

Sacred Heart Academy

Preschool Parent Handbook



2023-2024



This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.

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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

*Go, therefore, and make disciples of all nations...
Teaching them to carry out everything I have commanded you.*

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.¹ The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic, value-oriented manner.

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service, and integrity.

SCHOOL MISSION STATEMENT/PHILOSOPHY

Strengthened by the Father, led by Jesus, and guided by the Holy Spirit, Sacred Heart Academy nurtures the development of the whole child by providing a Catholic education, cultivating academic excellence, peace and justice, service and spiritual growth.

We pray. ❤️ We study. ❤️ We serve.

SCHOOL PHILOSOPHY

Sacred Heart Academy is a Christ-centered, family-oriented community of life-long learners. As educators faithful to the Catholic Tradition, we strive in cooperation with the parish and family to nurture and form the whole child: spiritually, intellectually, morally, physically, emotionally, and socially. We believe that we fulfill our role as an extension of the family and the Church by fostering the development of each student's unique skills and talents, by recognizing the diverse needs of the learner, and by integrating subject areas across the curriculum. We seek to foster wonder and love for all that is true, good, and beautiful. Our shared vision is to help students read well, speak well, and think well, helping students to grow in academic and moral virtues. Motivated by Gospel values, we model for our students the virtues that Christ shows us: Faith,

Hope, and Charity. Our program of academic studies, co-curricular, and extra-curricular activities thrives in an atmosphere of Christian concern, cooperation, mutual respect, dedication, and service among all members of the parish, family, and school community.

STUDENT/PARENT HANDBOOK

Each school shall utilize the Office of Catholic Schools (OCS) template to develop and distribute a handbook for students and parents/guardians. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines, and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). An acknowledgment form will be provided to students upon receipt of the handbook and the form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines, or regulations of the Office of Catholic Schools, the Office of Catholic Schools' policies, guidelines, or regulations shall be of controlling force and effect.

PARENTAL/GUARDIAN ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term "parent" refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Office of Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal/director may do so, but after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor, when necessary, before bringing them to the Office of Catholic Schools.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive, or harassing behavior toward teachers or toward school, parish, or diocesan staff (in verbal, written, or digital form), the school may take corrective action. Such corrective action may include, at the discretion of the principal/director (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given

sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic schools and when persons choose careers in Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC CHILDREN

The presence of children from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic children in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic children are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic children must participate in liturgies, retreats, and other religious functions incorporated within the program.
- c. Non-Catholic children may not be exempted from the catechesis held during the school day.
- d. While Catholic teaching respects the various faith traditions of the children attending the

Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents of the effective date of any changes. Any section headings are for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

II. CURRICULUM

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented virtual or in person. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

- a. Daily outdoor play, weather permitting
- b. Alternating periods of quiet time and active play
- c. A balance of large muscle and small muscle activities is provided.
- d. Various small group or large group activities through most of the day
- e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The school will use media, such as television, films, videotapes and computers, that have been previewed by adults prior to use. Another option for activity is always available. No child is

required to view or interact with the program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question, and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety, and nutritional practices;
- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned, or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as toileting, eating, dressing, and sleeping are incorporated into the program as a means of furthering children's learning, self-help and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who are early risers and for children who do not nap.

SUPPLIES AND MATERIALS

Infant/toddler room students will be dressed in washable and comfortable easy on-off clothing, preferably sleepers and onesies for infants and elastic band pants for walkers. Parents should send students to school with appropriate outerwear for weather conditions, along with healthy snacks.

Since shoes are not worn in the classroom, parents will need to provide their child with a pair of slippers or soft-soled shoes such as aqua-sox, crocks, or moccasins that will remain at school. These indoor shoes must be lightweight and comfortable. The bulky slippers are too warm and tend to hinder movement. A slipper with a lightweight sole is preferable to allow for going out of the building during fire drills and going to the restroom.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept in the classroom at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirts. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. Licensing requirements requires that children be taken outdoors each day.

Bottles, Blankets and Pacifiers:

For a child in the infant room, you may send in a small security blanket and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

Students are provided a supplies list, which is detailed on the school website.

Pre-school 3 and pre-school 4

Students dress in the school uniform, bring appropriate outerwear for weather conditions, and bring a healthy snack and lunch each day. Students are provided a supplies list, which is available on the school website.

ASSESSMENT

The school's program is intended to assist staff and administrators in a systematic evaluation of the program, to diagnose children's strengths and weaknesses and to aid in the revision of the curriculum and planning of instruction.

PK3-4 students receive reports from teachers twice per year.

PARENT-TEACHER COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a child or class situation before seeking intervention of the director or school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Conferences for preschool students are held in the fall. If a conference with a teacher is desired at other times during the year, the parent/guardian may contact the teacher to set up an

appointment. Please keep in mind that teachers cannot be interrupted during class hours, lunchtime, or when they are supervising students on the playground. Phone messages will be forwarded to the teacher who will contact the parent/guardian for a mutually convenient time to meet. Teachers may also be contacted via email.

PROGRESS REPORTS

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort.

RETENTION/PROMOTION/PLACEMENT

A major goal of the school is to assist children to complete each year satisfactorily. Retention is recommended only when it is deemed necessary and advantageous to the needs of the child.

- a. The final decision to promote or retain a child is based on the child's developmental performance and best interests, as determined by the principal/director.
- b. Parents will be kept informed about the inability of their child to progress satisfactorily.
- c. Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Children who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, siblings may receive special consideration.

GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION

There is no testing for preschool admission. However, readiness assessment may be utilized to determine the developmentally appropriate placement in the preschool program. The following list of documents/information is required:

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Progress reports (if available)
- e. Completed Diocesan Application Form (*Appendix J*)
- f. A non-refundable application fees
- g. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

GENERAL CONDITIONS OF ADMISSION

A child is admitted to the school on the premise the child intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, a child may be admitted on a probationary basis subject to the child successfully completing one or more subsequent interim evaluations. A child with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with

Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

CLASS PLACEMENT

The principal/director and faculty reserve the right to place a child in a class to ensure the best interests of the child.

ATTENDANCE

ABSENCE/TARDINESS/LEAVING SCHOOL

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

Except in cases of emergency as determined by the principal/preschool director and/or a staff member (as applicable or necessary), a child may only be released from school to another authorized adult with the prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Regular attendance is necessary for a student's success in school. However, if a child is ill or cannot attend the class for another legitimate reason, parents are to call the front office at 540-662-7177 or email attendance@shasaints.org by 9:00 a.m. to report the absence.

It is the parent/student's responsibility to request all missed work during an absence, after the child returns to school. Homework will be sent home after the end of the third day of your child's absence.

See section VII Health, Safety, Welfare

TARDINESS

A student who is tardy should report to the principal/preschool director's office or attendance office. A student who arrives late with an excused reason (i.e. director's note) is counted tardy.

Frequent cases of tardiness should be brought to the attention of the principal/preschool director so that the parent may be contacted.

A Sacred Heart Academy PK2 Wee Saint student who is tardy will report directly to the classroom to sign in with the teacher. The teacher will notify the office that the student is present but tardy. All PK3 and PK4 students must be signed in late by a parent in the school office.

MEDICAL EXCUSES

Students who are absent with a communicable disease must present a physicians' statement certifying their ability to return to school. Students found to have head lice will be sent home immediately for treatment and may return to school after the first treatment is completed and nits have been combed from the hair. The nurse or designated school employee will examine the student's head to determine if the initial treatment was successful and then the student may return to class.

Medical appointments should be scheduled outside of school hours, if at all possible. Students are to be picked up in the school office at the required time and signed out by the parent or designated adult. Students are responsible for making up missed work due to outside appointments. Children who do not feel well in the morning should not come to school until they feel better. Students with fevers of 100.4 degrees or higher are to be kept home until their temperature has been normal for 24 hours. Sending a sick child to school hampers learning and spreads illness. If students become ill or are injured at school to the extent they can no longer fully participate in school activities, parents will be asked to pick them up from school as soon as possible. Children will be released only to an authorized person who signs for their release at the school office. In extreme cases, students will be taken directly to the hospital by ambulance and parents will be contacted immediately.

ANTICIPATED ABSENCE

Family Vacations: Absences interrupt a child's learning and can seriously hamper progress during the school year. Sacred Heart Academy does not provide work before absences due to vacations. It is the responsibility of the student to make up all missed work (classwork, homework assessments, etc.) upon return to school. Students also must turn in projects that are due during the days of absence before leaving for vacation.

If parents are going out of town and leaving another responsible adult in charge of the children, they must notify the school office and nurse in writing and provide in advance the name, address, phone numbers, and other necessary information regarding the care of the children while the parents are absent.

RELEASE OF CHILDREN

Parents must sign their children in/out when arriving late or being released outside of regular

school hours.

Children may not leave school grounds for any reason during the day without the express permission of the Principal and parents. If it is necessary to leave the building during the school day, the child must report to the office before leaving and be signed out by the adult taking the child. If the student is returning to school on the same day, he/she must be signed in again at the office.

Students will be called to the school office for release upon arrival of the parent. Students will not be called to the office in anticipation of parent arrival.

Infant/toddler Wee Saint students will sign out with the PK2 teacher from the classroom.

Infant/toddler Wee Saints parents will be able to sign in/out their children with the teacher. Parents must sign in/out their children when arriving late or being released outside of regular school hours.

Written permission is required to release a student to someone other than their parents. Regular attendance is necessary for a student's success in school. Poor attendance creates a hardship for the student and can result in poor academic performance.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" from the new school. All fees and tuition **MUST BE PAID** prior to the release of the child's records.

ARRIVAL AND DISMISSAL

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents. Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

Preschool 2, 3, 4 ARRIVAL:

Sacred Heart Academy has established the following procedures for student arrival for maximum safety and efficiency. Parent cooperation is requested to ensure that students arrive at school on time and that student supervision and safety may be maintained.

1. When entering Keating Drive, stay in the right lane. Drive around the church, park your vehicle on the upper parking and walk your students to the Academy's back entrance door number 5. Students will be greeted by the teacher at 7:45 a.m. Parents are to stay with their children until the arrival of the teacher. They are never to be left unsupervised outside.

Should there be an infectious disease or communicable disease outbreak, students will have their temperatures taken by staff prior to entering the building. Any student with a temperature of 100 degrees or greater will be sent home. Parents will have to initial a Student Symptoms Checker form.

Children are NOT to be picked up or dropped off at any other location other than the assigned location. This is for the safety of all children.

PRE-SCHOOL DISMISSAL:

Half-Day pre-school students are escorted at 12:30 p.m. and full-day students are escorted for dismissal at 3:10 p.m. All preschool students will be dismissed at 11:45 a.m. on early dismissal half days to the sidewalk in front of door number 5. Parents of preschool students will meet children on the sidewalk.

REMINDER: In accordance with the Winchester City Fire Ordinance, the Winchester City Police can ticket any car parked in the fire lane of either building. It is also illegal for unattended cars to be left with their engines running.

Any student not picked up will be signed into Bridges After-School Care. Families will be charged accordingly. PK2 students must be picked up on time since they cannot go to Bridges After-School Care due to licensing guidelines. Once a child is checked into the Bridges After-School Care program, he/she will not be released from Bridges without a parent signature.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in an extended day/aftercare program or he/she is participating in a school-sponsored activity (such as athletics or theater). The school will attempt to call parents and all emergency contacts if a child is left on school property. Local authorities will be called if no one is available to pick up the child.

The after-care program closes at 5:30 p.m. (3:30 p.m. for toddlers in the PK2 class). A surcharge of \$1 is added for each minute a student remains in aftercare past 5:30 p.m. If a student is frequently picked up after 5:30 p.m., parents may be requested to find other aftercare arrangements for their student(s).

Parents must send in written notes, call the office, or send an email in advance when a student is riding home with someone other than an assigned carpool. Students will not be permitted to go with someone other than the designated carpool unless the school has been appropriately advised.

Parents are asked to refrain from cell phone usage during carpool and to always observe the 12 mph speed limit throughout the entire school/church campus.

Locations and procedures may be subject to change during inclement weather. You will receive an all-call message with directions and changes to the ordinary dismissal procedures.

When a child is not picked up in emergency situations including inclement weather or natural or man-made disasters, local authorities will be called.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all children without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Students must bring their own healthy snacks and lunch in containers clearly marked with names. Glass containers and knives are not permitted, nor are soft drinks and candy. Snacks should be nutritious and healthy.

Preschool students are much more successful eating meals supplied from home. Classrooms are nut free. Students may not bring food (lunch or snacks) that contain nuts due to student food allergies.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

CHILD CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/director with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the educational records of a child contain information on more than one child, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, director, assistant principal, and those to whom they extend access within a given year.)

The school administration may elect to provide, at cost, photocopies of a child's educational records to parents, but documentation is to be stamped "unofficial."

CONFIDENTIAL ACADEMIC RECORDS

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Assistance Team minutes

The following student records are to be retained for 7 years, or when the student reaches the age of 25, whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

SCHOOL VISITORS

All persons other than school staff and currently registered children must first report to the school office immediately upon entering school grounds, sign in and wear an identification tag when visiting the school.

SCHOOL COMMUNICATIONS

PRINCIPAL/PRESCHOOL DIRECTOR'S COMMUNICATION

To maintain regular communication between the home and school, a newsletter will be emailed to all families. The newsletter contains relevant information including an up-to-date calendar, documentation of school events, and reminders. A Family Friday Envelope will also go home each week.

TAKE-HOME COMMUNICATION

All materials prepared by parents for release to the parish or school community must be approved by the principal/Preschool director or his/her designee.

Each Friday an envelope will be sent home with the youngest or only child in each family. It will contain order forms, miscellaneous notices, field trip permission forms, and notes from teachers. Envelopes are to be returned on the first day of the next school week. Return envelopes may include notes to the office, field trip permission forms, and other school-related materials. This is an important communication tool and is dependent upon parental cooperation. Families not returning envelopes may miss relevant information from the school. The Principal must approve any items added to the envelopes that are not directly related to school business. Parents or groups wishing to pass information through the school newsletter must have it turned into the office no later than Tuesday at 3:00 p.m. for approval (When there is no school on Friday, the deadline is moved to Monday at 3:00 p.m.).

WEBSITE

The Academy maintains a website. The website includes information about the school, upcoming activities, current fees, Diocesan forms, and email addresses for the teachers and staff. The weekly newsletter is also posted there. There are also links to the Diocese of Arlington and the school uniform company.

COMMUNICATION

All written communications from the Academy must be approved by the Principal before they are distributed. Communications include, but are not limited to, yearbooks, newsletters, and flyers. All items to be reviewed must be submitted before 3:15 p.m. on Tuesday to be considered for release on Friday.

SCHOOL MESSENGER COMMUNICATION SYSTEM

The Academy uses an electronic communication system to disseminate messages that have a degree of immediacy, such as changes to sports schedules, meeting reminders, or inclement weather announcements. Messages are sent through text, voice, and email systems. For this reason, it is imperative that parents maintain current emergency information in PowerSchool

TELEPHONE USE

The office and faculty room telephones are not for public use. Students are required to obtain permission from the school office to use the telephone. Telephone calls are limited to illness, forgetting medication or glasses, and/or injury and not be used for forgotten items such as lunch, athletic equipment, or homework assignments. If it is necessary to relay a message to a staff member, contact the school office at 540-662-7177. Although teachers have access to email while at school, they must focus on instruction and supervision of students, and thus may not respond during instructional hours. To email, go to the Academy's website at www.sacredheartva.org, select faculty, then the teacher whom you wish to contact, and send an email message.

INCLEMENT WEATHER/SCHOOL CLOSINGS

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health

concern, the school will transition into on-line (virtual instruction) for the required duration and students will meet academic requirements.

When schools are operating in a virtual instruction model and there is a weather-related closure of schools, principals shall determine whether a “snow day” is appropriate for the general health and well-being of the students.

Sacred Heart Academy makes its own decisions regarding delayed openings, early dismissals, and school closures. Announcements for closings, etc., are made through the School Messenger Communications System. In the event of an early dismissal due to inclement weather, all parents are to arrange to pick up their children as soon as possible. Children not picked up in a reasonable amount of time will go to Bridges After-School Care, which will remain open for up to one hour after the unscheduled school closing. When a child is not picked up in emergency situations including inclement weather or natural or man-made disasters, local authorities will be called. Exceptions must be approved by administration.

On delayed opening days, the following schedule delineates the schedule of A.M. arrival and of the hours of the morning Bridges/Extended Day Program for PK3 through 8th-grade students:

1 HOUR DELAY

Supervised Drop Off 8:45 A.M.

School Starts 9:00 A.M.

2 HOUR DELAY

Supervised Drop Off 9:45 A.M.

School Starts 10:00 A.M.

The Diocesan Superintendent of Schools will publish annually a Diocesan school calendar for the following school year.

PHOTOS AND OTHER MEDIA

Parents may opt their children out of participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

MEDIA CENTER

All books chosen for classroom reading in Diocesan schools must be appropriate for students, not only in age level and reading ability, but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents, guardians, or teachers who object to reading or multi-media/audio-visual/computer materials used in the classroom must complete an Objection to Content Form (Appendix K) after they have read the book or viewed the media and then submit it to the school principal. Those objecting to materials obtained in the school media center should complete Objection to Content Form for Library Materials (Appendix K-1). A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A permission form signed by a student's parent(s)/guardian (s) must be obtained prior to a student participating in each activity (Appendix R, available in PowerSchool).

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 21 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Youth weighing less than 100 pounds may not be seated in the front seat.
Phone calls and texting are not permitted while driving.

Teachers and other school employees should not drive students in their personal vehicles.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, that it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or

treatments, a trained individual needs to be present on the field trip such as a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

Sacred Heart Academy Preschool students do not travel off Sacred Heart Parish/Academy grounds for field trips.

OVERNIGHT TRIPS

Overnight trips are not permitted for preschool children.

PARENT ORGANIZATIONS

Parent-Teacher Organizations (and like-named entities) support the critical relationship between schools and parents, the primary educators of their children. These organizations help the head of school/principal advance the school's mission.

"...since parents have conferred life on their children they have a most solemn obligation to educate their offspring. Hence, most parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs..." (Declaration on Christian Education – Vatican Council II)

All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization helps the principal advance the school's mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

FUNDRAISING

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, director). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, director).

LIBRARY DONATION PROGRAM

Sacred Heart Academy has a book donation program in place. This is a wonderful way to celebrate a birthday, First Communion, or other special occasion while providing new library books for all students. To donate a book in the name of a student, simply send a check to the office made out to the school. Please indicate on the memo line “book donation AND student’s name.” The librarian will select an age-appropriate book, inscribe the student’s name in the front and share the book with the student’s class during a library visit. Parents and friends of the Academy are given the opportunity each year to participate in the Book Donation Program. The book program allows a family or person to donate funds to purchase a book in honor of a student, friend, or family member, and gives the school a way to increase its library materials. If you wish to participate in this program, please see our school librarian.

TRANSPORTATION/PARKING

The primary mode of transportation at Sacred Heart Academy is carpooling. All students must wear seat belts and follow state laws. All are expected to follow drop-off and pick-up traffic patterns. Failure to follow traffic patterns, parking policy, and pick-up and drop-off regulations could affect student enrollment status.

If it is necessary for a parent to enter the school building with a student, the car should be parked in designated parking spots. Never leave an idling car unattended.

V. FINANCES

SCHOOL TUITION POLICIES

A family's tuition obligation continues even when the school shifts to a virtual model. The education of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

A family's tuition obligation continues even when the school shifts to an eLearning model. The education of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

TUITION AND OTHER FEE SCHEDULES

FULL TUITION

Tuition for preschool is per child-there is not a price break for multiple students, nor are discounts available, as there are for grades K-8. Preschool students do not qualify for tuition assistance.

EARLY WITHDRAWAL & ENROLLMENT CHANGES

If a parent chooses to withdraw his or her child, the Academy requires 30-days notice prior to withdrawal or unenrollment, made by completing and submitting to the enrollment director, an Official Notice of Student Withdrawal Form. When paying tuition through the FACTS and making ten equal installments, the first installment is non-refundable as it covers the costs of supplies incurred per student.

Subsequent payments correspond with attendance during the calendar months of August through May, with installment two covering August's tuition, installment three covering September's tuition, etc. Tuition is due for any month or part of a month that a child attends. Therefore, if a child attends through October 2nd, four monthly installments are due, the first to cover costs of supplies incurred, the second to cover the August tuition, the third to cover

September tuition, and the fourth to cover October tuition. If a fifth installment has been made, that will be refunded.

We are tuition dependent for faculty and staff salaries and benefits. Therefore, families making enrollment changes (from full-time preschool to half-time preschool) must first notify administration. A meeting must take place and approval from administration is required before a change in tuition rate (full day to half day) is approved. The change in approved tuition rate will take effect at the start of a new trimester.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the Academy's Tuition and Fees Policy will be informed that their child(ren) will not be readmitted. Students whose accounts are not kept current throughout the year might be prohibited from participating in extra-curricular activities such as field trips, athletics, band etc. until the fees are paid.

- **If tuition is delinquent as of August 20:** Students will not be admitted on the first day of school.
- **If tuition is delinquent as of December 20:** Students will not be readmitted on the first day of class in January.
- **If tuition is delinquent as of March 20:** Students will not be readmitted on the first day of class after Easter break.
- **If any financial obligations are delinquent as of May 30:** The Academy will withhold report cards, will withhold transcripts of the student's academic record and will not issue a Certificate of Diploma to a student, or third party if there has been a breach of material condition of the contract, such as failure to meet financial obligations (i.e.: Tuition, Fees, Bridges, Library Books, Service Hours, Band fee, Missing Sports Uniforms etc.) In addition, registration for the following school year may be voided and registration fees forfeited.
Please note: **a late fee of \$50 will be imposed if tuition is received after the 20th of the month.**

If at any point in the year, tuition is delinquent for 60 days, students will not be readmitted on the next school day. If at any point in the year, Bridges payments are delinquent for more than 30 days, students will not be admitted to Bridges until the balance has been satisfied.

Families whose tuition are consistently late (received after the 20th of the month in which it is due) or refused by their financial institution more than twice in a school year will be required to prepay the tuition balance for the rest of the year. Families whose Bridges payments are consistently late (more than 30 days past due) or refused by their financial institute more than twice in a school year may be denied the use of Bridges care or may be asked to prepay Bridges fees on the first of each month.

TUITION AND OTHER FEE SCHEDULES

All families shall be expected to make tuition payments according to one of the following payment plans, all through FACTS Tuition Management. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

A. Full Payment: Under this plan, the entire amount of tuition and fees are paid through FACTS Tuition Management. A one-time automatic payment will be made through checking, savings, or credit card accounts. Those choosing this plan will complete a FACTS agreement form to authorize the automatic payments on the desired date in August. The full amount of the non-refundable fees will be withdrawn as well.

B. Tri-Annual Payments: Under this plan, the full amount of the non-refundable fees is withdrawn in August. One-third of the tuition is paid in August, one third is paid in January, and the balance is paid in March. Payment plans are through FACTS Tuition Management. This plan is an automatic payment made through your checking, savings or credit card account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic payments on either the 5th or the 20th of the indicated months.

C. Monthly Payments: Under this plan, the amount of the full fee is withdrawn in August and is nonrefundable. Tuition is then spread over nine or ten months if beginning in August. The first payment is August and the last payment is in May or June. Payment plans are through FACTS Tuition Management. This plan is an automatic payment made through your checking, savings or credit card account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month.

SACRED HEART ACADEMY TUITION and FEES SCHEDULE 2023-2024

Application Fee	\$150/student
Registration Fee—New Student	\$350/student
Registration Fee Returning Student/Siblings	\$150/student

The application fee is due with the application for new enrollment. This fee is non-refundable. The enrollment fee is due at the time of acceptance for enrollment or re-enrollment. This fee is non-refundable.

Two-year old \$9,348/child- 5 Full Days

Three and four Year Old \$4,850/child—5 Half Days

Three and four Year-Old \$8,663/child—5 Full Days

Tuition for Pre-Kindergarten is per child. There is no discount for multiple students as there is for grades K-8. Pre-Kindergarten tuition does not qualify for tuition assistance.

All financial accounts must be reconciled by May 21, 2024

FAMILY IN-SERVICE PROGRAM FOR PRE-SCHOOL FAMILIES

It is expected that each Academy preschool family give a minimum of 15 hours* of service time to the school over the course of the school year. Should a family choose not to participate in this program a fee of \$300.00 will be assessed to that family. A prorated amount, based on the number of hours still owed will be billed to families who fail to accumulate the 15 hours by school's end. The balance must be paid by June 1st to keep a place for the following school year.

*Service hours are to be used in the following manner: 10 hours may be completed up to February 1st, however; a minimum of 5 hours must be given after February 1st to have enough help during the spring fundraisers and activities. Students who withdraw prior to the end of the school are responsible for a prorated amount, based on the number of hours still owed for the period during which the student was enrolled.

VI. CHILD RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and children work together to create a Catholic school environment. Based upon the Catholic moral values and loving respect for others taught by Jesus, children:

- a. will be truthful.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will respect all school and personal property.
- g. will play only in assigned playground areas with good sportsmanship and cooperation.

- h. will bring to school only appropriate show & tell items from home.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/director and staff is to work with the children and parents to assist the children in developing a strong Christian attitude toward life.

DISCIPLINE

Classroom rules are designed to protect persons and property and to promote pro-social behaviors, such as sharing and taking turns. If problems arise, the children in question will be reminded of acceptable behaviors and redirected to more positive activities.

USE OF DISCIPLINARY ACTION

In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/director of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Children who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

SPECIFIC DISCIPLINARY POLICIES

SACRED HEART ACADEMY DISCIPLINE CODE

Each individual makes his/her own choices regarding behavior. Students of Sacred Heart Academy are expected to make choices that will promote Christian and academic growth in our school. We, at Sacred Heart, strive to assist students in accepting responsibility for their choices and, ultimately, guide the students in making better choices and growing in Christian virtue.

Due to varying circumstances and differences in behavior, the school reserves the right to determine the appropriate consequences to be given.

SUSPENSION

Suspension may be imposed as determined by the principal/director. Once the principal/director suspends a child, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the child from

returning to the regular program.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

- a. a serious infraction of school rules occurs;
- b. the child has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the child's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/director believes it necessary to expel a child, the principal/director will notify the child and the child's parents about the child's actions and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within five working days from the time of written notification.

During the pendency of any appeal, the expelled child shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/director.

Children who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

REGULATIONS AND PROCEDURES

Privacy of individual children must be balanced against the need to protect the health, welfare and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY SEARCHES

The principal/preschool director or his/her designee has the right to protect the health, welfare and safety of school patrons by searching a child's person and/or personal property on school grounds or at school activities. Lockers and desks are school property and are subject to searches by school personnel.

CARE OF SCHOOL PROPERTY

Children are to care for school property in a respectful manner. Children who deface or damage school property or the property of others will make financial restitution.

DRESS CODE

The dress code provides a standard for our children that fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/director.

DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION

Preschool 2 Children:

Because of the wide range of activities our youngest students engage in, it is recommended that children be dressed in washable, comfortable clothing, preferably sleepers and onesies for infants and elastic band pants and sweatshirt for walkers.

Children will play outdoors if the temperature is 33° F or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in the fall and spring; heavy winter coat, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name.

Since shoes are not worn in the classroom, parents must provide their child with a pair of slippers or soft-soled shoes such as aqua-sox, crocks, or moccasins that will remain at school. These should be lightweight and comfortable. The bulky slippers are too warm and tend to hinder movement. A slipper with a lightweight sole is preferable to allow for going out of the building during fire drills and going to the restroom.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept in the classroom at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. Licensing requires that children be taken outdoors each day.

DRESS CODE REQUIREMENTS AND OTHER PERTINENT INFORMATION

**All PE uniforms and school polo shirts must be purchased through the Academy.*

PRE-SCHOOL 3 AND 4, HALF DAY AND FULL DAY:

Students in pre-school wear the summer and winter Physical Education uniforms all year long according to the season.

PHYSICAL EDUCATION* - BOYS and GIRLS

Fall/Spring - red t-shirt with Sacred Heart Academy logo and navy-blue shorts with Sacred Heart Academy logo

Winter - navy blue crew neck sweatshirt with Sacred Heart Academy logo and red PE shirt underneath

Winter - Navy blue sweatpants w/Sacred Heart Academy logo and optional blue PE shorts underneath

Fall/Winter/Spring - White crew or half-crew socks Fall/Winter/Spring - Sneakers, any style/color (no lights/wheelies)

PLAYGROUND REGULATIONS

All students must adhere to the playground safety rules of Sacred Heart Academy. Teachers annually review the rules with the students. The rules are for the safety of the students and include guidelines including, but not limited to, not climbing on the top of the bars, only sitting in the swings to swing, only one person going down the slide at one time, only going down the slide, no pushing or shoving, and sharing appropriately.

As part of the daily break, all students take part in outdoor recreation. Students are not permitted to leave the school grounds. During inclement weather, students remain indoors and play quiet games under adult supervision. Recess play equipment is provided by the Academy. No games or sports equipment may be brought from home. Students and teachers are in-service on appropriate playground play and safe use of playground equipment. Students are instructed on playground safety rules. It is the expectation of Sacred Heart Academy that students observe all safety rules while playing on the grounds and the equipment.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

Students in preschool 2, 3, and 4 eat lunch in their classrooms. All pre-school students will have snack time during the day. Parents are asked to pack a healthy snack, in compliance with Sacred Heart Academy's wellness initiative. Parents are also asked to do their best to provide snacks and lunches in containers that can be easily opened by the child.

SHOW & TELL

Children are allowed to bring toys from home for the purpose of Show and Tell only. Weapons (whether real or toys) of any kind are not appropriate Show and Tell items, and shall not be brought to school for any reason. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action which may include, but not be limited to, expulsion.

VII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activity under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee, or volunteer.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well. At that point, confidentiality must be respected.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child

protective services agency any incident of suspected child abuse or neglect.

In accordance with the *Code of Virginia*, (Section 63.2–118, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent/guardian, legal custodian, or other person standing in *loco parentis* or school personnel.”

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal/director, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever

free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

When arriving for the child, the parent should report to the office. If a parent cannot be reached, the emergency number listed on the child's emergency form will be called. Please keep emergency telephone numbers up-to-date. Contact the school immediately if there are changes to a phone number, or if there is any special problem or special procedure that must be followed in an emergency. It is a parent's responsibility to arrange for PROMPT PICKUP of a child deemed too sick to remain in school. If we are unable to reach a parent, and the situation is deemed serious, we will call 911 for emergency professional assistance.

In the event a child becomes ill, the school will contact the parent. Parents will sign out the child in the office and the child will be escorted from the nurse's office to the exit. If a parent cannot be reached, the school will call the emergency number listed on the child's emergency form. Please keep emergency telephone numbers up-to-date in PowerSchool. Parents must arrange for prompt pickup of a sick child. If a parent or emergency contact cannot be reached and the situation is deemed serious, the school will call 911 for emergency professional assistance.

If your child has any unusual medical needs or problems (i.e. allergies to food, reactions to bee stings, etc.) the appropriate Medical Form must be submitted to the office.

Sacred Heart Academy defines a fever as 100 degrees or above.

MEDICATION ADMINISTRATION OVERVIEW

All school clinic, administrators, and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

Parents and guardians must provide and transport medications to and from the school.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior

- member of the school administration;
- d. When there is a licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
 - e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a licensed health-care provider. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
 - f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian and accompanies the medication.
 - g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
 - h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
 - i. Under no circumstances are medications to be shared with other students.
 - j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

When the medication is epinephrine, trained school employees are permitted to administer Epi-pen injections when:

- a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. parents of students requiring such injections provide a licensed health-care provider letter attesting to the life-threatening allergy;
- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (*Appendix F-6*).

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (*Appendix F-6*). OTC medications do not require a health care provider's signature unless the

medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent/guardian indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

SPECIALIZED STUDENT CARE NEEDS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/director/administration and identify, in writing, the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures, or behavior at school.

TOILETING/INCONTINENCE

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

Parents will always be contacted in incidents of soiling.

The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age-appropriate protocols for the student population.

Diapers and Toilet Training

2 year old Room

1. Parents supply all diapers and wipes for their child

2. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially when in a hurry.
3. For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age appropriate protocols for the student population.

While toilet training, parents are to provide lots of thick training underwear, plastic pants, pull-ups, socks, and outer clothing.

Preschool 3 and 4

Preschool students are expected to become independent in toileting by the time they enroll.

1. Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.
2. Parents will always be contacted in incidents of soiling.
3. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.
4. During periods of communicable disease outbreak, staff may wear masks, face shields, gloves, and gowns during the toileting.

USE OF CRUTCHES

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a licensed health-care provider order, the parent will be called to take the student home.

USE OF MICROWAVE OVEN

For preschool, given the risk of potential harm, students' access and use of microwave ovens is prohibited.

LIFE THREATENING ALLERGY

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

All schools must provide an annual in-service educating school faculty and staff about the

policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents/guardians of students with a life-threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to, teacher(s), food service, bus drivers, and janitorial staff.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

Parents/guardians must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance the protection of students:

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (*Appendix F-18*), which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.

- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school-based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

When a case of lice is reported, the infected child will be checked by the school nurse or a designated member of administration. If lice are found, student will remain in the clinic and parents will be called for immediate pickup. After student is treated, he/she must be checked again by the school nurse to ensure that there is no further sign of lice.

Parents in the class will be notified that a child in the class was reported to have lice. The informational link to the Center for Disease Control will be provided to parents for further information.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected

with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

Fire Drills, lockdown drills, and other safety/emergency drills are conducted throughout the school year, following state and Diocesan guidelines.

SEXUAL HARASSMENT - STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. Until sexuality can be expressed through the acts which are proper and exclusive to spouses, chastity is the successful integration of sexuality within the person. Chastity is expressed notably in friendship with one's neighbor when the equal personal dignity of man and woman is recognized. Offenses against chastity, which include lust and the more serious acts of pornography and immoral sexual conduct, are violations of our Catholic faith and morals.

The Catholic Schools of the Diocese of Arlington will respond appropriately to allegations of sexual harassment or sexual abuse in its schools. See Part 3, Section 2, Chapter 2, Article 6 of the Catechism of the Catholic Church (¶¶ 2331-2400)

No student is to sexually harass or sexually abuse another member of the school community. All

reports of harassment or abuse will be thoroughly, and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities.

“Sexual harassment” is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate making of unsolicited gestures or comments, or the deliberate display of sexually graphic materials which are not necessary for school purposes, either in person or via any media source.

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal/director, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying or cyberbullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a

staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal/director for further investigation.

In cases of reported bullying, the principal/director or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal/director may also report incidents of bullying to law enforcement, if appropriate.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

VIDEO SURVEILLANCE CAMERAS

School leadership at each individual school must install video surveillance cameras in order to maintain a safe and secure environment.

- a. At the discretion of the principal/director or his/her designee, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

To the extent video images may be deemed appropriate to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention, and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

Recordings for instructional purposes must be retained no less than one year.

VIII. CHILDREN WITH DISABILITIES

The Office of Catholic Schools recognizes the beauty and potential inherent within each child. In an effort to foster continued growth, the school embraces the opportunity to provide assistance and services for children with disabilities according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a child who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is a condition for negating enrollment in the school. A child may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a child has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the child's confidential file. Children who have a documented disability, but do not qualify for services through the local public school, may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Disabilities.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Children with disabilities are expected to follow the school's policies and honor code.

IX. PROGRAM INFORMATION

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 22.1, Chapter 14 of the Code of Virginia gives the Virginia Department of Education authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record

checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Education. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please call the Office of Child Care Licensing toll-free at 833-778-0204.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked, but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen, if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use,

frequency of application, and any adverse reaction. Manufacturer’s instructions for age, duration, and dosage shall be followed.

INSURANCE

The program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the school will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PARENTAL/GUARDIAN INVOLVEMENT

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

Sacred Heart Academy offers Bridges/Extended Day for Preschool 3 and 4 year olds on days when the Academy is in session, with the exception of a few days noted on the 2023-2024 school calendar. Due to licensing guidelines, we are not able to offer Bridges/Extended Day for PK2 children. The program offers Before School Care and After School Care. The goal of the Bridges program is to assist parents in need of childcare by providing a safe Catholic environment.

A. EXTENDED DAY PROGRAM

The following provisions are specifically applicable only to the extended day program at the School. These are in addition to the standards, policies, and guidelines previously set forth in this handbook. If any provisions in this section are clearly in conflict with the standards, policies, and guidelines in other sections of this Handbook, then the provisions in this section of the handbook will be enforced for the extended day program.

Sacred Heart Academy offers Bridges for PK3-8th Academy students on days when the Academy is in session. The program offers Before School Care and After School Care. The goal of the Bridges program is to assist parents in need of childcare by providing a safe Catholic environment.

Bridges AM is offered Monday to Friday from 6:45am to 7:45 am, and parents/guardians must sign up in advance. Bridges AM is open for one hour before the delayed start time on weather related delay days. All monies due to the Bridges program are to be paid through FACTS Management Company monthly. Bridges PM is offered Monday to Friday from 3:15pm to 5:30pm (11:45am to 5:30pm for early dismissal.)

A child not picked up at school by 3:20 pm, is automatically enrolled in Bridges PM. A snack is served daily and help with homework is provided in addition to supervised activities. Drop-ins, as well as those children who need daily care are welcome.

All monies due to the Bridges program are to be paid through FACTS Management Company monthly.

Sacred Heart Academy's Bridges program is licensed through Social Services of the State of Virginia. Yearly, all employees have to receive continuing education points and the program is inspected twice a year. Employees have undergone background checks and are also certified in First Aid and CPR.

All students enrolled in the Academy are required to have a completed Bridges program registration form and health form on file by the end of the first week of school whether you plan to use the program or not. There is no charge to enroll in the program for elementary students.

Note: All students are to be picked up from Bridges by 5:30 pm. There is a \$1 per minute surcharge for children who remain after 5:30 pm. If children are picked up after 5:30 pm more than three times, parents will be asked to make other after-school arrangements for their children.

Payment is due monthly. Any account overdue more than 30 days will incur a late payment fee of \$50 per month. Any account that exceeds \$100, or is not paid in full within 30 days, will result in the student(s) not being permitted to participate in the Extended Day program until all fees are paid or arrangements have been made with the office to secure repayment.

All provisions in this handbook (except Section II, Academics, but including the section on Technology), apply to the Extended Day Program.

POLICIES

Registration and health information must be kept up to date. For changes such as work phone numbers, allergies, or other important data, notify us as soon as possible.

- Upon arrival, staff will check each student into the program.
- Staff will sign students out when they are released to a parent or an adult on the authorized pickup list for the student. An ID must be presented to pick up a student from Bridges.

- Respect for Sacred Heart Academy rules must be demonstrated at all times. Repeated and severe violations of the discipline policy or Honor Code will be discussed with parents.

The Extended Day Director, in consultation with the principal of the Academy, reserves the right to deal with individual discipline problems as they arise. Students who choose not to follow rules may not be allowed to participate in the program. Parents will be notified prior to removal from the program.

A parent must pick up a child unless written authorization has been received regarding other dismissal procedures. Students will not be released without such authorization.

No one under the age of 18 may pick up a student or sign a student out of the program. Students will only be released from Bridges to a parent or an adult on the authorized pickup list for the student. An ID must be presented to pick up a student from Bridges.

The Academy uses an electronic communication system to disseminate messages that have a degree of immediacy, such as the need to close Bridges/Extended Day due to inclement weather or natural or man-made disasters. Messages are sent through text, voice, and email systems. For this reason, it is imperative that parents maintain current emergency information in PowerSchool.

In the event of an early closure due to inclement weather, all parents are to arrange to pick up their children as soon as possible. When a child is not picked up in emergency situations including inclement weather or natural or man-made disasters, local authorities will be called.

FACILITIES

Sacred Heart Academy is licensed through Social Services of the State of Virginia for After School Care. The Extended Day Program meets or exceeds minimum physical and safety standards. Normal safety rules for indoor/outdoor activities are enforced. All fire exits are posted; children are instructed how to use them in the event of an emergency.

LICENSING

Extended Day programs must meet local and state regulations for zoning and student care programs, insofar as the law and regulations apply to the program offered. Extended Day Programs are required to submit Virginia State Compliance Reports to the Office of Catholic Schools whenever the program has been visited by a state licensing inspector.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030
(703) 934-1505

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496
(757) 491-3990

Verona Licensing Office
Post Office Box 350
Verona, Virginia 24482-0350
(540) 248-9345

Piedmont Regional Office
Commonwealth of Virginia Building

210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-549

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees will be trained at least annually. The Crisis Management Plan is reviewed and updated at least annually.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

PERSONNEL REQUIREMENTS

CRIMINAL HISTORY CHECK

A criminal record check, as required by Criminal Record Checks for Child Welfare Agencies, is to be processed and maintained on file for each staff member. The criminal record check must be processed every five years.

SWORN DISCLOSURE STATEMENT

A signed sworn disclosure statement as required by regulation for Child Welfare Agencies is to be completed and maintained on file for each staff member. The sworn disclosure statement must be resubmitted every five years.

REQUEST FOR SEARCH OF THE CENTRAL REGISTRY FORM

Child Protective Services requires a central registry search to determine if an individual has had any prior reported/founded complaints on file. All staff members of the program are required to have the appropriate documentation on file. The central registry search must be conducted every five years.

GENERAL PROGRAM PROCEDURES

DAILY SCHEDULE

Daily Schedule

6:30 am	AM/Morning Bridges/Extended Day staff arrive
6:45 am-7:45 am	AM/Morning Bridges/Extended Day open to families
7:45 am	Sign-out students and clean the tables used
3:20 pm-3:30 pm	Attendance, restroom break
3:30 pm-4:00 pm	Physical activity outside
4:00 pm -4:20 pm	Snack
4:20 pm-5:00 pm	Quiet homework time in the library/crafts, games etc in the PK3 room
5:00 pm-5:20 pm	Free time
5:20 pm-5:30 pm	Clean up/dismissal

On Early Dismissal Days:

12:00 pm-12:45 pm	Attendance, lunch, restroom break
12:45 pm-1:45 pm	Physical activity outside
1:45 pm -3:00 pm	Quiet homework time in the library/crafts, games, etc. in the PK3 room
3:00 pm-3:20pm	Snack
3:20pm-4:20pm	Physical activity outside
4:20 pm -5:00 pm	Quiet homework time in the library/crafts, games, etc. in the PK3 room
5:00 pm-5:20 pm	Free time
5:20 pm-5:30 pm	Clean up/dismissal

ARRIVAL AND DEPARTURE OF STAFF

Extended Day staff are expected to arrive on time, checking in with the Director of Extended Day upon arrival and before departure.

PRAYER

The program begins with a prayer. Students lead grace before snack and lunch.

ATTENDANCE PROCEDURES

Students are called to the library one class at a time by the Extended Day Director or her designee. Extended Day staff must check in each child.

EMERGENCY CLOSING OF PROGRAM

Communications during an emergency at Bridges are the responsibility of the Extended Day Director. If the Extended Day Director is unavailable, Kelly Miller is responsible for emergency communications. If both the Extended Day Director and Kelly Miller are unavailable, another Bridges staff member will be responsible. The Principal or the Parish Executive Director, Lisa Anthony-Price, will send out a message to all families via SchoolMessenger.

During an emergency, the designated communications staff member should:

Call 911 or applicable emergency services (see “Important Telephone Numbers” on pg.2 of Crisis Management Plan)

Call the SHA Emergency Officer (first the Principal, then Lisa Anthony-Price) so they may activate their communication protocols.

Call student parents as soon as it is safe to do so.

All classrooms are equipped with landline phones, which have emergency phone numbers posted by them. The landlines can access the school intercom system. All classrooms and the office have at least one walkie-talkie. The Bridges room (library/media center) is equipped with two walkie-talkies. Staff members are encouraged to keep personal cell phones on their person.

PROGRAM ACTIVITIES

A variety of daily activities for all age groups should be age and stage appropriate. These daily activities should also provide opportunities for staff directed, self-directed, and self-chosen tasks and activities, a balance of active and quiet activities, and individual and group activities.

SUPPLIES AND MATERIALS

Supplies and materials are stored inside the library and the Extended Day storage closet and are provided by the Academy. All confidential materials and valuable materials such as the EDC laptop must be stored in a locked cabinet.

PROGRAM MANAGEMENT

ORGANIZATION OF STUDENTS

Students are split into a preschool group and an elementary/middle school group. Two staff members must be present with each group at all times. At the end of the day, groups may be combined as students begin to leave and homework is completed. Group combination is at the discretion of the Extended Day Director.

ACTIVITY PLANNING BOOKS

Activities are primarily planned by the Extended Day Director and carried out by the Director and Bridges staff. If Bridges staff members are interested in planning or leading activities, they are encouraged to do so after informing the Director.

SUPERVISION OF STUDENTS

Staff shall not leave unsupervised either a class, or an individual student, under his/her charge. It is the responsibility of the staff to know where their assigned children are at all times. Two staff members must be present at all times. Staff ratio must be maintained at:

1:10 for 3 and 4 year old children

1:18 for 5 to 8 year old children

1:20 for 9 – 12 year old children

For groupings of children of mixed ages, the age of the youngest student shall be used to determine which ratio is applicable.

No more than thirty children may be in one area at a time.

PROGRAM ENVIRONMENT

ROOM ORGANIZATION

Bridges takes place in both the library and the PK3 room. If both preschool and elementary/middle school groups are in the library, the preschool students will be grouped in the juvenile fiction section, while the older students will be grouped in the remainder of the library. Games, toys, and craft supplies are stored on the blue bookshelves at the front of the library.

In the PK3 room, the PK3 teachers will have covered any toys or activities that they do not want Extended Day using. Bridges staff should remind students not to use these items and redirect them toward appropriate activities.

On Book Fair weeks (twice a year), the library is closed to Bridges use. In these instances, all students will be grouped in the PK3 room.

ROOM MAINTENANCE

Bridges takes place in both the library and the PK3 room, and Bridges staff members are expected to clean and maintain the rooms. Once student numbers have decreased, one staff member in each room should begin cleaning any tables not in use. After all students have left, staff should clean any remaining tables. In the PK3 room, all chairs should be placed on the tables. During the clean up period, students should be supervised in cleaning up their activities. Any materials left out should be stored away by staff members.

BULLETIN BOARDS

A Bridges bulletin board will be hung in the library with postings such as daily schedule, snack, and other information. The bulletin board will be maintained by the Extended Day Director.

EQUIPMENT

Sports equipment such as soccer balls, playground balls, cones, bases, etc., are provided by the Academy and are kept locked in the Extended Day storage closet. Students are not permitted to use non-Academy sports equipment during Bridges.

LOST AND FOUND

Any items left behind are deposited in the Academy lost and found in the elementary hallway.

STATE REQUIRED POSTINGS

LICENSE/COMPLIANCE PLAN

The program's current license and compliance plan are posted by the Bridges pickup door.

CLASS SCHEDULE

The daily schedule is posted by the Bridges door.

ALLERGY LISTINGS

A confidential binder containing allergy information for all students is kept locked in the aftercare cart. This binder is available to all Bridges staff members and it is expected that Bridges members will familiarize themselves with the allergies of the children in their care.

Note that aftercare is nut-free, but snacks served by the Academy may contain other allergens. Students may eat snacks from home as long as they are nut free.

FIRE DRILL ROUTES

Primary and secondary fire drill routes are posted in by the doors of every room and are detailed in the Crisis Management Plan.

SNACK LISTING

The aftercare snack menu, updated weekly, is posted both in the library and by the Bridges pickup door.

ARRIVAL/DISMISSAL PROCEDURES FOR CHILDREN

PROCEDURES

Student attendance will be taken daily. The students will wait in the library for their parents. The child's parent/guardian must come to the exit door nearest to the library to pick up their child prior to the designated closing time of the Program.

Students are signed in by Bridges staff via an electronic system. While students are settling in, staff will also handwrite an attendance list to take with them during outside physical activity time. One Bridges staff member will be designated in charge of the written list, and another Bridges staff member will be designated in charge of check in/out via the electronic system.

AUTHORIZED PICKUP

The student will not be released to anyone whose name does not appear on his/her enrollment paperwork. If special arrangements have been made, parents must notify the school in writing of the person allowed to pick up their child. These persons will be required to provide identification before the child will be released. Please see the Crisis Management Plan for detailed information on the process for releasing a child if a person not on the authorized pickup list arrives to pick up a child.

If either parent wishes to place restrictions on the other parent's rights to pick up a child, Sacred Heart Academy Extended Day Program requires the enrolling parent to submit a copy of court order or other legal documentation regarding child custody and/or visitation rights. The information must be on file with the school.

The designated Bridges staff member will sign students out via the electronic system, then inform the staff member in charge of the written list of the student's departure, so that their name can be crossed off of the written list.

LATE PICKUP PROCEDURES

If a student is not picked up by 5:30pm, the student's parents will be notified via phone by the Extended Day Director, or, in their absence, by another Bridges staff member.

TRANSPORTATION SAFETY

The Extended Day program does not transport students.

HEALTH AND SECURITY

INJURY PREVENTION

The director will review accident reports and the accident log every three months. The review will focus on the type of injury, where the injury occurred, and the appropriate action taken. If a pattern is discerned, appropriate measures should be taken to alleviate or correct the cause of the injury.

To help prevent accidents/injuries from occurring, the following procedures will be followed:

- b. Staff members will supervise children at all times.
- c. Children will be allowed to climb only on designated climbing equipment.

"[Insert additional Injury Prevention Information here - Optional]"

LOCATING LOST CHILD

Staff members must be familiar with procedures to follow in the event a child is suspected to be missing from their care.

ADDITIONAL STAFF RESPONSIBILITIES

IN-SERVICE EXPECTATIONS

In addition to first aid training and required orientation training, staff will annually complete 16 hours of staff development activities that shall be related to child safety and development and the function of the program. Professional development hours may be completed online or in person. The Extended Day Director will provide information on professional development sessions throughout the year.

The Diocese of Arlington hosts in-service days throughout the year, and all staff members are expected to attend. These in-service day count toward the annual 16 hour professional development requirement.

SPIRITUAL AND RELIGIOUS INFORMATION

Staff members are expected to assist children with leading grace before meals, and celebrate feast days and religious holidays with the students.

END OF YEAR PROCEDURES

The Extended Day Director is responsible for storing all Bridges supplies and materials away in the storage closet at the end of the year.

OTHER INFORMATION/PROCEDURES

STAFF MAILBOX

Each staff member has their own mailbox in the front office. This should be checked regularly.

STAFF PERSONAL PROPERTY (VALUABLES)

Personal items must be kept locked away per licensing regulations. There is a locked cabinet in the resource teacher's office for this purpose.

SUPPLIES/REPAIRS

If more supplies are needed, staff should communicate this to the Extended Day Director so the Director can submit a purchase request. If any materials are broken beyond repair, they must be thrown away. If a maintenance repair is needed, staff should communicate this to the Extended Day Director so they can submit a maintenance request.

EMERGENCY INFORMATION

All emergency information can be found in the Extended Day Crisis Management Handbook. This handbook is provided to all staff members at the beginning of the year and will be reviewed and updated annually.

MONEY REQUISITIONS

Any collection for money, including fund raising, must be approved by the principal. Money for all activities must be recorded and turned into the office daily. No funds are to be kept in the classroom/library overnight. A deposit slip will be filled out and money sent to the Parish Business Office.

All expenditures must be pre-approved for reimbursement. Each staff member should fill out a purchase request form. All supplies purchased using school funds (including PTO funds) remain the property of the school (this does not include gift cards you receive).

WORKROOM PROCEDURES & REMINDERS

The faculty/staff room is to be kept neat and clean by faculty and staff. It is the responsibility of each staff member to clean up after himself or herself.

Personal dishes are to be washed by those who use them. The Academy is not responsible for personal items left in the faculty/staff room.

The use of cell phones for personal non-work-related reasons during work time or while supervising children is prohibited. The use of cell phones for personal reasons (including text messaging) is unacceptable.

X. APPENDICES

Diocesan Forms

- Permission for Emergency Care Form (Appendix F-1)
- Confidential Student Health History Update (Appendix F-1A)
- Virginia School Entrance Health Form (Appendix F-2)
- Virginia School Entrance Health Form Instructions (Appendix F-2A)
- Asthma Action Plan with Indemnification (Appendix F-3)
- Nebulizer Treatment Log and Procedure (Appendix F-3A)
- Anaphylaxis Action Plan with Indemnification (Appendix F-4)
- Diabetes Quick Reference and Indemnification (Appendix F-5)
- Virginia Diabetes Medical Management Plan (Appendix F-5A)
- Diocese Medication Authorization Form (Appendix F-6)
- Student Injury Accident Report (Appendix F-7)
- Wind Chill Factors/Heat Stress Index (Appendix 15)
- Certificate of Religious Exemption (Appendix F-18)
- Seizure Action Plan (Appendix F-20)
- Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)
- Parent Permission for School Sponsored Trip Participation.English (Appendix R)
- Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (Appendix R-A)
- Use of Personal Vehicle (Appendix R-1)
- Preschool Handbook Agreement Form (Appendix AG-3)



SACRED HEART ACADEMY PRESCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

I have received a current copy of the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

Name of student/child:

(Parent's Signature)

(Printed Name)

(Date)