St. Mary’s Preschool

LEARNING WITH FAITH

ST. MARY’S SQUIRES

Parent Handbook
2015-2016

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1 GENERAL INFORMATION

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

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

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

Our Christian principles provide that:

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

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.
1.2 Parent or Parent-Teacher Organizations

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

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

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

1.3 Philosophy and Mission

Philosophy: St. Mary of the Assumption School, in partnership with parents, provides a traditional Catholic environment to educate the whole child: spiritually, academically, physically, and socially to each individual's unique potential. Making no distinction regarding gender, race, religion or social position, St. Mary's begins in preschool to nurture and develop the children entrusted to our care to become faithful Catholics, persons of integrity, productive citizens and life-long learners.

Mission: In the culturally and economically diverse community of the Santa Maria Valley, St. Mary of the Assumption School strives to provide a quality preschool through 8th grade education in a Catholic environment where teachers facilitate opportunities for children to develop spiritually, academically, physically and socially to each individual's unique potential.
1.4 School-wide Learning Expectations (SLE’s)

A graduate of St. Mary's is a faithful Catholic who:
- Dedicates service to God, the Church, family and community
- Practices and applies Church teachings
- Has strong morals and ethics
- Prays using memorized and spontaneous prayer
- Demonstrates basic knowledge of the foundations of their faith and Church teachings
- Uses and understands Scripture
- Enthusiastically responds at Mass and communal prayer
- Is forgiving
- Cares for the environment

A graduate of St. Mary's is a life-long learner who:
- Is prepared academically for success in high school
- Uses technology properly to communicate, acquire information, and solve problems
- Thinks critically and creatively
- Reads, writes and speaks effectively
- Has an understanding and appreciation for the fine arts
- Seeks clarification and further education
- Gathers, organizes, and applies information

A graduate of St. Mary's is a person of integrity who:
- Is courteous and demonstrates self control
- Takes responsibility for their actions
- Respects themselves, authority, and all of God's diverse creation
- Responds to all situations in a Christian manner
- Makes moral choices according to the teachings of the Catholic Church
- Is aware of local and global issues
- Is able to appreciate and understand our multicultural society
- Assesses their own strengths & areas for improvement
- Practices personal hygiene, proper nutrition, physical fitness, and safety guidelines

A graduate of St. Mary's is a productive citizen who:
- Works independently and cooperatively with others
- Analyzes, evaluates and initiates positive change
- Communicates effectively, listens compassionately and critically
- Observes, experiments, discovers, and reaches solutions
- Formulates, asks and answers questions
- Displays the elements of good sportsmanship
- Sets goals, problem-solves, manages time, and accepts responsibility for their choices
- Develops healthy relationships
1.5 **History of St. Mary of the Assumption School**

In 1938, at the request of Archbishop Joseph Cantwell of Los Angeles, the Sisters of St. Francis accepted the responsibility of staffing the new parish school being built in Santa Maria, a small agricultural town with a population of approximately 8,000. When the four teaching sisters arrived with one housekeeper, the pastor, Reverend Thomas Murphy, graciously welcomed them. The sisters were introduced to their temporary home, the rectory. Because the convent was not quite ready for occupancy, Father Murphy and his assistant, Father Vandenberg, moved to the Santa Maria Inn.

On September 14, 1938, after Mass in honor of the Holy Spirit, St. Mary's School was officially opened with an enrollment of 59 students in four classrooms, two grades in each room. On Sunday, October 2, 1938, Archbishop Cantwell, in the presence of a large number of adults and the school children in their new uniforms, blessed the school building, the crucifixes for the classrooms and the United States flag, which was then raised and saluted with proper ceremonies. Although their classes were small, the sisters were very busy indeed, initiating the children into the traditions of Catholic school life. They celebrated all feasts, religious and secular, with great enthusiasm. They formed a children's choir, taught music lessons, practiced procession for Forty Hours, May Crowning, and Corpus Christi. They prepared the children for their First Confession, First Holy Communion, and for Confirmation. Besides teaching Catechism to the children of the parish who were not attending St. Mary's School, they went on Saturdays and Sundays to the parish churches in Guadalupe and Los Alamos to teach the children there. The first school year closed on the Feast of the Sacred Heart, June 16, 1939, with solemn graduation exercises for three girls and three boys in the parish church.

In September 1939, 104 children were enrolled. So gradually did the school population increase that all children were accommodated in four classrooms until 1948 when four new classrooms were added. That year brought several improvements: the field across from Cypress Street was fenced in and became the main playground; the new public address system proved a special blessing for as yet there was no hall in which to hold school assemblies.

As Santa Maria grew, so did St. Mary's parish and school. In 1958, the new church was built. During the years 1963-1964, eight additional classrooms were built and in 1965 the Parish Hall was added on the site of the previous church building. School population continued to grow until 1971, when for many reasons, among them the erection of another parish and school in the city, the number of children decreased and one of the first grade classes was eliminated. In each succeeding year, a class was dropped until eight classes remained, 1st-8th grade. 1985 saw the addition of a kindergarten class.

St. Mary's celebrated its 50th year of service in the field of education in 1988. The year was filled with various activities, among which was the donation of the mosaic of St. Mary of the Assumption by the alumni and loyal friends. It adorns the front of the school building. The last of the Franciscan sisters moved away in June of 1998 after serving the school faithfully for 60 years. The first lay principal was then appointed. On November 1, 1999, the Feast of All Soul's Day, a preschool opened in the vacated convent.

St. Mary's School has continued to challenge students by expanding math, science, and technology programs. St. Mary's prepares children from throughout Santa Maria Valley to be faithful Catholics, lifelong learners, persons of integrity, and productive citizens.
1.6 School Organization, Staff Roles and Responsibilities

Pastor and Principal: St. Mary of the Assumption School is governed by the pastor, and the principal runs the day-to-day operations of the school.

Preschool Staff: The preschool director runs the day-to-day operations of the preschool. The preschool teachers are responsible for the education and well-being of the children during the day. Teachers will maintain a professional relationship with all families.

1.7 List of Preschool Personnel

Director       Mary Rowell
Teacher        DeAnna Barragan
Teacher        Shannon Byrne
Teacher        Irene Gracia
Teacher        Linda Larr
Teacher        Nirosha Madapathagedona
Teacher        Rosa Reyes
Principal      Mrs. Michelle Cox

1.8 Preschool Map
1.9 Clothing

Children are to wear weather appropriate play clothes each day. The days' activities may include painting, cooking, play dough, water play, or various other "messy" projects. Accidents do occur sometimes while involved in one of these projects. Make sure clothing is washable and comfortable. Shoes should be comfortable and safe. No open backs or open-toed sandals, or flip flops, boots or dress up shoes. These tend to be dangerous during outdoor activities. Good sturdy tennis shoes are always a safe bet. Each child should also have appropriate outdoor attire (jacket, sweatshirt) each day as some activities will be held outside, weather permitting. Please mark all clothing with your child's name, boldly and clearly.

We require each child to have a complete change of clothes on site, just in case, we also ask for a change of shoes. Place the clothing in a clear shoe box, with your child's name clearly written on it.

1.10 Preschool Schedule and Calendar

The preschool is open from 6:30 A.M. to 6:00 P.M. Monday through Friday except for the following holidays:

- Labor Day
- Veteran's Day
- Close at 3:00 P.M. the day before Thanksgiving
- Thanksgiving and the Friday following
- Christmas Eve (1/2 day)
- Christmas Day
- New Year's Eve (1/2 day)
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July

*On occasion, the day before or after Christmas and New Years, dependent on how days fall each calendar year.*

The preschool will be open 12 months of the year. Tuition is paid for holidays as tuition is based on yearly attendance not daily attendance. Each family is allowed a two (2) week tuition-free vacation each year provided two (2) week written notice is given and tuition is current. The preschool will also be closed for two in-service days in August and another floater in-service day during the school year. This is so the teachers may attend professional growth workshops/meetings to better meet the needs of the preschool children. These dates will change on a yearly basis.

If the parent is late picking up (i.e. after 6:00 p.m.) the child from school more than 3 times, enrollment may be terminated by the preschool.
DAILY SCHEDULE
The preschool is open 6:30am-6:00pm. The following is a typical schedule and is subject to change.

6:30-8:00 INSIDE FREE CHOICE
Welcome children and direct them to indoor free choice activities that will be set up for them. These activities will include but are not limited to: puzzles, books, dress-up activities, blocks, art, games, and puppets.

8:00-9:00 INSIDE LEARNING ACTIVITIES
Children will rotate between snack and activities such as small group, art, cooking/science projects, play dough, painting, story-time, and journals. Groups may also rotate to an outside activity.

9:00-9:30 CHAPEL AND MUSIC TIME
The children will participate in a prayer experience and music in the chapel. The alphabet of the week will also be presented at this time.

9:30-10:00 INSIDE LEARNING ACTIVITIES AND GROUP TIME

10:00-11:30 OUTSIDE TIME
The children will play outdoors each day, weather permitting.

11:30-11:45 CLEAN UP AND PREPARE FOR LUNCH

11:45-12:30 LUNCH
Each child brings a lunch or orders from the hot lunch program. The preschool will provide milk at lunch. Please do not send cookies, candy, or pudding. Only 100% juice or water is to be sent in lunches.

12:30-1:00 TRANSITION – CLEAN UP AND PREPARE FOR NAP

1:00-3:00 NAP
All children rest quietly at this time under the supervision of the staff.

3:00-3:30 SNACK
The children will be served a nutritious snack. 100% juice, water, or milk will be included.

3:30-4:30 OUTDOOR ACTIVITIES

4:30-6:00 INDOOR ACTIVITIES

6:00 CLOSING
Any child who is not picked up by closing will be considered overtime. There is a charge of $1.00 for every minute of overtime. This fee is due and payable at the time of pick-up.

St. Mary’s Preschool is participating in the Santa Barbara County Outdoor Classroom Project. The goal of the Outdoor Classroom is to increase the quantity, quality, and benefit of children’s outdoor experience. Children are learning everywhere and all the time. They need a broad variety of learning experiences and opportunities to grow in areas such as gross and fine motor development, social-emotional development, language development, and creative expression. Mastery of the skills in these areas is critical for healthy development as well as for later academic success.
2 SAFE ENVIRONMENT

2.1 Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor. Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

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

Any parent or guardian who is a registered sex offender must contact the preschool director or principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese’s Zero Tolerance Policy.

2.2 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).

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

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

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.
2.3 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised August 20, 2007

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

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
• Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.

• Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor’s parent or guardian.

• Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

• Parent or guardian written permission is required for the publication of a picture of a minor.

• Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

2.4 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

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

No person under age 18 is allowed to work or volunteer in any preschool except if under adult supervision and as part of a school-sponsored service program.

2.5 Parent/Student Complaint Review Process

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

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

- If resolution is not achieved, the complaint should be discussed with the preschool director or the principal (or the pastor, if the preschool director or principal is the subject of the complaint).

- For preschool and elementary schools, if the preschool director or principal is unable to resolve the conflict, the preschool director or the principal will bring the pastor into the process as appropriate.

- After reviewing the facts and facilitating discussion of the problem the preschool director or the principal will respond to the person bringing the complaint.

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

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

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

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

- If the complaint is not resolved at the school level, the complaint may be submitted in writing to the pastor, outlining the concerns.

- The pastor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

- However, if no agreement can be reached, the pastor will make a final determination concerning the resolution of the complaint and communicate that determination, which will be final and binding, in writing to all parties.

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

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

3.1 School Student Non-Discrimination Policy

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

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

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

3.2 Special Needs Inclusion Procedures

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

3.3 Guidelines for Admission to Preschools

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

3.4 Preschool Requirements

At the time of application for enrollment for St. Mary’s Preschool, the enrolling parent MUST attest that the enrolling child is at least 2 years 9 months. The parent must also attest that the enrolling child is fully toilet trained. If the staff feels that a child is having more than the "normal" amount of accidents due to lack of training and/or readiness, the preschool reserves the right to ask the child to be removed from the preschool until which time complete toilet training has been achieved. The child will be readmitted on a space available basis upon return.
3.5 Days and Hours of Operation

The preschool is open from 6:30 A.M. to 6:00 P.M. Monday through Friday except for the holidays and in-service days listed in section 1.10 of this handbook.

3.6 Absence and Tardiness

1/2 day program hours:                           Full day program hours:
Mornings--6:30 A.M.--12:30 P.M. max             6:30 A.M.-6:00 P.M. max

All children should be at school no later than 8:30 as core curriculum is in the morning. All 1/2 day children should be picked up by 12:30 P.M.

A two week tuition-free vacation period is allowed provided two week notice is given and tuition is current.

St. Mary's Preschool wants all children to be in a safe, healthy environment each day. This can only be achieved if sick children are allowed to remain home until they can participate in the daily program. Young children, who are ill, cannot fully participate. Also, a sick child will make others sick, including the staff. Please help us to all stay healthy.

3.7 Arrival/Dismissal Procedures

3.7.a Sign In/Sign Out

All authorized representatives shall sign the student in and out of the preschool, using his or her full legal signature and shall record the time of day. All sign in/sign out sheets are kept for at least one month.

All preschool children are to arrive and exit the preschool through the front door located on the east side of the building facing School Street. A parent or designated adult must accompany the child upon arrival and the child will only be released for departure to his/her parent or designated adult. A designated adult is someone over the age of 18 whom the parent has authorized for pick up on the emergency form. The parent must give a note to the director or teacher in the morning naming the designated adult. Each time someone other than a parent picks up a child from the preschool, the parent must first present a note naming the designated adult, if they are not already on the emergency form. In the event of carpooling--the parent must so designate parents in the carpool as designated adults on the emergency form for picking up their child. All adults with whom the preschool are not familiar, will be required to show a photo I.D. such as a valid driver's license No one, whose name is not on file with parent permission and signature, may pick up a child. In the event that written permission is not given and an emergency occurs, the parent may FAX the pertinent information to the school. The fax must be signed and dated by the parent.

Divorced or separated parents should submit a custody agreement with the emergency form. The school does not get involved in custody disputes.
3.8 Privacy and Access to Records

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

3.8.a Pupil Records

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

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

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

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

3.8.b Directory Information

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

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for
the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

3.9 Parent Authorization to Use Child’s Personal Information

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

See Appendix B, Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes.

3.10 Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff orally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the oral or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, preschool director, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

3.11 Transfer of Records

3.11.a Student Transfers and Withdrawals

Whenever a pupil transfers from one school to another, a copy of the Child Record and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Child Record remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring should be entered on the original copy of the Child Record.

3.11.b Withholding of Records

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

**Child Records** include the following information:

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

**Health Records** include the following information:

- Name, address and telephone number of the child’s physician and dentist and any other medical/dental or mental health providers
- Verification of or exemption from required immunization
- Medical assessment, including ambulatory status, dietary restrictions and allergies; instructions for action to be taken in case the child’s authorized representative, or the physician designated by the authorized representative, cannot be reached in an emergency
- Signed consent form for emergency medical treatment
- Record of any illness or injury requiring treatment by a physician or dentist and for which the center provided assistance to the child
- A health background related to the student’s ability or inability to participate in the school’s activities
- Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding custody and control of medications.

3.13 Work Permits

Under California law and other relevant laws, a minor student under age 12 may not work without a work permit issued by the California Labor Commissioner. To obtain a work permit, certain information is required from the student’s school. Information regarding work permits and how to apply is available from the California Department of Education website: [http://www.cde.ca.gov/ci/et/we/wpfaq.asp#Q16](http://www.cde.ca.gov/ci/et/we/wpfaq.asp#Q16). A copy of the work permit must be kept in the student’s file. For additional information and forms see [http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html](http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html).

3.14 Student Accident Insurance

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

4.1 Curriculum Offerings

For enrichment and variety, various curriculum topics will be covered throughout the year. These topics will be presented in numerous ways such as through books, games, puzzles, visitors, field trips, demonstrations, cooking, art, music, and more. Weekly sheets will be posted defining the theme and activities planned for the week.

Colors, shapes, counting, science, reading readiness, and many other academic areas, as well as social and emotional development, will be part of the daily curriculum. This will be accomplished through various means throughout each day.

4.2 Religion Program and Expectations

Archdiocesan Framework Expectations

PRESCHOOL FAITH FORMATION

Introduction

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

Goal of Early Childhood Faith Formation

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

Objectives: Strive to assist each child to:

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

- Children gather in a setting, such as the Chapel, for prayer each day
- Environment includes animals (e.g., birds, flowers, etc.) and other examples of God’s creation
- Children hear Bible stories that this age child can relate to (e.g., the Good Shepherd, the Good Samaritan, Zacchaeus)
- Children enjoy singing Bible songs
- Children take walking field trips to the Church. Teachers point out the main elements they will notice (altar, ambo, statues, holy water)
- Children take walking field trips to collect leaves; feel the bark of the trees; smell the various odors in the neighborhood (e.g., a flower, a restaurant, a gasoline station).

Related Materials:

- Sadlier’s *Discovering God* is a preschool program that helps young children explore God’s gifts of life, creation, family, and church.
- Music with Gospel stories and or religious themes
- The Children’s Bible
- Other books with poetry and age-appropriate prayers
- A statue of Mary
- Seasonal age-appropriate classroom environment (e.g. Advent Wreath, Nativity scene, etc.)

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

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

4.3 Food Service Provisions

St. Mary's Preschool serves a morning and an afternoon nutritious snack. Each child must bring a lunch from home or order a hot lunch from the school hot lunch program. Please be sure that your child has a nutritious lunch. Please do not send candy, gum, soda, or foods that hold little nutritional value. Also, do not send anything in glass containers. We cannot heat up lunches. There may be occasion where lunch is provided by the school. Milk may be served with snacks and lunch each day. Please make sure that your child has breakfast before coming to school each day. On occasion, your child may have the opportunity to prepare a snack or lunch for themselves. You will note these times on the weekly posted lesson plan or on the monthly calendar.
**Orfalea Foundation's Preschool Food Initiative Nutrition Guide**

The objective is to provide to the children as much food as possible that meets the following criteria:

- **Whole**: Whole food is food that is in its most natural state.
- **Unprocessed**: Unprocessed means that the food has not been subjected to processing such as treatment with additives or preservatives, heat, cold, or pressure to change its natural form.
- **Unpackaged**: Unpackaged is better both because of the negative impact packaging production and waste has on the environment and because usually something is added to lengthen the life of the product being packaged.
- **No additives (no artificial anything)**: If you can't pronounce it, you probably don't want to eat it.
- **No added sugars/No added salt**: Addition of sugar and salt both contribute to obesity, diabetes, and high blood pressure (heart disease) respectively.
- **Locally grown**: Locally grown improves the opportunity for freshness, greatly reduces "carbon imprint" (environmental impact), reduces the likelihood that the food comes from slave or mistreated labor, and helps support the economy of your friends and neighbors and, by extension, yourself.
- **"Organic"**: Organic is both very important and tricky to be sure of. The intention of organic is to ensure that food is pure and in its natural form, free of pesticides and other chemicals. However, not all organic is created equal. Some forms of organic farming are not good for the environment, even though the food itself is free of undesired elements.

### 4.4 Transportation Arrangements

Transportation may be by personal car, school or chartered bus or van, boat or airplane.

- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver’s license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian’s driver’s license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at [http://www.CPUC.ca.gov](http://www.CPUC.ca.gov). In addition, schools must verify insurance coverage of the transportation company.
4.5 Kindergarten Readiness

Children who turn five years old by September 1st are eligible for entry into Kindergarten. However, please be aware that age alone does not automatically guarantee your child's entry into Kindergarten. The chronological age of the child may not necessarily correlate to the developmental stage of the child. For example, some children may be ready for a particular grade when it comes to age, but their social, emotional, or academic skills might not be fully developed. Therefore, we will consider children for entry into Kindergarten when we feel they are ready academically, socially, and emotionally.

The Preschool uses the Desired Results Developmental Profile – Preschool (DRDP-PS) to measure each child’s progress toward desired outcomes. The desired outcomes are aligned with the state’s learning and development foundations for early care and education and the content standards for kindergarten.

Decisions for entry into Kindergarten will be made by both the Principal and the Director of the Preschool with the parents. Final decision rests with the school principal.

4.6 Field Trip Policies

The field trip policies listed below apply to class trips and school group trips. The schools may plan field trips. All field trips must comply with the following requirements:

- Prior permission of the preschool director or principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants must have appropriate identification and travel documents, including drivers' licenses and automobile insurance for those who drive.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bite kit must be included in any area where there may be poisonous snakes.
4.7 Counseling Policy

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

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

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student’s academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the preschool director or principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent’s or guardian’s expense.

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

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the preschool director, principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

5.1 Personal Rights of the Child

The preschool recognizes the following personal rights of the child:

- To be accorded dignity in his or her personal relationships with staff
- To receive safe, healthful and comfortable accommodations
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping or toileting, or withholding shelter, clothing, medication or aids to physical functioning
- To be free to attend religious services or activities of his or her choice
- Not to be locked in any room, building or preschool premises
- Not to be placed in any restraining device.
- If the school is licensed, to be informed, and to have his/her authorized representative informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department's complaint unit.

5.2 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through
5.3 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

5.4 Dismissal

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Actions in or out of school which are detrimental to the school’s reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

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

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

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

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

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student’s backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student’s parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student’s locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

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

5.6 Acceptable Use and Responsibility Policy for Electronic Communications

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

6.1 Emergency Procedures

Parent responsibilities:

- The two most important things you can do for your children and yourself in the event of an emergency are be prepared and stay calm.
- Discuss ahead of time with your family who will be picking up the children in case of an emergency. Keep in mind the distance and location of your jobs.
- Turn in all emergency forms, including a phone number from outside the area in case local phone service is disrupted.
- Please immediately notify the preschool when there is any change in your address, phone number, place of work, emergency contacts, etc.
- DO NOT PHONE THE SCHOOL. The lines are needed for emergency use and communication with police.
- During a lockdown you will NOT be allowed into the school or preschool.
- Sign your children out when you pick them up. Use the white emergency form.

The preschool has emergency food and water.

EVACUATION SITES - If the school/church/preschool facility is uninhabitable, the children will be gathered on the lawn at Marian Residence, 124 S. College St. (near College and Main St.). The second choice location will be Simas Park, 500 S. Miller (next to Courthouse)

THE MUSIC ROOM WILL BE A FIRST AID STATION.

6.2 Parent or Guardian Right of Visitation

You have the right to enter and inspect the preschool without advance notice whenever children are in care.

You have the right to request in writing that a parent not be allowed to visit or take your child from the preschool, provided you have shown a certified copy of a court order.

6.3 Emergency Card

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

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.
When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

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

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

### 6.4 Examinations and Inoculations

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

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

### 6.5 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her personal or religious beliefs, or presents a written statement from a physician stating that an immunization should not be given to the student and how long the exemption is expected to be needed.

### 6.6 Health Records

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

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent or guardian, must be provided. See Medication Authorization and Permission Form, Appendix D. Preschools are required to obtain written directions from parents before administering Nebulizer (an inhaler) and should use the Nebulizer Consent/Verification Form, Appendix F available from Community Care Licensing: http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF.

- Medications administered at school must be in the original container and labeled. The day’s dosages must be sealed, labeled and have the student’s name attached. It shall be in an appropriate container, and kept in the school/nurse’s office or classroom as determined by the needs of the child.

- The student shall come to the office for medication, except if the student’s medication is kept in the classroom.

- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.

- Students may not be given medicine prescribed for other family members.

- The medication regulations apply to both prescription and non-prescription medications.

- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the Diabetic Consent Form, Appendix E, and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse’s office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies. No exceptions will be made to the procedure for medication. If parents or guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

6.8 Communicable Diseases and Daily Inspection for Illness

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

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

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

6.10 Student Sexual Conduct

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

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

6.11 Closed Campus

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

6.12 Security Procedures

Lockdown procedure: The director and teachers lock the doors. If possible, close blinds and draw curtains. Children sit quietly on the floor in the safest place, out of the view of the windows. The teacher sits on the floor with the children. Remain in place until an "all clear" announcement.
6.13 Research Projects and Rights of Parents

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

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

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

6.14 Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

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

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the preschool director or principal of the school should also immediately inform the student’s parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.
6.14.a Interview and Removal from School of Students by Police Officers

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

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

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

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

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

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

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

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

Before releasing the student for the interview, the preschool director or principal must exercise the “proper standard of care” which is to:
• Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action.

• Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

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

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

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

7.1 Tuition and General Fees

Registration fees are due prior to child's first day of preschool. There will be a $25.00 fee charged for any returned check. After 10 days, non-sufficient funds (NSF) checks are turned over to the District Attorney's office for collection. Tuition payments will be made through the Smart Tuition payment program. The payment date will be on the 5th or the 20th of the month according to the Smart Tuition enrollment form. A late fee of $10.00 will be charged for failed auto payment. Smart Tuition will also charge late fees. Any family one month behind in tuition payments will be given two week notice to bring the balance current or find an alternative placement for their child. Arrangements can be made with the director in cases of hardship. If no arrangements are made, the account will be turned over for collection.

7.2 Rates

### Monthly Fees

<table>
<thead>
<tr>
<th>Half Days (6:30 a.m. – 12:30 p.m.)</th>
<th>Full Days (6:30 p.m. – 6:00 p.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$260.00 for 2 half days per week</td>
<td>$300.00 for 2 full days per week</td>
</tr>
<tr>
<td>$310.00 for 3 half days</td>
<td>$400.00 for 3 full days per week</td>
</tr>
<tr>
<td>$360.00 for 4 half days per week</td>
<td>$500.00 for 4 full days per week</td>
</tr>
<tr>
<td>$410.00 for 5 half days per week</td>
<td>$550.00 for 5 full days per week</td>
</tr>
</tbody>
</table>

*There will be a 10% discount for preschool children with siblings currently enrolled in St. Mary of the Assumption School.*

- **Registration Fee:** $100.00 per child
  - $50.00 per child from the same family, not to exceed $200
  - Each year thereafter the annual registration fee will be $50.00 per child with a $200.00 maximum.
  - The registration fee is non-refundable.
  - All registration fees must be paid prior to child's first day of preschool.

- **Supply Fee:** $50.00 annually. This fee is due within two weeks of enrollment. Thereafter, the fee will be due annually.

- **Earthquake/Safety Fee:** $20.00 once upon enrollment. This fee is due within two weeks of enrollment as is non-refundable.

- **Refund Policy:**
  - Registration fees are non-refundable.
  - Fifty percent (50%) of tuition, supply and earthquake fees are refundable before the first day the child begins school. No fees will be refunded after the child begins school.

Tuition will be refunded at the following scale:

- final day of attendance from the 1st - 15th of the month - 50%
- after the 16th of the month - no refund
All children should arrive no later than 8:30 a.m. each day as core curriculum is in the morning. All morning half day children should be picked up by 12:30 p.m.

There will be a late charge of $5.00 for every 5 minutes for children who are not picked up at their regular dismissal time. (12:30 p.m. half day; 6:00 p.m. full day)

A two week tuition-free vacation period is allowed annually provided two week notice is given. Tuition must be current. If the two week notice is not given, full tuition is due for the vacation period.

Changes to a child’s enrollment status will not be initiated until the appropriate arrangements have been made with the director (i.e. changing from 2 days to 5 days). All tuition must be current, and a new agreement will be initiated on a space-available basis. There will be a new agreement signed prior to the schedule change.

7.3 Tuition Assistance

St. Mary's Preschool has scholarships which are available and made possible through the William and Lottie Daniel Fund of the Santa Barbara Foundation. The Fund guidelines specify that families selected to receive funds must:

- Be a resident in Santa Barbara County,
- Have parent(s)/guardian that work or attend school full-time, and
- Contribute some portion of the tuition costs.
- Preference given to a child participating in the program on a full-time and year-round basis.

7.4 Parent Service and Fundraising Requirements

In order to make our program successful, we need your involvement and support. If you have any special talents or hobbies you'd like to share with the children, please let us know. Join us for a field trip, be a special speaker, or feel free to participate as a helper in class. We encourage parent participation as much as possible. All visitors must sign in with the director before reporting to the teacher. They must also sign out when they leave. Fingerprinting and an up to date TB screening result may be required. Parents having a conference before or after school should also check in at the preschool office. Lunches or other articles should be brought to the director's office for delivery to the children at the appropriate time.

Each family will be required to support a few fundraising projects, as set forth by St. Mary's Preschool. We also encourage each family to participate in the St. Mary's Elementary School Fundraising events. The preschool will hold at least two major fundraisers per year. Participation in the annual candy sale will be mandatory for all parents. There may be other minor fundraisers throughout the year as the need arises.

7.5 Additional Parent Information

NAP TIME
Each child involved in the full day program will be napping. Your child will need a napping blanket (no pillows please). All children who are present after 12:30 p.m. each day will lie down for a nap. The blankets will stay on site during the week and will go home with the child each Friday to be laundered and returning the next Monday.
ILLNESS
When a child becomes ill during the day, the preschool will contact the parents. It is the family’s responsibility to pick up the child, or send an authorized adult, within an hour. The following are the most commonly seen symptoms that require a child's removal from school:

- Fever (i.e. temperature greater than 100.0) - The child must be fever free (without medication) for 24 hours before returning to school.
- Conjunctivitis, which is an eye infection commonly referred to as "pink eye" - A physician's clearance is required before the child can return to school.
- Unexplained rash - A physician's clearance is required before the child can return to school.
- Impetigo - A physician's clearance is required before the child can return to school.
- Diarrhea - The school uses the criteria of 2 loose bowel movements before calling the parent. The child needs to be diarrhea-free for 24 hours before returning to school.
- Vomiting - Vomiting must cease for at least 24 hours before the child can return to school.
- Evidence of nits or lice - Before children can return to school, they need to be nit and lice free.
- Other communicable disease, such as chicken pox, strep throat, continuous cough, ringworm, etc. – A physician’s clearance is required to return to school.

BIRTHDAYS
You may send a birthday treat for your child's special day. Please keep it simple. Commercially-made, unfrosted cookies, unfrosted muffins, finger foods (eggies & dip, sandwiches, sliced fruit), and fruit salad are all acceptable. Please do not plan on having your child's party here at school. You can send special plates and napkins; however, NO PINATAS, CLOWNS, BALLOONS, OR OTHER FORMS OF ENTERTAINMENT are allowed. Save these activities for home. If you plan a party outside of school, please do not bring the invitations to school unless there are enough for all of the children to be invited.

TOYS
There will be many activities provided at school each day for the children. We ask that they leave any and all toys at home. The preschool will not be responsible for lost or damaged toys, jewelry, or other personal articles brought to school by the children

Please let the teacher know if you have special articles pertaining to a theme that your child is studying. She will tell you when the best time would be to bring the items. Peaceful and non-violent procedures will dominate St. Mary’s Preschool each day. Therefore, no real or play guns, knives, swords, or any weapon-type instruments will be allowed on the premises.

SHARE DAYS
Every Friday is share day, when children may bring something easily carried to show and tell about. The teachers may ask the children to bring a toy, book, or other item related to the theme as noted on the monthly calendar. Anything brought for share time will be kept in the cubby until asked for and returned there after sharing time. No weapon-type toys are allowed.
8 APPENDIX A

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

Revised August 20, 2007

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

8.1 CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

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

Print Name of Youth: ____________________________________________________________

Work or Volunteer Position: _______________________________________________________

School or Parish: St Mary’s Preschool ________________________________________________

Signature of Youth Volunteer: _____________________________________________________
Date: __________________________________________________________________________

Signature of Parent or guardian: __________________________________________________
Date: __________________________________________________________________________

Signature and Title of Witness: ____________________________________________________
Date: __________________________________________________________________________
9 APPENDIX B

9.1 Parental Release for Child – Non-Commercial  (link to fillable PDF)

Fillable Parental Release for Child – Non-Commercial form is available online at http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883
10 APPENDIX C

10.1 Electronic Communications Policy and Resource Guide

Complete Electronic Communications Policy and Resource Guide available online at:
http://school.policy.la-archdiocese.org/ECG/Policies/AUP/
11 APPENDIX D

11.1 Medical Authorization and Permission Form

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

12.1 Diabetic Consent Form

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

13.1 Nebulizer Care Consent/Verification Form

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

[http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF](http://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF)
14 APPENDIX G

14.1 Notification of Parents’ Rights Form

The complete Notification of Parents’ Rights Form (LIC 995) is available online at http://www.dss.cahwnet.gov/edssweb/entres/forms/English/LIC995.PDF
15 APPENDIX H

15.1 Personal Rights Form

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

16.1 Identification and Emergency Information Form

The complete Identification and Emergency Information form (LIC 700) is available online at [http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/lic700.pdf](http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/lic700.pdf)
17 APPENDIX J

17.1 Consent for Medical Treatment Form

The complete Consent for Medical Treatment Form (LIC 627) is available online at http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/LIC627.PDF
### 18 APPENDIX K

#### 18.1 Child’s Preadmission Health History Form

<table>
<thead>
<tr>
<th>CHILD’S PREADMISSION HEALTH HISTORY—PARENT’S REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD’S NAME: [Name]</td>
</tr>
<tr>
<td>PATERNAL FATHER’S NAME: [Name]</td>
</tr>
<tr>
<td>MOTHER’S MARRIED NAME: [Name]</td>
</tr>
<tr>
<td>MOTHER’S DOB: [Date]</td>
</tr>
<tr>
<td>FATHER’S MARRIED NAME: [Name]</td>
</tr>
<tr>
<td>AGE OF CHILD: [Age]</td>
</tr>
<tr>
<td>枀 IS THE CHILD UNDER REGULAR SUPERVISION OF PHYSICIAN? [Yes/No]</td>
</tr>
</tbody>
</table>

**DEVELOPMENTAL HISTORY**

<table>
<thead>
<tr>
<th>MONTHS</th>
<th>MONTHS</th>
<th>MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Developmental Skills]</td>
<td>[Developmental Skills]</td>
<td>[Developmental Skills]</td>
</tr>
</tbody>
</table>

**PAST ILLNESSES** — Check illnesses that child has had and specify approximate dates of illness:

- [ ] Chicken Pox
- [ ] Asthma
- [ ] Rheumatic Fever
- [ ] Hay Fever
- [ ] Diabetes
- [ ] Epilepsy
- [ ] Whooping cough
- [ ] Mumps
- [ ] Poliomyelitis
- [ ] Ten-Day Measles
- [ ] Rubella
- [ ] Three-Day Measles

**DAILY ROUTINES**

- [ ] Morning
- [ ] Noon
- [ ] Evening
- [ ] Bedtime

**MEDICATIONS**

<table>
<thead>
<tr>
<th>TIME</th>
<th>PRESCRIPTION</th>
<th>DOSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Prescription Details]</td>
<td>[Dosage Details]</td>
<td></td>
</tr>
</tbody>
</table>

**ANY FOOD ALLERGIES**

<table>
<thead>
<tr>
<th>FOOD</th>
<th>[List of Allergies]</th>
</tr>
</thead>
</table>

**PARENTE’S EVALUATION OF CHILD’S HEALTH**

- [ ] Head
- [ ] Eyes
- [ ] Ears
- [ ] Teeth

The complete **Child’s Preadmission Health History** form (LIC 702) is available online at [http://www.dss.ca.gov/ddssweb/entres/forms/English/LIC702.pdf](http://www.dss.ca.gov/ddssweb/entres/forms/English/LIC702.pdf)
APPENDIX L

19.1 Physician’s Report

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

http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Diabetic_Consent_Form/?i=789
ST. MARY'S PRESCHOOL

Parent Handbook Agreement Form

(Please print except where signatures are required.)

ACCEPTANCE OF PARENT HANDBOOK

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

Father’s or Guardian’s Signature ____________________________ Date __________________

Mother’s or Guardian’s Signature ____________________________ Date:__________________

Print student names and grades:

Student’s First Name _______________ Grade _____

Student’s First Name _______________ Grade _____

Student’s First Name _______________ Grade _____

Student’s First Name _______________ Grade _____

Please return this signed form promptly to the Preschool office.
This form will be placed in the student’s permanent files.