

# Cathedral Early Learning Center

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



## Family Handbook

2020-2021

***NOTICE: UNTIL THE PASSING OF THE THREAT OF COVID-19, ANY REFERENCE HEREIN TO ANYONE OTHER THAN STAFF OR CHILDREN ON CAMPUS IS TO BE DISREGARDED.***

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

**MOST REV. FILIPE J. ESTÉVEZ**  
Tenth Bishop of the Diocese of St. Augustine

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

**THERESA LITTLE**  
Coordinator of Early Learning for the Diocese of St. Augustine

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

**PEGGY WOODS**  
Center Manager 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. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier. 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.

# **TABLE OF CONTENTS**

## **SECTION 1 – ABOUT THE CENTER**

- 1.1 Our Mission**
- 1.2 Our Philosophy**
- 1.3 Open Door Policy**
- 1.4 State and County Requirements**
- 1.5 Staff Credentials**
- 1.6 Hours of Operation**

## **SECTION 2 – ENTRANCE REQUIREMENTS AND FEES**

- 2.1 Entrance Requirements**
- 2.2 Tuition**
- 2.3 Tuition Assistance**
- 2.4 Multiple Child Discounts**
- 2.5 Late Payments**
- 2.6 Registration Fees**
- 2.7 Returned Check Fees**
- 2.8 Late Pick-up Fees**
- 2.9 Holidays & Scheduled School Closings**
- 2.10 Attendance**
- 2.11 Vacation**

## **SECTION 3 – ATTENDANCE**

- 3.1 Arrival**
- 3.2 Special Requests**
- 3.3 Absences**
- 3.4 Illnesses**
- 3.5 Termination or Withdrawal**
- 3.6 Pick Up Policy**
- 3.7 Authorized Persons for Pick Up or Emergencies**
- 3.8 Attendance**

## **SECTION 4 – PARENT INVOLVEMENT**

- 4.1 Parent/Guardian Volunteering**
- 4.2 At Home Activities**
- 4.3 Parent/Guardian/Teacher Conferences**
- 4.4 Parent Surveys**
- 4.5 Parent/Guardian Rights and Responsibilities**

## **SECTION 5 – HEALTH & SAFETY**

- 5.1 Child Abuse and Neglect Reporting**
- 5.2 Confidentiality of Records**
- 5.3 Emergency Closing and Inclement Weather**
- 5.4 Child Health Services**
- 5.5 Child Health Emergency**
- 5.6 Insurance/Child Accident Procedures**
- 5.7 Medication Administration**
- 5.8 Conditions of Short Term Exclusion**
- 5.9 Notification of Illness**
- 5.10 Clothing and Supplies**
- 5.11 Daily Food and Snacks**
- 5.12 Dietary Restrictions and Allergies**
- 5.13 Discipline Rationale**
- 5.14 Discipline Procedures**
- 5.15 Discipline Guidelines**
- 5.16 Standards of Conduct**
- 5.17 Visitor Policy**
- 5.18 Photography Release Form**

## **SECTION 6 – CLASSROOM ACTIVITIES**

- 6.1 Curriculum**
- 6.2 Field Trips**
- 6.3 Toys from Home**
- 6.4 Assessments**
- 6.5 Transitioning from Class to Class**
- 6.6 Transitioning from Pre-K to Kindergarten**

## **SECTION 7 – RECEIPT OF PARENT HANDBOOK**

- 7.1 Receipt of Handbook**

## **ATTACHMENTS**

- I. 2020-2021 Tuition Rates**
- II. 2020-2021 Scheduled Closings**
- III. Fundraising/Volunteer Hours**
- IV. Child Photography Form**

# 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 to lead with faith and excellence.

## 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 are able to 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.

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 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 parent 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 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. The center is licensed by the Florida Department of Children and Families, License #C04SJ0013. Annual/Quarterly inspections are also made by the Fire Marshall and the Superintendent of Catholic Schools for the Diocese of St. Augustine.

## 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 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 - August 10, 2020	7:00 am – 5:30 pm
August 11 - May 28, 2021	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 on the basis of race, color, nationality, or ethnic origin in administration of educational and admission policies and other school administered programs. Additionally, CELC does not discriminate against persons with disabilities on the basis of disability.

**\*\*\*3 and 4 year olds must be taken to the restroom before dropping in classroom\*\*\***

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 on 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 go potty.

The 2-year-old class staff will help your child become full potty trained. In order 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 prior to the first day of school. Children will not be admitted to school without the forms listed below:**

- ◆ **Current Registration Forms** must be completely filled out. 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. In addition, a \$100 supply fee for all non-VPK children and VPK wrap around children will be due by the first day of school. During the summer, a registration fee of \$25 per session will be collected at the beginning of June. **All registration and supply fees are non-refundable.**
- ◆ **Florida State Health Certificate of Immunization (#680) Form** must be submitted to the school office prior to the first day of school. Religious exemptions will not be accepted.
- ◆ **Florida State Health Examination Form (#3040)** must be submitted to the school office prior to the first day of school. This form may not be more than two (2) years old.
- ◆ **Birth Certificate** must be submitted to the school office prior to the first day of school.
- ◆ **“The Flu” A Guide for Parents** signed acknowledgement form.
- ◆ Fundraising/Volunteer Form
- ◆ Photography Form

## **2.2 Tuition**

Fees are based on reserved time and not on actual time that 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 holiday, sick, emergency closings, teacher training, and vacation days. Current tuition rates are posted on the registration forms, the website, and on Attachment 1 of this handbook.

## **2.3 Tuition Assistance**

The following services may provide assistance 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.
- For a limited time, essential workers (i.e., doctors, nurses, police, firefighters, certain health care personnel) can get assistance through the CARES Act. Contact your Human Resources Department.

## **2.4 Multiple Child Discounts**

Cathedral Early Learning Center offers a discount of 10% for families with more than one child enrolling in our school. This applies to full-time, year round enrollment only.

## **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 prior to your account becoming delinquent.

## **2.6 Registration Fees**

A \$200.00 non-refundable registration fee is payable at the time of registration and annually for all families not VPK only. 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 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 each month whether your child is present or not.

**2.11 Vacation**

Children are allowed to take one week 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 prior to the planned vacation.

# **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.

***DUE TO COVID-19, ONLY STAFF MEMBERS AND CHILDREN ARE ALLOWED ON CAMPUS. DROP OFF/PICK UP IS AT THE GATE. PLEASE HAVE YOUR CHILD TO THE SCHOOL NO LATER THAN 9:00 AM TO ENSURE GATE ACCESS. For the safety of the children and staff, your child's temperature will be taken prior to entering the campus and during the day. 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 in 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 to more effectively maintain 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 the communicable disease 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 last day of enrollment. Balances remaining after 30 days will be referred to the center's collection agency.

In the event that a child is absent for two consecutive weeks, without proper notification to the office, the child 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 this two-week period. To re-enroll, normal registration/supply 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 located in the child's classroom. The parent or authorized adult is responsible for supervision of the child once the child has been signed out of the center and must walk their child to the car. Parents are requested to handle any center business (payment, conferences with director, etc.) prior to 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 time of enrollment. Only persons listed on this form will be permitted to remove the child from the center.
- ◆ Persons on the authorized list but 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 in order 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 day care **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 2020-2021 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 on a regular basis.

Obviously, 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 reason 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, 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 the 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 on a regular basis.

## **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 nonwrap 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 activities.

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 successfully complete this class; it is offered monthly 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 \$43 (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:

- Covering a classroom during naptime so the staff can attend staff meeting/in-service training
- Grounds maintenance
- Substitute teaching, aides in the classrooms
- Assisting at various parties or events in your child’s classroom or for the school

### **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 visit schools and classes.
- 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 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 of 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 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 child care tuition even in the event that the center is closed due to 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 prior to 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 receive 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 prior to entrance.

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

We take all pre-cautions to insure the safety of your child while under our care. However, in the event that 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 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 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 a 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 physicians' 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 - child gets red or blue in the face or to make 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)
- 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 doctor prior to returning to school
- o Hepatitis: doctor’s statement required

### **5.10 Clothing and Supplies**

Please place your child’s name on any change of clothes and all other items that are brought to school such as mats, blankets, pillows and lunch boxes.

Each child is required to bring an extra set of **seasonally appropriate** clothing in case of accidents. If your child brings pillows, blankets, or a special security item to sleep with, all these items must be able to fit into his/her zipped backpack. **Please no roll up mats or sleeping bags.**

#### ***Infant Classroom***

Please provide a Pack-n-Play, sheets, daily supply of bottles, healthy lunches, snacks (am/pm), diapers, wipes, diaper rash cream, changes of clothing, and pacifier if needed.

#### ***1-Year Old Classroom***

Please provide healthy lunches, snacks (am/pm), diapers, wipes, and changes of clothing. Cot is supplied by the school for napping. Please provide a sheet and blanket.

#### ***2-Year-Old Classroom***

One plastic, 1” thick, non-permeable mat for rest and/or naptime. If the mat rips or tears during the school year, you are required to purchase a new one immediately.

Please insure that your child’s clothing is comfortable, 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 insure that this type of shoe is worn for both safety and comfort. **PLEASE DO NOT ALLOW YOUR CHILD TO WEAR BACKLESS SHOES OR SANDALS.**

## 5.11 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, and as well as snacks, to ensure you are in compliance with this new policy. Additionally, a two year old classroom instructor has a severe fish allergy. If your child is in the two year old classroom, please do not send your child with any type of fish such as tuna fish, shrimp, etc.*

### 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. Your child's teacher will instruct you where she would like these snacks placed daily. The school will supply 100% juice to supplement your child's morning and afternoon nutritious snack. We will gather together, say grace, and eat our midday meal together. The center offers the opportunity to purchase lunch. A different restaurant serves each day of the week. Please see the office for details. If lunch is not purchased from the center, parents must provide lunches for their child(ren).

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 (i.e., meat or protein, fruit or vegetable, dairy, and the grain group). Refer to [www.choosemyplate.gov/health-and-nutrition-information](http://www.choosemyplate.gov/health-and-nutrition-information) 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.

## 5.12 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.

## 5.13 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:

## 5.14 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 in a positive way. (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 a 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 a 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 behaviors that are inappropriate 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 a period of 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.

### **5.15 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.

In the event that 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.

### **5.16 Standards of Conduct**

Cathedral Early Learning Center has guidelines of acceptable conduct that 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.

### **5.17 Visitor Policy**

All volunteers and visitors shall check-in at 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 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 in a professional manner.
- If the person refuses to relocate or continues to act in an inappropriate manner, 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 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 clearly visible to all.

### **5.18 Child Photography Release Form**

Attachment IV Consent form for use of photographs of 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/Toddler teachers will use The Creative Curriculum for Infant/Toddlers, and a variety of Infant-Toddler curriculum resource books to plan appropriate activities for children.

Other approved curriculum resource books will be used to supplement the curriculum.

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 the center 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 infant toddlers. These assessments will take place September and May. Three year old and VPK classes will be assessed September, January, and May. The VPK classes will be assessed utilizing a VPK program 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 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 which 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.

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 the course of 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  
July 1, 2020 – June 30, 2021 Tuition Rates**

*CELC is changing its enrollment to rolling beginning July 1, 2020. Enrollment for all current infants through 3 year olds will be effective July 1, and re-enrollment will be by July 1 moving forward. Students enrolling on a future date will re-enroll on their anniversary date.*

*VPK begins August 11, 2020. Care is available prior to that date at a rate of Four year old NON VPK.*

**Hours of Operation: June, 2020 – August 10, 2020: 7:00 am – 5:30 pm  
August 11, 2020 – May, 2021: 6:45 am – 6:00 pm**

**Annual Enrollment Fee Due with Registration Papers: \$200  
(Does not apply to VPK students not electing wrap around care)**

**FULL TIME TUITION RATES**

***Infants:*** \$250.00 per week or \$1,000.00 per month  
***One year olds:*** \$230.00 per week or \$920.00 per month  
***Two year olds:*** \$215.00 per week or \$860.00 per month  
***Three year olds:*** \$175.00 per week or \$700.00 per month  
***Four year old NON VPK:*** \$155.00 per week or \$620.00 per month  
***VPK Full Time Wrap:*** \$140.00 per week or \$560 per month

**2020-2021 VPK Student Wrap (full time) July 27 – August 10: \$341  
(VPK educational program begins August 11)**

.....OR.....

**PART TIME TUITION RATES**

***Same days each week – if space available***

<b><i>Infants, One Year Olds, Two Year Olds</i></b>	<b>\$65.00/day</b>
<b><i>Three Year Olds &amp; Four Year Olds (NON-VPK in VPK classroom)</i></b>	<b>\$50.00/day</b>
<b><i>VPK Before &amp; Aftercare</i></b>	<b>\$30.00/day</b>
<b>2020-2021 VPK Student Wrap July 27 - August 10</b>	<b>\$50.00/day</b>

**Attachment II**  
**CELC SCHEDULE**  
**July, 2020 through June, 2021**

July 1	Transition to Revolving School Year 1 <sup>st</sup> day of classes for current infants through non-PK (enrollment is for a 12 month period)
July 3	Independence Day Holiday
August 11	VPK School Year Begins
September 7	Labor Day Holiday
October 12	Parent-Teacher VPK Conference – No VPK
November 11	Veterans Day Holiday
November 23 – 25	No VPK
November 25	<i>Thanksgiving Holiday – Center closes at 12:00 pm</i>
November 26-27	Thanksgiving Holidays
December 21 – 23, 28 -30	NO VPK
December 24-25	Christmas Holidays
December 31 - January 1	New Year’s Holidays
January 11	Parent-Teacher VPK Conference – No VPK
January 18	Martin Luther King Holiday
February 15 <sup>th</sup>	Presidents’ Day Holiday
March 29	Parent-Teacher VPK Conference – No VPK
April 1	No VPK
April 2	Good Friday – School Closed
April 5 – 9	No VPK
May 28	Last Day of VPK
May 31	Memorial Day
June 1	Summer Camp for Rising VPK and older begins June Session and July Session Available

- **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 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 hours worked are deeply appreciated.

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

We understand that some families have a difficult time fulfilling these hours, due to busy work schedules. Therefore, 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 in classroom events, assisting teachers with special projects, as well as assisting in any potential fundraising events.
  
- 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 – 2020-2021 School Year***

--

Without compensation, I hereby grant permission to the Catholic Diocese of Saint Augustine to use and reproduce photographs and/or video 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: \_\_\_\_\_