



ST. PHILIP NERI SCHOOL

Where Faith and Knowledge Meet

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St. Philip Neri Early Learning Center

Parents' Handbook 2019-2020

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Mission Statement

As an integral component of St. Philip Neri School, the mission of our Early Childhood Development Program is to provide a safe, nurturing environment designed to provide for the physical, emotional, social, cognitive, creative and spiritual development of children in the earliest stages of growth.

A planned curriculum of readiness activities and experiences will meet the needs of each child as they progress through the various developmental groups. In addition to meeting basic needs, opportunities for play, rest, physical exercise, socialization, and intellectual stimulation will provide a stable, consistent and safe surrounding for the children to flourish and grow, and prepare for their further educational experiences.

Nursery Calendar

St. Philip Neri Early Learning Center will operate year-round.

Monday through Friday
7:00 AM to 6:00 PM

Nursery Holidays for 2019-20

The Learning Center will be closed:

Labor Day

Staff Continuing Education–November 27, 2019*

Thanksgiving–November 28th and 29th (Thursday and Friday)

Christmas and New Year–December 23 through January 3

MLK Birthday–3rd Monday in January

Mardi Gras –Monday and Tuesday

Good Friday

Easter – Monday after Easter

Memorial Day–Last Monday in May

Independence Day–July 3

*The staff is required to have 15 hours of continuing education to meet state licensing standards. We will be closed as needed to acquire our hours.

Emergency Closings

The Nursery will close whenever a state of emergency is announced requiring the closure of Jefferson Parish and Archdiocesan Schools. The official authorization for any closing will be announced on WWL-TV or WWL Radio 870 AM. Parents will also be informed via text or phone.

Admissions

St. Philip Neri's Early Learning Center admits students without regard to race, sex, color or national or ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school/facility. Furthermore, our facility does not discriminate on the basis of policies, scholarship or loan programs, admission policies, or other school-administered programs. Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the school shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program of activity except permitted under said Title IX. All students are admitted to the school with the understanding and on the condition that they will be able to meet the requirements of school life.

Tuition Adjustment Due to Withdrawal or Dismissal

Tuition Adjustment School families will maintain the residence status in effect at the time of registration for the entire school year. If a family moves into the parish after the time of registration, they will maintain their out-of-parish status until the next school year. The parishioner/non-parishioner status does not affect tuition rates; however, it does affect non-parishioner support fees which are mandated by the Archdiocese. If a student is withdrawn from school, parents are responsible for meeting tuition obligations through the month of withdrawal. In the case of a student being withdrawn prior to the beginning of school, all prepaid tuition will be refunded to the parents.

Attendance

Two program options are offered to children attending St. Philip Neri's Early Learning Center (SPN ELC). Five full days per week or three full days per week will be offered in the nursery. Children attending three days per week will need to choose their days when they register. Days cannot change during the week as this is not a "drop-off program." Days cannot be exchanged for missed days due to illness or nursery holidays. Extra days may be purchased. Parents may bring their children as early as 7am and pick them up before 6 pm. Please note that parents picking up children late will be charged \$10 per minute after 6 pm.

Class Size

We maintain group size according to staff/child ratio regulations prescribed by the Louisiana Department of Education, Licensing Division.

- Infants and non-walkers under 12 months.....1:6
- Toddlers, 12 months to 23 months.....1:8
- Two-Year-olds.....1:12

When the number of children in the center exceeds ten, there must be a staff member immediately available in case of an emergency. Two adults must be present with children at all times. At nap time appropriate staffing shall be present within the center to satisfy child/staff ratio requirements.

Required Records

The following records are required for all new students in order to process and complete registration:

Birth Certificate

Baptism Certificate

Immunization Records

NB-2 months.....Hepatitis B#1

2 months.....DTaP #1, IPV #1, Hib#1, PCV #1 & Hepatitis B#2

4 monthsDTaP #2, IPV #2, Hib #2 & PCV #2

6 months.....DTaP #3, Hib #3 & PCV #3

6-18 months....IPV #3, Hepatitis B#3 and Influenza (Annual)

12-15 months..MMR#1, Hib#4 & PCV #4

12-18 months...Var

15-18 months...DTaP #4

24 months.....Influenza (Annual) & Hep A Series

Please note: Any child who has a note from a physician stating that no immunizations are needed or should be received at this time will be considered fully immunized.

Custody Notices

It is the responsibility of the custodial parent to furnish the nursery with a copy of the custody section of any divorce decree. SPN ELC abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the nursery with an official copy of the court order.

Arrival/Departure

Parents will bring their children to the Early Learning Center building at arrival.

Children may arrive at or after 7am. In our structured groups (Toddlers and PK2 classes, which follow a set daily program) we ask that children be dropped off by 8:30am, in order to get the full program benefit and limit class disturbances. We also ask that in these groups no child be picked during the group naptime.

Parents may park in the marked spaces in the circular driveway. Parents will buzz in at the outer door. Parents will then be buzzed in at the inner door.

Children must be picked up before 6pm. Parents will be charged a late fee of \$10 per minute after 6 pm. Children will be dismissed only to persons authorized by the parents in writing on the child's master card. Authorized persons may be required to present photo identification when picking up children from the nursery.

Daily log of arrival and dismissal must be completed each day. All children must be signed in and out with the first and last name of both child and parent (or person dropping off and picking up) and the time.

Curriculum Focus

The curriculum of the nursery will encourage the development of the total child. Our curriculum is based on the Louisiana Early Learning Guidelines and Programs Birth-Three Years. We have a copy of the guide in our office and you may request to read it. Activities and experiences will focus on the development of gross motor skills, fine motor skills, language, cognitive development, self-help skills, pre-reading and pre-math skills, and social development. All concepts and skills embedded in the curriculum are based on educational research that has consistently proven the strong correlation between the quality of early childhood experiences and later academic success.

Illness/Accidents/Injuries

If a child becomes ill or has an accident or sustains an injury while at the nursery, the parents are always notified first. **PARENTS MUST PROVIDE THE NURSERY WITH AN EMERGENCY TELEPHONE NUMBER OF SOMEONE TO CALL IF THE PARENT IS NOT AVAILABLE.** If a child has a chronic or recurring problem it must be indicated on the child's emergency card. Master cards must be completely updated whenever there is a change in information.

It is a state requirement that any injury to the head or face, regardless of severity, must be reported to the parents immediately. The staff is not able to make a judgment as to the medical implications to any injury to the head. They can only relate the facts of how the injury happened and what they see as a result. The parent must make the final decision whether to come to the center to see the child and possibly seek medical treatment. However, if we determine that the injury needs a medical evaluation we will request that the parent come get the child.

If symptoms of illness develop while the child is in nursery care, he/she will be kept in supervised isolation until a parent or designated person comes to pick the child up from the nursery.

Children with the following symptoms or illnesses must be picked up immediately and either be symptom-free for a minimum of 24 hours or come back with a doctor's note clearing them to be in the nursery.

Below is a list of common illnesses with guidelines on when a child is able to return to school.

- **Fever 100.0 or greater – Child must be fever free WITHOUT medication for 24 hours or cleared by a doctor**
- **Pinkeye – 24 hours AFTER starting drops**
- **Vomiting –Eating and drinking normally and symptom free for 24 hours**
- **Undiagnosed rash/skin infection—Doctor's note**

- **Diarrhea (defined as 2 or more loose stools that cannot be contained in a diaper or toilet) –Eating and drinking normally for 24 hours without diarrhea**
- **Mouth sores with drooling—Doctor’s note**
- **Severe cough—Doctor’s note**
- **Ear pain/Infection—Doctor’s note**
- **Staph Infection—Day after treatment begins WITH doctor’s note. Area MUST remain covered at all times.**
- **Flu—Fever free WITHOUT medication for 24 hours**
- **Hand, Foot, and Mouth—Day after treatment begins WITH doctor’s note. ALL sores MUST remain covered.**
- **Meningococcal Disease—Proof of Non-Carriage**
- **Chicken Pox—Skin lesions completely scabbed with doctor’s note**
- **Hepatitis A—One week after illness started and fever gone with doctor’s note**

When your child is scheduled to receive their immunizations, we encourage you to make the appointments in the afternoon so that you can monitor them for possible allergic reactions.

Protocol for Medical Emergencies in the Early Learning Center

It is the right and responsibility of the Director/Staff-in-Charge to determine what constitutes a medical emergency in the center. The Director/Staff-in-Charge will call emergency medical services first and attempt to call the parent. Included, but not limited to, the following situations: unconsciousness, bleeding that cannot be stopped with applied pressure, broken bones, situations requiring the use of an EPI-pen, and situations requiring the use of CPR or the use of an AED.

In case of a medical condition, illness, or injury that is not immediately life-threatening but still needing possible medical assessment, the Director/Staff-in-Charge will call the parents or persons listed as emergency contacts first. The parents or their representative will have a reasonable time to come to the Center to assess and pick up their child. If the parents are not able to be at the Center within a reasonable time, and it is determined that immediate medical assistance is required, the Director/Staff-in-Charge has the right to call emergency services and secure medical care for the child.

Behavior Management Policy

The ultimate goal of discipline is instruction. Love, patience and consistency are the keys to the development of positive attitudes in children. We employ the following techniques to achieve this goal:

1. Redirection - Nursery personnel will direct a child who is displaying inappropriate behavior to more appropriate activities.
2. Time-Out - Time-out will not be used for any child under two years of age. The length of the time-out shall be based on the child's age and shall not exceed 1 minute per

year of age. While removed from the group children will never be out of sight of a staff member.

3. Consultation with Parents - If repeated attempts to change disruptive behaviors are ineffective, parents will be notified and a conference with the teacher/director to discuss the child's behavior will be initiated.

4. Dismissal - If inappropriate behavior continues after all approaches have been explored, other children are at risk, or disturbances from the child's behavior hamper the staff in maintaining order in the group, the child will be dismissed from the nursery.

Corporal Punishment is not used in any form. The Center staff are prohibited from using the following measures for disciplinary purposes:

1. The behavior management policy prohibits children from being subjected to any of the following: yelling, shaking, yanking, putting anything in the mouth of a child, requiring the child to exercise, or placing the child in an uncomfortable position.

2. Staff are prohibited from using verbal abuse, profane language, telling a child to "shut up," making derogatory remarks about children or family members of children in the presence of the children, or making threats of a prohibited action even if there is no intent to follow through with the threat.

3. No child will be disciplined by another child, bullied by another child, deprived of food or beverages, restrained by a device such as a high chair or a feeding table for disciplinary purposes, or have active play time withheld for disciplinary purposes, except that time-out may be used during active play time for an infraction incurred during play time.

Biting Policy

Biting is not an unusual behavior in pre-school age children and will be handled on an individual basis. Upon all incidents, first aid will be applied, if necessary; the biter will be observed for further aggressive behavior; and the parents of both children will be notified. If a second incident occurs within the same year, the same procedure will be followed. If there is a third incident within the same year, the child may be separated from the group for a period of time and "shadowed" by a staff member. Parents will be notified and a conference with the parents, teacher and administration will be held immediately to discuss the behavior and to make a plan to prevent further incidents. If after a short period of time and implementation of an agreed-upon plan another bite occurs, the center reserves the right to ask the child to be removed from nursery care.

Monitoring Policy for Provisionally Employed Staff Member

A provisionally employed staff member is a person for whom the center has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, who is temporarily employed and monitored by the center pending the department's receipt of the other CCCBC results and determination or the person's eligibility for child care purposes.

When a provisionally employed staff member is on site they will be paired at all times with an adult staff member for whom the center has a CCCBC-based determination of eligibility for child-care purposes. The director will assign a staff member as a monitor

for the provisionally employed staff member. As a monitor the staff member will be physically present at the center at all times when the provisionally employed staff member is on-site. The monitor will also be within close physical proximity of their designated provisionally employed staff member to be able to intervene at any time if intervention is needed. The monitor will perform at least one visual observation of the provisionally employed staff every 30 minutes. A provisionally employed staff member must have a monitor present in the room during naptime. The center may designate one monitor for up to a maximum of five provisionally employed staff members at any given time. The director will keep a log of the monitoring of each provisionally employed staff member that identifies the provisionally employed staff member, the designated monitor and the dates and times of the visual observations.

Electronic Devices Policy

All activities involving electronic devices, including but not limited to television, movies, electronic games, videos, computers, and hand-held electronic devices, shall adhere to the following conditions: electronic device activities for children under two years of age are prohibited, time allowed for electronic device activities for children ages 2 or older shall not exceed 2 hours per day, and computers that allow internet access by children will be equipped with monitoring or filtering software that limits access to inappropriate content.

Programs, Movies and Video Games Policy

Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, or sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. "PG" programming shall not be shown to children under 5 years of age. Any programming more restrictive than "PG" is prohibited. All video games shall be suitable for the youngest child with access to the games.

Computer Practices Policy

Children in the nursery do not have access to computers.

Medication

In order to assist parents whose children require medication during the day, the following state regulations will be implemented: "All staff members who administer medication shall have medication administration training certified by a Child Care Health Consultant." This policy is taken directly from Act 87 of the State Legislature regarding the administration of medicine.

- 1) No medication (prescription or non-prescription) shall be administered to any child without an order from a LA-licensed physician or dentist and a letter of request and authorization from the child's parent or guardian.
- 2) Parents must complete and sign a Medication Release Form.
- 3) Both the letter from the parent and the medication itself shall contain clear instructions, identifying the child's name, Rx number, date, frequency, name of medication, dosage, route and physician's or dentist's name. **If medication is not properly labeled it will not be administered to the child.**

- 4) The Director or Asst. Director will designate a staff member to dispense the medication. The designated staff member will write all information on dispensing medicine in the child's folder and may request another staff member to witness the administration of the medicine to the child.
- 5) No over-the-counter or "as-needed" medication, with the exception of infant gas drops, will be given in the nursery.
- 6) **Medicine cannot be given in a bottle, cup or food at the nursery. If the nursery staff is aware of medicine in a bottle, cup or food it will need to be thrown out.**

Daily Program

There will be a schedule of the day's plan of activities for each developmental level posted in each section of the nursery, providing for flexibility and changes as deemed necessary. The program of activities will be adhered to with reasonable closeness but shall accommodate and have regard for individual differences among the children. The program shall provide time and materials for both vigorous and quiet activity for the children to share or to be alone, indoor and outdoor play, and rest. Regular time will be allowed for routines such as washing, lunch, rest, snack and putting away toys. Activity and quiet periods are alternated so as to guard against over-stimulation of the children. A minimum of one hour rest period is scheduled for all children. Children under age two shall be provided time and space for age-appropriate physical activity for a minimum of 60 minutes per day. Children age 2 and older shall be provided a minimum of 60 minutes of physical activity per day, which includes a combination of both teacher led play and free play.

Visitors

In an effort to maintain a calm and efficient environment for the children, visitors are kept to a minimum. Any parent entering the nursery (other than at drop-off and pick-up) must sign a "visitor log" stating the date, time, reason for visit, and departure time. This log will be maintained at the nursery for documentation of visitation.

Parental Access Policy

Parents shall be allowed to visit the center anytime during its regular hours of operation and when children are present.

Parental Involvement Policy

Our center has holiday parties to which parents are invited, and various open houses during the year.

Parent Conferences

Any parent wishing to have a conference with a staff member must call the director to set up a specific appointment. The director needs to be notified by the teacher/staff member if a parent wishes to have a conference and then both the teacher/staff member and director will meet with the parents. Because staff members must supervise children at all times and cannot divide their attention between the children and the parent's concerns,

arrival and pick-up is not a time for a conference. Conferences will be held while the staff member is not on duty, with the director present at the meeting.

Cell Phone Policy

Teachers are not allowed to communicate with parents regarding their child on school premises via cell phone. Parents are asked to call the school office at 504-887-2322 to request information about their child. The teacher will be given the message and will contact the parent when they are able to leave the classroom. In the classroom teachers are supposed to be supervising and caring for the children and they are not supposed to be using their cell phone. Parents are asked not to call their child's teacher directly to relay information to the administration.

Disclosure of Information/Complaint Policy

Parents may visit the Department of Education website to view licensing surveys/inspections, regulations and information regarding Department of Education, Licensing Division, should they have significant, unresolved licensing complaints. Parents should call 225-342-9905 or go to www.LDELicensing@la.gov.

Child/Sexual Abuse Policy

According to Louisiana Revised Statute 14:03, any person or agencies who are responsible for the care of children, including teachers and child-care personnel, who suspect that a child's physical or mental health or welfare is or has been abused, are required to report it. Abuse can be reported anonymously. Persons who report incidents in good faith are granted immunity from court action. SPN ELC is in full compliance with the sexual abuse policy of the state of Louisiana and the Archdiocese of New Orleans.

Emergency Drills

SPN ELC has developed a Crisis Preparedness Plan to provide maximum practicable protection for the children in our care. All faculty, staff and children are instructed in the appropriate and safe procedures to follow in the event of drills to maximize their safety in the event of a need to evacuate the premises or to go into lockdown mode.

Food Guidelines

Due to guidelines from the Licensing department we are updating the list of foods we cannot serve at the center. **We will not serve the following: whole hot dogs, hot dogs sliced in rounds (cut them in quarters), raw carrot rounds, whole grapes (grapes must be cut in quarters), hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, and chunks of meat larger than what can be swallowed whole.** These foods pose a choking hazard for children under the age of four.

Peanuts and Peanut butter Free Zone

Due to the prevalence and severity of peanut allergies in young children, St. Philip Neri Early Learning Center will be a **peanut-free zone**. This means we will not allow or serve anything with peanuts or peanut butter in the nursery. This will include group snack as well as your child's lunch.

Individual Group Information

PK2 Group

We admit children who will make two years of age by September 30th of the year they are entering the program. They do not need to be toilet trained.

In this program the children wear SPN gray P.E. t-shirts, SPN black P.E. shorts and the red SPN sweatshirt and red, elastic waist band sweatpants in the winter. Shoes should be black, Velcro-closure athletic shoes or black Velcro Mary-Janes for the girls.

It is a structured day with activities intended to foster the burgeoning skills of a growing preschooler.

We ask that children in this program arrive by 8:30am, which is the beginning of our instructional day. They eat a ready-to-eat lunch provided by the parents at 12 pm and nap from 12:35pm until 2:45pm. We ask that children not be picked up during our nap time as this disturbs the other children.

We group children together in our toddler and baby groups according to their birthdays. At times it is necessary to make moves to other groups during the year. This is done based on availability, teacher recommendation and parent input. The final decision, however, will be made by the administration.

Toddler Groups/Tiny Twos (Rooms 5, 6 and 9)

These groups are over a year old and sleep on mats. They follow group schedules and naps. Lunch needs to be ready-to-eat and provided by the parents. The children will be helped in feeding themselves but will be encouraged to do it by themselves. They have a group naptime we request that parents not pick up during naptime.

In this program the children wear SPN gray P.E. t-shirts, SPN black P.E. shorts and the red SPN sweatshirt and red, elastic waist band sweatpants in the winter. Shoes should be black, Velcro-closure athletic shoes or black Velcro Mary-Janes for the girls.

Baby Group

Babies starting at 6 weeks old will be placed in one of our baby groups. Babies will adhere to their own schedule as prescribed by their parents. Daily reports that include the liquid intake, food intake, disposition, bowel movements, number of wet diapers, and sleeping patterns shall be given to the parents on a daily basis. All infants will be placed on their backs to sleep. Sleeping in any other device such as a car seat will only be allowed with a physician's note. Bottles are not put in the microwave. Breast-fed babies are welcomed. Babies are given time to play on their tummies, sit in seats, crawl and sleep as needed by their own schedules. **Once these little ones start to walk, they need to wear Velcro closure, rubber soled shoes.** We ask that the children wear play clothes. Only small earrings with screw-on backs are allowed. Please do not put expensive

earrings or earrings with sentimental value on the babies to come to school. Necklaces and bracelets are **not allowed** to be worn at the nursery.

Toilet Learning Policy for the Nursery by age group

PK 2

We are committed to partnering with parents in toilet training their children in our PK 2 program. We put children on the potty as soon as they begin to have dry diapers and show some interest in using the potty. We do not use pull-ups in PK 2. We put children on the potty while they are still in diapers. **Children may start wearing underwear once the child has consistent success at school using the potty for urination and bowel movements. The teacher should be consulted before sending the child in underwear for the first time.** Several extra sets of clothes should be sent to school, including underwear. Accidents are very common at this age; however, if a child has frequent accidents the teacher and parents will need to evaluate whether the child is ready for underwear. Children need to be fully toilet-trained for our PK 3 program.

*****If a child has reoccurring accidents at naptime your child's teacher will speak to the director about using a diaper (supplied by the parent) at naptime. The director will then contact the parents. If a parent refuses to have the child wear a diaper at naptime, the parent will be called to clean and change the child.**

Toddler Class

These groups have a wide range of ages and abilities and we will introduce toilet learning only to two-year-olds in this group. Once your child reaches his or her second birthday, we will put the child on the potty when we do our regular diaper changes if they show interest in using the potty and when they ask to use the potty. Children should be dry for long periods of time and have used the toilet for both urination and bowel movements at home. We do not use pull-ups in this class. **Children cannot come in underwear unless the teachers and parents both feel the child is ready.**

Baby Groups

We do not have the equipment in place for toilet training in these groups. Children must be in diapers in these group.

St. Philip Neri Early Learning Center Handbook

2019-2020

I have read the policies outlined in the Parent's Handbook. I understand by my signature that I fully agree to cooperate with the policies and guidelines within the handbook.

Child's Name _____

Signature _____

Date _____