needed, pull-ups if needed, wipes if needed, diaper cream if needed, sippy cup or refillable water bottle, 2 sets of seasonable changes of clothes, sunscreen, bug spray

### *3-Year Old Classroom*

2" non-permeable mat, blanket, refillable water bottle, 2 sets of seasonable changes of clothes, sunscreen, bug spray

- ◆ No roll-up mats, sleeping bags, and yoga mats.
- ◆ Place your child's name on ALL ITEMS.
- ◆ All sheets, blankets, and clothing must be kept in a ZIPPED BACKPACK. The backpack will be sent home weekly to be laundered and returned.
- ◆ Please dress your child in comfortable clothing that is easy for them to manipulate by themselves (no snaps or bodysuits!!!). Children will be children and sometimes they will get dirty despite our best efforts to keep them clean, so please dress them appropriately.
- ◆ Comfortable tennis shoes are best for the 2-year-old, 3-year-old, and VPK classes. Please ensure that this type of shoe is worn for both safety and comfort. **DO NOT ALLOW YOUR CHILD TO WEAR BACKLESS SHOES OR SANDALS.**

# **SECTION 3 - ATTENDANCE AT CATHEDRAL EARLY LEARNING CENTER**

## **3.1 Arrival at Cathedral Early Learning Center**

Please leave your cell phones in your vehicles and give your child your full attention during the transition from home to school.

***DROP OFF/PICK UP IS AT THE GATE. PLEASE HAVE YOUR CHILD AT THE SCHOOL NO LATER THAN 9:00 AM TO ENSURE GATE ACCESS. Any child with a fever, respiratory infection, green runny nose, or coughing will not be allowed to remain at school.***

**Please do not leave children unattended in your car, in the parking lot, or on the street.**

Please remember to turn off your engine when leaving your car, and abide by Florida law regarding children's car seats. *Also, please remember this is a school zone and it is necessary to drive slowly and carefully as you are driving down Sebastian Avenue as well as when you pull into and out of the parking lot.*

School Readiness Parents are required to sign their child into the center on the Center Parent Sign In/Out Sheet. This sheet will be available at the gate.

Our teachers work very hard to schedule your child's day and their learning activities. If you have some questions or concerns, please call the office so that we can arrange a time to telephone you and to answer your questions and understand your concerns.

## **3.2 Special Requests**

Parents must follow the policy for Administering Medication if the child is to receive medication during the day. This should be taken care of during arrival time. Parents are requested to notify the teacher or Director if there are any special needs or instructions for the child's day. Special requests must be submitted in writing and may include but are not limited to health issues, family situations, alternative pick-up person, early pick-up time, or any other issues the center should be aware of to best meet the individual needs of the child.

## **3.3 Absences**

Parents are requested to notify Cathedral Early Learning Center if a child will not be in attendance that day. This notification will assist us in more effectively maintaining appropriate child staff ratios. Parents are requested to notify the center if their child is ill. This notification will assist the center to track any illnesses that may occur at the center. Information regarding illnesses will be shared on a need-to-know basis.

## **3.4 Illnesses**

Parents are requested to notify the center Director if their child has a communicable disease so that parents of children in the classroom/center may be notified. Only information about communicable diseases will be shared. The center will follow the center's Confidentiality Policy and procedures.

The center conducts a health check on each child upon arrival to the classroom. A child may not be accepted into the center if staff deems the child is too ill to attend or is contagious.

### **3.5 Termination/Withdrawal from Cathedral Early Learning Center**

The center reserves the right to terminate child care services at any time, with or without cause. Child Care services may be terminated for willful destruction of property if the child poses a threat to the safety and welfare of other children in care, physical or verbal abuse by the parent upon the center staff, insufficient funds that are not repaid promptly, refusal to follow center policies.

Two weeks' written notice is required from parents that are withdrawing their child from the center. Parents are responsible for any fees if proper notification is not provided. Any past due balances are due on the last day of enrollment. Balances remaining after 30 days will be referred to the center's collection agency.

A child who is absent for two consecutive weeks without proper notification to the office will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during these two weeks. To re-enroll, normal registration fees will apply. The child will then be considered for enrollment upon space availability.

### **3.6 Pick-up Policy**

School Readiness parents or authorized adults are required to sign the child out of the center on the Center Parent Sign In/Out Sheet. The parent or authorized adult is responsible for the supervision of the child once the child has been signed out of the center and must walk the child to the car. Parents are requested to handle any center business (payment, conferences with the director, etc.) before checking the child out of the center.

### **3.7 Authorized Pick Up/Emergency Pick Up**

Only authorized persons listed on the Emergency Contact Card are permitted to have access to your child and to remove your child from the center. The following procedures apply:

- ◆ It is the responsibility of the registering parent to notify the center in writing of all persons authorized to pick up your child from the center.
- ◆ Parents are required to complete the Emergency Contact Card at the time of enrollment. Only persons listed on this form will be permitted to remove the child from the center.
- ◆ Persons on the authorized list who are unfamiliar to the staff will be required to show proof of identification with a picture I.D.
- ◆ Changes/updates to the Pick-Up list must be made on the original DCF form located in the office.
- ◆ Individuals must be at least 18 years of age to sign a child in or out of the center.
- ◆ In an emergency, the center will contact the parents first. If the center is unable to reach the parents, the staff will call the persons on the listed form until someone is reached.

It is the parent's responsibility to ensure that an authorized person is available to pick up the child on time.

If a parent or authorized adult appears to be under the influence of alcohol and/or drugs the staff will attempt to contact the other parent or authorized adult on the pick-up list. Cathedral Early Learning Center does not have the right to deny the parent access to their child but the staff will contact the police immediately if the center is not able to contact the other parent or authorized adult to pick up the child.

### 3.8 Attendance

#### 3-Year-Old Children

During the school year, the **academic part of your child's day begins at 8:30 a.m.** Please try to have your child to the center by 8:30 a.m. When children enter the classroom late, it disturbs the entire class. Please try not to pick up your child between 12:15 pm and 1:45 pm, as the children will be napping. Children staying for afternoon daycare **MUST** be picked up no later than **6:00 p.m.** during the school year and 5:30 p.m. during the summer.

#### VPK Children

The following is the 2021-2022 VPK class schedule. If your child will not remain for wrap-around care, please pick him/her up promptly at the VPK class end time.

Ms. Mari      Monday through Friday      9:00 am – 12:00 pm

Please pick up your child at the appropriate time. Children not regularly enrolled in wrap-around **MUST** be picked up at 12:00 pm. Children staying for wrap-around care **MUST** be picked up no later than 6:00 p.m. during the school year and 5:30 p.m. during the summer.

The purpose of the VPK Program is to properly prepare your child for kindergarten. Each day your child will be exposed to lessons that will help him/her meet or exceed the standards set by the state for kindergarten readiness. Therefore, it is critical that you, as a parent, do your part to have your child at the center on time and that he/she attend class regularly.

Our collective goal is that your child attends daily, however, we understand circumstances such as illnesses do arise. The state also understands this, thus they currently will pay up to 20% of missed program hours each month, but not beyond that under any circumstances. If your child consistently misses beyond 20% of the VPK education hours, the center reserves the right to dismiss your child from the program.

If your child is absent, you will be required to complete a form immediately upon your child's return. You will need to indicate dates and reasons for absence. The following are examples of reasons that will be given on the form:

1. Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
2. Physician or dentist appointment;
3. Infectious disease or parasitic infestation;
4. Funeral service, memorial service, or bereavement upon the death of the child's family member;
5. Life-threatening illness or injury of the child's family member;
6. Compliance with a court order (e.g., visitation, a subpoena);
7. Special education or related services;
8. Observance of a religious holiday or service, or because the child's or parent's religion forbids secular activity on an instructional day;
9. Family vacation, not to exceed five excused absences per program year; or
10. Extraordinary circumstances beyond the control of the child and the child's parent.

Parents of VPK students are required to verify their child's attendance each month by signing a Parental Choice Certificate with a full signature on the last instructional day of the month or soon thereafter. Only the following individuals are allowed to sign this form each month:

- 1) The parent who completed the initial paperwork (VPK Child Application and Provider Admission Form) for the state.
- 2) Individuals the custodial parents have authorized to pick up their child regularly.

## SECTION 4 – PARENT INVOLVEMENT

### 4.1 Parent/Guardian Volunteering

As a CELC parent, you are expected to take an active role in the education of your child, and we require parents to **volunteer a minimum of 10 hours per school year**. This requirement does not apply to parents of VPK non-wrap students; however, your volunteer hours are appreciated. There are a variety of ways to fulfill the 10-hour minimum. Please share your special talents and hobbies with us. Children are thrilled to see their parents and grandparents assisting with school projects.

Attachment III is a Fundraising/Volunteer Agreement each non-VPK family and VPK-wrap family are required to sign.

**ALL PARENTS** who plan to volunteer, in any capacity, at the Cathedral Early Learning Center, must complete the volunteer procedures of the Diocese of St. Augustine Administration Policy.

#### 1. Protecting God's Children

You must complete this class. The class is offered throughout the year.

#### 2. Fingerprint Livescan

You must possess an FBI/FDLE clearance via a livescan. This livescan must be performed even if you have obtained a clearance from another organization. The current cost for a volunteer is approximately \$41.25 (price subject to change).

Register for an account at [www.virtus.org](http://www.virtus.org) to schedule for both the Protecting God's Children and the Livescan.

**Until the above procedures are completed, you will not be allowed to volunteer.**

❖ A few examples of **ways to earn volunteer hours** are:

- Assisting teachers with prep work (this may be completed at home)
- Grounds maintenance and campus projects
- Donating items to teachers' wish lists (every \$50 of items donated earns one volunteer hour).

### 4.2 Take Home Activities

Although Cathedral Early Learning Center does not assign "homework" for preschoolers, teachers may send home activities to enhance the child's learning experience.

### 4.3 Parent/Guardian Teacher Conferences

Parent/Guardian teacher conferences will be scheduled at a time convenient for the parent when the teacher has a concern. The parent may also request a conference. If you wish to schedule a conference, please call the office and one will be scheduled with the teacher.

### 4.4 Parent Surveys

Cathedral Early Learning Center is interested in your feedback. Anonymous parent surveys will be distributed at least once per year. Your responses will ensure we are meeting the needs of our families.

## 4.5 Parent/Guardian Rights and Responsibilities

We believe that parents have rights and that their concerns are reasonable and important.

### A Healthy Learning Environment

- Parents have the right to know that their child will be safe at school, both physically and emotionally.
- Parents have the right to know that all children will be treated fairly regardless of race, creed, national origin, economic status, gender, or age and that each child will be treated as an individual.
- Parents have the right to know that the staff is experienced and trained in child development.
- Parents have the right to know that any negative or cruel behavior among students or between students and staff will not be tolerated.

### Clear, Courteous Communication

- Parents have the right to be treated with courtesy by all members of the staff.
- Parents have the right to participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- Parents have the right to know that they can approach a staff member with a concern and that the staff member will listen carefully and will do everything possible to address the issue

### Information on School Policies

- Parents have the right to information on the academic requirements of the school program.
- Parents have the right to inspect their child's record and respond to any statement.
- Parents have the right to be informed of and to appeal school policies.
- Parents have the right to be informed of and to appeal administrative decisions.

### Your Responsibilities are to

- Be involved in your child's education and learning;
- Let the teacher know you are concerned and interested in your child and his progress;
- Set goals with the teacher and share in decisions about your child's care;
- Share information about the child and home that may affect behavior;
- Discuss problems and concerns with the teacher first;
- Show appreciation for teachers;
- Continually upgrade your parenting skills and understanding of children;
- Volunteer to assist the teacher in some way;
- Follow the child care program's policies and reread contract and parent manual regularly;
- Keep your child home when sick unless sick care is provided;
- Read to your child and spend time talking and playing together.

## **SECTION 5 – HEALTH & SAFETY**

### **5.1 Child Abuse and Neglect**

Cathedral Early Learning Center has the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is **1-800-96-ABUSE**.

### **5.2 Confidentiality of Records**

The center maintains the policy that all records of children and families are confidential.

### **5.3 Emergency Closing and Inclement Weather**

If the threat of a natural disaster such as a hurricane, tornado, flooding, etc., is imminent, we will follow the Diocese of St. Augustine for closure guidance. Parents will also be notified via the parent alert system. Once the storm passes and is out of the area, we will assess the center for damage and re-open as soon as possible.

The following steps must be confirmed before opening the center:

- The center must have power and any physical damage must be repaired
- There must be available staff in the center to provide appropriate and required staff-to-child ratio.

Parents are responsible for childcare tuition even if the center is closed due to a natural disaster.

### **5.4 Child Health Services**

Cathedral Early Learning Center is required by the Department of Children and Families to have on file for each child a Physical and an Immunization Record. **Please provide the following forms before your child's first day of school: Physical Examination Form 3040 (good for 2 years) and Immunization – Form 680. These forms must not be expired. You will be required to update when they expire during the school year.**

### **5.5 Child Health Emergencies**

If your child is injured at the center, and the situation necessitates that he/she receives medical attention, the parent will be notified and be asked to pick up the child or meet the child at the emergency room. A signature on the registration form giving CELC permission to have your child transported to the hospital and be seen by a physician is required before entrance.

### **5.6 Insurance/Child Accident Procedures**

We take all precautions to ensure the safety of your child while under our care. However, if a child is hurt at our center the following procedures will be followed:

- ◆ An accident report will be filled out by the child's teacher and depending on the type of injury, the parent may be called.
- ◆ The parent will be asked to review the accident form and provide a signature, and a time and date of the signature. A copy will be provided upon request.

## 5.7 Medication Administration

All medication administered by the center staff must be authorized by the child's parent or guardian by first completing an Authorization of Prescription/Non-Prescription Medication form. **Only medicine that has been authorized by a doctor may be given at the center.** All medicines must be in the original container labeled with the child's name, medication, date, time, method, dosage, and physician's name.

**If non-prescription medication is to be given, a note from the physician, stating the name of the medication and the dosage instructions, must be attached.** Staff will inform the parent/guardian immediately of any noticed side effects or changes in behavior.

Parents are strongly encouraged to give all medications at home. If this is the case, please notify your child's teacher so that any behavioral changes and/or allergic reactions may be noted.

Medication will be stored in a locked secure area inaccessible to children. **NO MEDICATION MAY BE PLACED IN THE CHILD'S CUBBY/BOOKBAG OR LEFT UNATTENDED IN THE CLASSROOM.**

## 5.8 Conditions of Short Term Exclusion

A child will be placed on short-term exclusion, which may include non-admittance when the illness and/or injury is contagious and/or poses significant health and/or safety risk to other children and staff.

## 5.9 Notification of Illness

Parents/Guardians are encouraged to inform staff if their child becomes ill from a communicable disease and of any other health/safety concerns.

If a child appears to have a communicable disease, teaching staff should isolate the child away from the other children and immediately contact the child's parent/guardian.

Children will not be allowed to return to the center until all symptoms have ceased. Depending upon the condition, children may not be allowed to return to the center without a physician's authorization.

**Parents/Guardians will be asked to immediately pick up their children if the following signs, symptoms, or conditions are present:**

- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100<sup>0</sup> F or higher taken under the arm or 101<sup>0</sup> F taken orally.
- Diarrhea - runny, watery, or bloody stools.
- Vomiting - two or more times, vomiting that contains blood, or vomiting followed by severe cramping.
- Severe coughing - the child gets red or blue in the face or makes a high-pitched whooping sound after coughing.
- Eye discharge - thick mucus or pus draining from the eye, or pink eye
- Difficult or rapid breathing
- Ear Discharge
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool and yellowish skin or eyes.
- Head Lice (including nits)
- The child is irritable, continuously crying, or requires more attention than staff can provide without jeopardizing the health and safety of the other children.
- Any other unusual signs, symptoms, or conditions.

### **Readmittance policy for the following contagious diseases.**

- o Strep throat: 48 hours after the start of oral antibiotics or 24 hours after an injection
- o Conjunctivitis/Pink Eye: at least 24 hours after the start of medication and when there is no longer any discharge from the eye(s)
- o Chicken Pox: all lesions are dry and crusted
- o Lice and Scabies: following medical treatment, no “nits”, and a doctor’s clearance letter
- o Impetigo (blisters with honey-colored crusts): at least 24 hours after the start of medication. If blisters continue after treatment begins, the child should be re-examined by a doctor before returning to school
- o Hepatitis: doctor’s statement required

### **5.10 Daily Food and Snacks**

***Due to known and unknown nut allergies of our students, CELC is a nut-free school. For the safety of the children, foods with nuts will not be permitted in our classrooms. Please be sure to check all the ingredients in your child’s lunch, as well as snacks, to ensure you comply with this new policy.***

#### **Each child’s family supplies nutritious snacks and lunches for their child each day.**

Please do not leave food overnight at the center. Place snacks in a Ziploc bag labeled “am snack” and “pm snack” with your child’s first and last name. If you are providing juice for snacktime, please label the containers “am” and “pm” with your child’s first and last name. We will gather together, say grace, and eat our midday meal together.

According to mandatory guidelines from the Department of Children & Families, your child’s lunch must include at least one appropriate portion from the different food groups (meat or protein, fruit or vegetable, dairy, and grain). Refer to [www.choosemyplate.gov/life-stages](http://www.choosemyplate.gov/life-stages) for information regarding nutritional lunches, and be sure to include foods from each of the fruit, vegetable, proteins, grains, and dairy food groups. These foods should be ready to eat (i.e., oranges peeled, whole foods pre-cut). Lunch will be a special part of our day. Lunches should be brought in lunch boxes. The child’s first and last name should appear on all items. **PLEASE, NO GLASS CONTAINERS, NO SODA, AND NO CANDY.** Please feed your child breakfast before bringing him/her to school. **We ask that you do not send breakfast with your child in the morning.** We ask that your child does not come to school eating food.

### **5.11 Dietary Restrictions and Allergies**

You will be provided a Food Related Form. There will be occasional celebrations in which food will be available to your child. Please complete and return to the center so we are aware of any dietary restrictions or food allergies.

## 5.12 Discipline Rationale

Discipline is the effective management of children's behavior with the goal of self-disciplined children. The management technique to be used in any particular situation will be based upon consideration of the particular situation and the individual child. All staff, volunteers, and parents will use the positive guidance methods listed below.

## 5.13 Discipline Procedures

1. Plan ahead to prevent behavior problems. Anticipate problems that may occur and provide intervention or directions in advance. (Ex: Limit number of children in centers. Have activities prepared so children do not have to wait.)
2. Establish clear and simple rules that are age-appropriate. Consistent reminders help reinforce limits. Rules should be stated positively. (Ex: If a child is running, say, "Please use your walking feet. Running feet are for outside", instead of "Don't run!")
3. Be a model for the desired behavior. Treat all children with respect and politeness. (Ex: The teacher has a leaky paint container in her hand. She needs to get to the sink. She asks the children who are in line at the sink if she could please use the sink out of turn, rather than simply cutting in front of the children. They agree, and she remembers to thank them.)
4. Help children to learn problem-solving skills. Give them the language they need to communicate feelings and needs to others appropriately. Work with them to come up with solutions to conflicts.
5. Give hugs and caring. The key to discipline is establishing a nurturing relationship with each child. Children need to know they are accepted and loved no matter how they behave.
6. Reinforce positive behavior. Remember to focus on the specific behavior you wish to see repeated. (Ex: "Jessie, you have worked so hard to put all the blocks neatly on the shelf. Fantastic job!")
7. Overlook small annoyances. Sometimes when behavior is overlooked, not reinforced by attention, it disappears. Unless the behavior is aggressive and someone is in danger of getting hurt, the teacher/caregiver might be wise to let the children work out the problem on their own.
8. Offer positive alternatives to negative behavior. If a child's behavior is unacceptable, suggest alternative choices. (Ex: If a child is throwing blocks, the teacher intervenes by telling the child that blocks are for building. If the child wishes to throw something, he/she can throw a bean bag, or a ball.)
9. Re-direct or divert the child. Substitute an appropriate activity for the unacceptable one. Some inappropriate behaviors are temporary, or situation-specific. In these cases, it is best to alter the environment by redirecting the child to another activity. (Ex: Two children who are good friends have begun to get irritated with each other. Intervene before things get out of hand by engaging them in a new activity.)
10. Help children see behavioral consequences. Since young children are self-centered, it is hard for them to see beyond their own needs. Help them to move from thinking only of themselves to thinking of others by analyzing the consequences of their actions. Discuss their behavior in a non-judgmental way and encourage them to think about its impact on people, objects, and events.
11. Provide renewal time. When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for no more than 2 minutes. The teachers stay with the child to discuss what happened and to help the child regain composure.
12. Implement Behavior Intervention Policy when necessary.

#### 5.14 Discipline Guidelines

1. Time out. There will NOT be any identified space, or chair, reserved for “time out”. Children are not to be isolated indefinitely due to behavior problems. Time out may be used only if stipulated in an individual child’s behavior plan by a licensed mental health consultant.
2. Physical punishment. The use of physical force with children is prohibited. This includes pulling by the arm, grabbing children by the arm/shoulders/neck, hitting, pushing, shoving, etc.
3. Threatening. Children will not be threatened with physical punishment, or with a phone call to parents.
4. Ridiculing or Degrading. There will be no name-calling, belittling, or comparison to other children.
5. Withholding of meals, snacks, or water. Children will not be denied food, water, or any other basic need as a means of discipline.
6. Denying a rest. Children will not be denied rest as a means of discipline.

If a child is exhibiting **extreme challenging behavior**, follow the Behavior Intervention Procedures:

- Provide renewal time.
- When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for no more than 2 minutes. The teacher is to stay with the child in the classroom to discuss what happened and help the child regain composure.
- If necessary, the child may be removed from the classroom if two staff is available to remain with the child at all times.
- If the child is unable to regain control within 30 minutes, the parents or authorized persons may be contacted to pick up the child.

#### 5.15 Standards of Conduct

Cathedral Early Learning Center has guidelines of acceptable conduct all parents, volunteers, and visitors must abide by while on-premises. It is expected that all parties will follow these guidelines and sign this form. We strive to provide a safe learning environment for you and the children. Volunteering in the classroom is strongly encouraged; however; the “Standards of Conduct” must be adhered to at all times.

- Respect and promote the unique identity of each child and family. Refrain from stereotyping on basis of gender, race, ethnicity, culture, religion, or disability.
- Follow program confidentiality policies concerning information about children, families, and other staff members.
- Supervise children at all times. Children will not be left alone or unsupervised while in the center or under the center's care.
- Use positive methods of child guidance. Any use of corporal punishment, emotional or physical abuse, or humiliation is prohibited. Methods of discipline that involve isolation, the use of food as a punishment or reward, time out, or the denial of basic needs are prohibited.
- Refrain from the use of any threatening physical contact or verbal abuse towards individuals connected with the program, other parents, or volunteers.
- Refrain from smoking on the premises and during all center or parent activities. Cathedral Early Learning Center adheres to a "Smoke-Free Environment."
- Refrain from illegal activities while on the premises or in attendance at center activities. Cathedral Early Learning Center prohibits theft, firearms, alcohol, explosives, and illegal substances on the premises and during all center or parent activities.
- Refrain from harassment. Any cause of disharmony of any kind will not be tolerated.

## **5.16 Visitor Policy**

All volunteers and visitors shall check in at the designated area for check-in and obtain permission for the visitation and a visitor's pass. Visitation by a non-enrolled child unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the Center Director. Only persons with legal authority to do so shall be allowed to question a child on the property without the consent of the child's parents or legal guardian.

Because staff, children, and parents should at all times feel that the school and work environment is safe and not hostile, all visitors to the property shall comply with all policies while on the property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.

- Any parent, volunteer, or visitor who is disruptive, threatening, or abusive will be asked to relocate to a location in the facility where children are not present and where the matter can be discussed and resolved professionally.
- If the person refuses to relocate or continues to act inappropriately, the person will be asked to leave the premises. If the person refuses to leave, staff will notify appropriate law enforcement personnel. Should the person subsequently return to the property and again act in a manner that is disruptive, threatening, or abusive, or if the initial incident is so extreme that the teachers are concerned about the person returning to the facility, the person shall be informed in writing that he/she may be prohibited from returning to the property.
- Any person who believes that he/she has wrongfully been asked to not return to the property must first leave the property as requested, but may subsequently appeal the decision in writing to the Center Director.
- A final decision will be made and the person will be notified in writing that he/she may not return to the property except under-expressed conditions.
- Notwithstanding the above, center personnel shall always have the authority to notify appropriate law enforcement personnel should any person or property violate criminal statutes.

This policy shall be posted in a place visible to all.

## **5.17 Child Photography Release Form**

Attachment IV Consent form is for use of photographs of your child in news articles, school brochures, and publications.

## **SECTION 6 – CLASSROOM ACTIVITIES**

### **6.1 Curriculum**

Preschool teachers will use the Nemours Learn Every Day for Preschool and Bright Start curriculum to plan specific activities that promote school readiness. The curriculum will be based on helping children to attain positive school readiness outcomes.

Infant, one-year-old, and two-year-old teachers will use Kaplan's Beyond Cribs and Rattles, Kaplan's Beyond Centers and Circle Time, and a variety of infant-toddler curriculum resource books to plan appropriate activities for children.

Since this is a religious preschool based on Catholicism, we will talk about God and our relationship with Him in everything we do. We will stress how much God loves each of us and that we are special to Him. Catholicism will be interwoven in most lessons, and Bible stories will be included

### **6.2 Field Trips**

The Diocese prohibits field trips for safety purposes.

### **6.3 Personal Belongings and Toys**

Personal items from home may only be brought on designated "show and tell" days between August and May. Please do not allow your child to bring toys on any other day. Show and tell is a very fun day for the children to share something special with their friends. Toy weapons or fighting toys are not permitted.

### **6.4 Assessments**

Assessments will be performed two times a year for infants, one-year-olds, and two-year-olds. These assessments will take place in September and May. Three-year-old and VPK classes will be assessed in September, January, and May. The VPK classes will be assessed utilizing the Star Early Literacy assessment. Additionally, the VPK classes, along with the three-year-old class will be assessed utilizing a Diocese assessment. Assessment results will be sent home to the parents after the results have been recorded. Should any concerns need to be addressed, the teacher will request a parent/teacher conference. The parent may also request a conference.

Children at every level will have a portfolio that includes a sampling of the child's progress. Depending on the age of the child, these samples may include, literacy and numeracy assessments, artwork, dictation, writing samples, pictures, anecdotal notes, photos, etc. Portfolios for infants and toddlers may also include copies of daily notes, growth charts, and other developmental checklists. At the time of a child's transition to the next class, the teacher will pass the portfolio up to the next teacher. At the time of a child's transition to kindergarten, the teacher will send the portfolio home.

The teaching staff will use a variety of strategies to promote and support children's learning and developmental progress based on the observations, individualization, and ongoing assessment of each child. Information will be gathered from teachers and parents.

## **6.5 Transitioning Children from Class to Class**

If it becomes necessary during the year to move a child up to the next class, Cathedral Early Learning Center will strive to make as smooth a transition as possible for the child, the parents, and the teachers. Parents will be informed both verbally and in writing. The child will transition slowly over a few days.

## **6.6 Transitioning from PreK to Kindergarten**

In May or June of each year, Cathedral Early Learning Center will provide activities to aid in the smooth transition of preschool children to kindergarten. These activities may include one or more of the following: the distribution of kindergarten registration and transition packets, a graduation ceremony, a visit to a nearby Catholic elementary school, and a mini workshop for parents.

# SECTION 7 – RECEIPT OF PARENT HANDBOOK

## 7.1 Receipt of Parent Handbook

(This page to remain on file in the center.)

I have received a copy of Cathedral Early Learning Center’s Parent Handbook and agree to abide by the policies.

Parent of \_\_\_\_\_ (child’s name).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# Attachment I

## Cathedral Early Learning Center - Fee Schedule

**July 1, 2022 – June 30, 2023**

*VPK begins on August 10, 2022. Care is available before that date at the four-year-old NON-VPK rate.*

**Hours of Operation: May 31, 2022 - August 9, 2022: 7:00 am – 5:30 pm**  
**August 10, 2022 – May 27, 2023: 6:45 am – 6:00 pm**

**Registration fee (non-refundable): \$200**

Registration fee for current students is due before July 1, 2022.  
Registration fee for new students is due with the registration form.  
*(Does not apply to VPK students not electing wrap-around care)*

*(Rates effective July 1, 2022 – June 30, 2023)*

### FULL-TIME RATES

**Infant classroom:** \$275.00 per week or \$1,100.00 per month  
**One-year-old classroom:** \$245.00 per week or \$980.00 per month  
**Two-year-old classroom:** \$230.00 per week or \$920.00 per month  
**Three-year-old classroom:** \$190.00 per week or \$760.00 per month  
**Four-year-old NON-VPK:** \$170.00 per week or \$680.00 per month  
**\*VPK Full Time Wrap:** \$150.00 per week or \$600.00 per month

**Graduated VPK & older summer rates:** \$170 per week or \$680 per month

.....OR.....

### PART-TIME RATES

*Same days each week – based on space availability*

|  |             |
|--|-------------|
| <b>Infants, One-year-olds, Two-year-olds</b>                               | \$65.00/day |
| <b>Three-year-olds &amp;<br/>Four-year-olds (NON-VPK in VPK classroom)</b> | \$50.00/day |
| <b>*VPK Before &amp; Aftercare</b>   | \$35.00/day |
| <b>Graduated VPK &amp; older<br/>summer rates</b>                          | \$50.00/day |

*\*The VPK instructional time of the day is funded by the State. Wrap-around care is available beyond the VPK hours and the above fees cover instructional VPK days only. VPK students may pay the following additional cost to attend on VPK non-instructional days.*

*VPK students opting for full time wrap: additional \$20/day*  
*VPK students opting for part-time wrap: additional \$15/day (on days selected at registration)*

*\*\*Parents with children enrolled through the School Readiness Program are required to pay the difference between the Private Pay rates and the School Readiness rates.*

## Attachment II

### CELC SCHEDULE - July 2022 through June 2023

|                           |   |
|---------------------------|---|
| July 4                    | Independence Day Holiday                    |
| August 10                 | VPK School Year Begins                      |
| September 5               | Labor Day Holiday                           |
| October 17                | Parent-Teacher VPK Conference – No VPK      |
| November 11               | Veterans Day Holiday                        |
| November 23 - 25          | No VPK                                      |
| November 23               | Center closes at 12:00 pm                   |
| November 24-25            | Thanksgiving Holidays                       |
| December 21 – 23, 26 - 30 | NO VPK                                      |
| December 22               | Center closed at 12:00 pm                   |
| December 23               | Closed for Christmas Eve Holiday            |
| December 26               | Closed for Christmas Holiday                |
| December 29               | Center closed at 12:00 pm                   |
| December 30               | Closed for New Year's Eve Holiday           |
| January 2                 | Closed for New Year's Day Holiday           |
| January 3                 | NO VPK                                      |
| January 16                | Martin Luther King Holiday                  |
| February 6                | Parent-Teacher VPK Conference – No VPK      |
| February 20               | Presidents' Day Holiday                     |
| March 13-17               | NO VPK – VPK Spring Break                   |
| April 7                   | Closed for Good Friday                      |
| April 10                  | NO VPK                                      |
| May 1                     | Parent-Teacher VPK Conference – No VPK      |
| May 25                    | Last Day of VPK                             |
| May 29                    | Memorial Day Holiday                        |
| May 30                    | Summer Camp for Rising VPK and older begins |

- CELC follows guidance of Diocese of St. Augustine for weather emergencies.
- Parents will be notified by text message in event of closures.

Attachment III

FUNDRAISING/VOLUNTEER HOURS

Cathedral Early Learning Center families, with children attending the infant, 1, 2, and 3-year-old programs, as well as children in VPK who take advantage of wrap-around care, are required to donate 10 volunteer hours. Those that only attend our VPK program are welcome to volunteer, and the hours worked are deeply appreciated.

The time and talents each family donates are extremely beneficial to our school, and the children are thrilled to see their parents and grandparents assisting with school projects and classroom needs.

Each family has the opportunity to opt out of the 10 volunteer hours by paying a Fund Raising Fee at the beginning of the school year.

Please make one of the following choices:

- Fulfill a minimum of 10 volunteer hours. These hours may be fulfilled by assisting teachers with special projects, assisting the school with to-be-announced special campus projects, and purchasing items for the classrooms (each \$50 will earn one volunteer hour).
  
- Pay a \$500.00 Fund Raising Fee at the beginning of the school year. This fee exempts your family from performing the 10 volunteer hours.

NAME(S):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Printed Name

Date

STUDENT NAME(S): \_\_\_\_\_

Attachment IV



**Diocese of Saint Augustine**

Catholic Center  
11625 Old St. Augustine Road  
Jacksonville, Florida 32258  
(904) 262-3200

***Child Photography Release Form – 2022-2023 School Year***

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Without compensation, I hereby grant permission to the Catholic Diocese of Saint Augustine to use and reproduce photographs and/or videos taken of my child. These photographs may be used for news and editorial purposes in publications and other electronic reproductions (websites and video) and/or brochures. In addition, I grant my permission to alter the same photos without restriction and to copyright the same. I hereby release the photographer, the journalists, and the publications or media outlets they represent, as well as, the parish/church and/or school involved, the Bishop of the Diocese of St. Augustine, a corporation sole, the Catholic Diocese of Saint Augustine and all of their employees and agents, from all claims and liability relating to said photographs.

Child's Name (Printed): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_