



Preschool Parent Handbook

Forming Hearts and Minds in Christ

2023-2024

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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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Preschool Handbook Agreement Form (*Appendix AG-3*)

August 2023

Dear Saint Bernadette Catholic School families,

Welcome to the 2023-2024 school year! I am honored to serve as principal and I look forward to collaborating with parents and the Saint Bernadette community as we work together to form hearts and minds in Christ. By joining Saint Bernadette Catholic School, I appreciate the commitment you have made to upholding Gospel values and the philosophy of a Catholic school education. In order to create and maintain an atmosphere conducive to learning it is important that we all work together to follow the school policies and guidelines.

This Parent/Student Handbook reflects the policies and guidelines of Saint Bernadette Catholic School for the 2023-2024 school year. It incorporates policies set forth by the Arlington Diocese of Catholic Schools. Parents and students should read and discuss the handbook so that the policies and guidelines are clearly understood. After reading this document carefully, please sign the attached acknowledgement form indicating that you intend to abide by the policies of Saint Bernadette Catholic School for the 2023-2024 school year; return the signed form to the school's front office by **Friday 1 September 2023**.

As stated earlier, I look forward to collaborating with you to continue the tradition of excellence at Saint Bernadette's. Parents are an integral part of the success of our school. Many opportunities exist at our school for you to share your time and talents. Note the volunteer opportunities listed in the handbook, as well as those which will be posted in newsletters and other school communications.

I look forward to partnering with you. May this year be filled with joy and blessings.

Sincerely,

Kathleen A. Burgess, Ph.D.

Kathleen A. Burgess, Ph.D.
Principal

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

Mission Statement

The community of Saint Bernadette Catholic School and Parish works together to form hearts and minds in Christ. By fostering a love for lifelong learning, we develop the whole child through faith formation, service to others, and academic excellence to be leaders in our ever-changing world.

Philosophy of Education

Saint Bernadette Catholic School believes a strong relationship with God is crucial to forming hearts and minds in Christ. We believe in cultivating a love for learning. We recognize the dignity of all students by fostering their ability to grow in faith and knowledge.

We believe that teaching is a vocation. As Catholic educators, we are called by Christ to be witnesses to the Gospel through our words and actions. We believe that parents are the primary educators of their children. Students, families, and the school community work collaboratively to ensure that each student has an opportunity to excel. We believe that school leaders uphold the mission of the school by being approachable and accessible to all stakeholders. By adhering to Diocesan standards, educational principles, and Church teachings, St. Bernadette Catholic School develops successful lifelong learners.

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

Supply fees are collected with the registration fee. Families may be asked to bring in materials throughout the school year to enhance the curriculum or complete special projects. The fee paid includes a sleeping mat, tote bag and supplies needed in the classroom.

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. The preschool will use various assessment tools during the school year. In addition to teacher assessments, the Kindergarten Readiness Test will be administered.

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

Parent-teacher conferences are scheduled for each student in the fall. Other conferences may be

scheduled throughout the year as needed, and as requested either by the parent or the teacher. Conference requests can be made either by email or telephone. A response should be expected within one business day. In order to provide time to prepare for a productive meeting, parents should request teacher conferences via email or telephone.

Parents wishing to discuss a classroom situation should first schedule a conference with the classroom teacher before meeting with administration.

Due to their obligations for supervision and planning, teachers cannot be disturbed during school hours. Teachers will respond to your communication within 24 hours, unless there is an intervening weekend or school break.

Calendars and newsletters will be sent home regularly to inform parents of activities and events in the preschool. Email communications will be regularly utilized.

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.

All students are admitted on a 90 academic day probationary basis.

SAINT BERNADETTE ADMISSION PROCEDURES

Saint Bernadette Catholic School is committed to fostering a love for lifelong learning by develop the whole child through faith formation, service to others, and academic excellence to be leaders in our ever-changing world. To this end, we want to ensure incoming students have the skills and resources they need to be successful.

For consideration for admission to Saint Bernadette the following steps must be completed.

Step 1: Complete the Diocese of Arlington Student Application. A separate application needs to be completed for each child being considered for admission. The application can be found on the Diocese of Arlington website, under Schools/Our Schools/Application for Admission.

Step 2: The following forms can be found on the school website and returned by mail or in-

person to Saint Bernadette, or they may be scanned to: registrar@stbernschool.org.

- Student Records Release – allows us to reach out to your child’s current school (Rising 2nd-8th grade only) and obtain their school records. We will need a release for each child being considered for admission.
- Student Information Form – allows us to reach out to your child’s current teacher (Rising 2nd-8th grade only) and gather information about your child’s learning style. We will need a form for each child being considered for admission.
- Confidential Student Health History We will need a form for each child being considered for admission.
- Home Language Survey
- Parish Verification Form
- Marketing Survey
- \$100 non-refundable application fee for the first child in a family being considered for admission and \$50 for each additional family member being considered for admission

Step 3: Once Step 2 and 3 are complete, we will contact you to arrange a time for student testing and an interview (parents and children) with the Principal or Assistant Principal.

Upon completing these 3 steps, the Admissions Team will review your child’s application for admission. If you have questions about the admission process, please reach out to the school Registrar.

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 in the program is strongly encouraged for setting the groundwork for a successful school experience.

Teachers report all absences to the school office on a daily basis. The school Administrative Assistant keeps a computerized record of these absences. Classroom teachers also keep a record of attendance.

To report an absence, parents must call the office before 8:30 a.m. or send an email to attendance@stbernschool.org

Once a student reaches 15 absences, 15 tardies, or a combination of 15 absences/tardies, the family will be required to meet with a member of the administrative team to discuss the issue and to develop strategies to improve attendance and/or arrival time.

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.

The preschool program opens its doors to students at 7:40 a.m. each morning. Students arriving after 8:05 a.m. will be considered tardy. In order to secure the building and ensure the safety of all the children, students arriving after 8:05 a.m. must report to the main school office with a parent/guardian in order to be admitted to school.

MEDICAL EXCUSES

Children who are ill cannot function properly in school and should remain at home. Students with a fever, diarrhea, and/or vomiting may not return to school until they are symptom-free for 24 hours without medication. It is important that we prevent contagious illnesses from spreading to other students and staff.

ANTICIPATED ABSENCE

If you anticipate that your child will be absent for any reason, please inform your child's teacher. Please remember that regular attendance will assure more progress both academically and socially. Please notify your child's teacher of any anticipated absences.

RELEASE OF CHILDREN

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

An authorized pick-up list will be completed by parents before the school year begins. If a child is going to be picked up by someone on that list, the individual picking up will need to provide a picture I.D. before the child can be released to them. If special circumstances require that the

child be picked up by someone not on the list, we require an email and/or phone call to the office to let the administration know prior to the child being picked up.

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.

At Saint Bernadette, records and requested information will be sent to the new school upon receipt of a “Release of Student Records Form” from the new school. Records may not be hand-carried by the parent/guardian but are sent between schools.

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.

The Preschool classrooms are located in rooms 200A and 200B in the school building near the chapel, across from the church. Drop-off and pick-up will take place at the doors located right outside the classrooms.

Preschool students do not participate in the K-8 carpool. Families are asked to park in the lower church parking lot located below the Parish Center. Parking on the curb is not permitted, as it is a fire lane. There may be some traffic in the parking lot, so extreme caution should be used when walking.

Parents/caregivers should walk up the steps in front of church and towards the chapel. Classroom 200B is located just before the entrance to the chapel. Classroom 200A is located at the red doors numbered 13 just past the chapel.

Teachers will open the doors at 7:40 a.m. to greet families in the morning and at 1:55 p.m. on Monday and 2:55 p.m. Tuesday through Friday for dismissal.

Children arriving after 8:05 a.m. will need to report to the school office to sign in.

Children should be picked up promptly. Children not picked up by 3:10 p.m. will be taken to Extended Day where charges will incur. Repeated instances of late arrivals and/or pick-ups may

require a meeting to discuss the situation with the principal.

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.

Preschool students bring their own snack and lunch to school. Parents are asked to provide a nut-free snack and lunch from home each day. All food containers brought into school for snack and lunch must be labeled with the child's name and current date. When necessary, perishable items should be packed with an ice-pack, as refrigeration at school is not available.

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

The principal will communicate with the parent community in a variety of ways.

- School newsletter, Cardinal Connection
- Sending time-sensitive information home with the students
- E-mail
- School website
- Reporting at Parent-Teacher Organization meetings
- For emergencies via *SchoolMessenger*

Lead Teachers will also send home newsletters, monthly calendars, and email communications to parents as needed.

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.

The weekly e-mailed Cardinal Connection will include flyers and forms to keep parents informed of school activities. Please read it carefully.

Teachers are happy to speak to parents about their children by phone, note, e-mail or conference. Please make an appointment so that the teacher can give full attention to the class throughout the course of the day.

The student directory is a tool to be used by the Saint Bernadette Catholic School families only and may not be distributed, sold, shared outside of the school community, or used for purposes of solicitation.

TELEPHONE USE

Preschool students do not have access to the school telephones. If a parent needs to reach a teacher for any reason, they may do so through the school office. Please do not use email communication if you need to get information to the teacher immediately. The teacher is supervising children and cannot always access email during the day.

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.

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 send optional pre-kindergarten work home to the parents.

Saint Bernadette School follows the Fairfax County School system regarding the opening or closing of school due to inclement weather. Look for news of Fairfax County closing or delay decisions on major local media outlets. As a courtesy, the school will send an email to its distribution list announcing the delay or closing, but FCPS will have final say in what the school day looks like in inclement weather situations.

If Fairfax County Public Schools (FCPS):	Saint Bernadette Catholic School
is closed due to weather conditions	is also closed due to weather conditions.
is delayed 2 hours	PK-8 will be open from 10:05 am to 2:55 pm.
is delayed 2 hours on an 11:30 dismissal day	PK-8 will be open from 10:05 am to 2:55 pm. Students should bring a lunch.
is closed with after-school activities canceled	is closed with after-school activities canceled.
is not in session, but Saint Bernadette Catholic School is in session, and conditions force a delay, cancelation, or early release	will send electronic communications to parents.

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.

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.

Phone calls and texting are not permitted while driving.

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.

Purchases and Reimbursements for the School

Parents who purchase supplies for the school must use the Purchase Requisition Forms.

Purchases that are submitted for reimbursement must have receipts and be submitted within 30 days after the purchase was made.

Reimbursements made near the end of the school year must be submitted within one week of the final day of student classes before summer vacation. Otherwise, no reimbursement will be granted.

PARENTAL INVOLVEMENT AT SAINT BERNADETTE SCHOOL

PARENT-TEACHER ORGANIZATION (PTO)

Parents become members of the Parent-Teacher Organization (PTO) when their child is accepted at Saint Bernadette. This organization is essential to support the educational policies that further the successful progress of each child. Parents are urged to become actively involved in the various activities sponsored by the group. The PTO charter can be found on the school website.

The parent organization should strive:

- to build community through its many sponsored events;
- to provide enrichment opportunities for students;
- to raise funds for the school to provide "the icing on the cake" beyond the basic curriculum; and

- to support and promote the school and the vision of the school administration.

VOLUNTEERS

Saint Bernadette welcomes a variety of volunteers. If parents are qualified in a particular field of specialization, the sharing of that knowledge would be greatly appreciated. Parents are needed to assist in various programs throughout the school year. We appreciate your time and involvement. Please respect the teachers' responsibility to supervise their classroom and minimize personal conversations with faculty while they are with students.

We welcome siblings to our cultural arts programs, band concerts, Christmas programs, etc. In order to ensure the best educational experience for our students, volunteers are not allowed to bring other children when volunteering for class activities - parties, art classes, field trips, etc.

Volunteers must be compliant with the Safe Environment policy of the Diocese of Arlington. As part of the Diocese's efforts to ensure the safety of all children and to carry out the mandates of the U.S. Conference of Catholic Bishops' Charter on the Protection of Children, all volunteers are required to complete a background check and attend a seminar entitled "Protecting God's Children." This seminar is offered frequently at locations throughout the Diocese. **No one may volunteer in any capacity unless they are fully Virtus compliant. For more information, please contact the parish office.**

All volunteers are expected to dress appropriately when in school. Clothing should be modest and neat.

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).

TRANSPORTATION/PARKING

Please make note of and obey the County approved **No Parking or Standing Fire Lane** signs on the Church and School property. According to the directives of the Fairfax County Fire Marshall, you can expect to be ticketed when parking in these fire lanes. For this reason, please be familiar with the traffic flow for afternoon carpool.

During the school day, parents are asked to park in the lower Church parking lot.

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.

WITHDRAWING A STUDENT

We understand that circumstances within families can change. If a family applies, is accepted, and enrolls, but is unable to attend Saint Bernadette Catholic School, and notifies the school office prior to June 30th, no additional fees will be incurred. If a family notifies the school office after June 30th, but before the first day of school, a fee of \$1500 per family is due. Because Saint Bernadette operates on a trimester system, once a child has attended one or more days of a trimester, tuition will be charged for the entire trimester. The school is required to make many contractual obligations, that cannot be modified, and that are based on enrollment as of June 30th. Exceptions will be made for military families who receive a change of orders. A copy of those orders must be submitted to the registrar.

There is no tuition refund for students expelled for disciplinary reasons.

Fees for FACTS enrollment are **non-refundable**.

Records will not be provided until all financial obligations are met.

Saint Bernadette Catholic School desires that each enrolled student graduate from Saint Bernadette as an eighth-grade student. We realize, however, that family circumstances may change, or the needs of a particular child may change during the course of his/her time in school. If families are considering not re-enrolling at Saint Bernadette for the following year or leaving Saint Bernadette before the year is over, please follow these guidelines:

- As appropriate, please meet first with classroom teachers to discuss your thoughts as well as your child's current situation in school.
- Meet with the principal, who will be in a position to offer counsel regarding your child's education.
- If you intend to apply to another school, as part of that application process, please provide the main office with needed records requests forms and teacher narrative forms.
- In addition, the office will directly email or FAX copies of your child's cumulative records upon your signed release. All fees and tuition MUST BE PAID prior to the release of the student's records.

- If a decision is made to leave Saint Bernadette Catholic School, parents are asked to notify classroom teachers and the principal as soon as possible to discuss how to best share this information and support the child during the transition period.

TUITION AND OTHER FEE SCHEDULES

The Saint Bernadette tuition and fee schedule can be accessed at this link:

https://www.stbernschool.org/images/images/FY23-24_Tuition_and_Fees-FINAL.pdf

PAYMENT

- Payment may be made in full, quarterly, semiannual, or eleven monthly installments**
- Tuition payments will be managed by the FACTS Tuition Program. **All families must enroll in FACTS and pay the enrollment fee, regardless of their specific payment plan.**
- All fees other than tuition are due with the first tuition payment.
- St. Bernadette School cannot guarantee space for the following school year unless **all tuition and fees** are paid by May 15. Failure to make final payment or to contact the pastor for other arrangements due to special circumstances will forfeit your child's space for the upcoming school year.

TUITION DELIQUENCIES

The pastor and principal recognize that, on occasion, families encounter financial hardships that affect the timely payment of tuition. In such cases, it is important that parents contact the pastor or principal so that a mutual understanding regarding payments may be established. Parents falling behind in tuition payments will be asked to meet with the principal for tuition related matters.

SUBMITTING EMPLOYER REIMBURSEMENT FORMS

Families submitting Employer Forms for reimbursement of school expenses which require the Principal's signature and/or Church Seal should do so between May 1 and the last day of school. Please complete all forms and include a stamped, self-addressed envelope when submitting them to the Rectory. Forms will be returned by mail.

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

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

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.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/director to dismiss a child at the close of the school year.

Children who are dismissed may apply for readmission to any Diocesan school after one full year.

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

For the 23-24 school year, uniforms are required in Pre-Kindergarten. Students may wear any of the Saint Bernadette Catholic School uniform items available from Flynn O'Hara. Items should be specifically selected according to the child's ability to dress himself/herself following toileting.

When the weather turns cooler, children should come to school with the proper outerwear for playing outside to including jackets, coats, hats and mittens.

In case of spills or accidents, a complete change of clothes should be sent to school on the first day. The clothing bag should include socks, underwear (2), pants and shirt and be placed in a one-gallon Ziploc-type bag with the child's name written on it. The clothing bag will be kept at school. Items can be exchanged/replaced as used or as needed for weather changes and size changes.

PLAYGROUND REGULATIONS

The preschool children will play in the area behind the preschool classrooms as well as the playground behind the school. The children will only use the piece of equipment closest to the building, as it is age-appropriate for the preschoolers. Rules for the playground will be reviewed prior to play. Play will be supervised by teachers at all times. Teachers will locate themselves for optimal supervision. Rules include:

- The children should walk on top of the equipment, as running can lead to accidents. Running is permitted on the mulch, but the children should always watch where they are going.
- Ladders are for up and slides are for down
- The children are to sit on their bottoms, feet first when sliding down the slides. They should wait for their turn and slide one at a time. Children should not swing on the top frame of the slide. Children should not lean out over the side of the slide while sliding down. Children should never stand up on the slide. Walking up the slides is not permitted.
- Mulch, rocks and sticks stay on the ground.
- The children should be courteous and safe during play, using kind hands and kind words.
- Additional rules may be added as needed.

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.

Preschool children eat in their classrooms and will not use the school lunchroom except on special occasions.

CELEBRATING BIRTHDAYS

- Students may dress out of uniform on their birthday. Should a birthday occur on a weekend, summer or holiday, students may dress down on the preceding/following day or on their half birthday.

- Parents who would like to celebrate their child's birthday at school are welcome to purchase ice cream for their child's class. Please complete the request and send it to the front office at least two weeks prior to the birthday.
- The last day to submit a request for a student birthday party is May 17, 2024.
- There will be no student birthday parties in June.
- Each child will be able to select from a variety of ice cream treats that can accommodate food allergies. The cost is \$20.00 per class.
- Please make checks payable to Saint Bernadette School and submit to the front office.
- **No food, treats, or candy other than ice cream purchased through the Cafeteria may be brought in for a child's birthday.**
- If an ice cream treat has already been planned for a class or grade level, the office will offer you another day to buy for your child.

CLASS PARTIES AND SCHOOLWIDE EVENTS

- Holidays will be celebrated throughout the school year.
- All of our classrooms are **nut-free**. All food brought in for class parties must be nut-free.
- Balloons are not permitted in the classroom. Balloons will be allowed at some school events at the discretion of the principal.

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 calling or emailing Attendance to report your students' absence due to illness, please give a brief description of symptoms such as "fever" or "vomiting" or give the doctor's diagnosis if you have one. This will help the nurse to keep the rest of the school population healthy by tracking trends in illnesses and enable her to alert other parents.

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.

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.

At Saint Bernadette Catholic School, if a case of head lice is suspected, the nurse (or in the nurse's absence, another faculty member) will inspect the child's hair. If a case of head lice or nits are detected, the school will notify the parents to pick up their child and will provide information on how to treat the condition. The parents of the students in that grade level or in grade levels where desks/chairs are shared, will be notified by the nurse that a case of lice exists and will be asked to check their own students. If the child is in the Extended Day Program, families of those children will be notified, as well. This information will be sent home via an email with no child's name given. Please respect the privacy of the child and family.

If there are questions, please contact the nurse or school principal. The student will not be allowed to return to school until the hair and scalp are free of all lice and nits (eggs). Readmission to school will be determined by the school nurse/administration based upon re-inspection to determine the effectiveness of treatment.

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

The classroom teachers will explain fire/emergency drill procedures to the students each year. Thus, each student knows and is expected to follow correct procedures in the event of a fire or other emergency. All visitors, staff and faculty must evacuate the building during a fire drill or emergency and remain outside until the all-clear signal is given. All emergency procedures will be practiced with the students so that they are able to respond quickly and calmly in an emergency.

In addition, the school will practice other pertinent safety drills such as earthquake, severe weather, shelter-in-place, and lockdown drills.

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.

The Saint Bernadette School Learning Resource Program is a full-time program which not only provides services to those students with documented needs, but also works closely with faculty and parents to identify and implement best practices to help struggling students succeed.

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).

X. EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section IV, *General School Policies*, regarding fees to utilize this program. Parents/guardians must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II, *Academics*, but including the section on *Technology*), apply to the Extended Day Program.

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/guardian 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.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents/guardians 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 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services 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 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

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

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

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

INSURANCE

The extended day 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 program staff will complete and return to the parent/guardian 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/guardian 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).

GENERAL PROGRAM PROCEDURES

EMERGENCY CLOSING OF PROGRAM

The school will follow the Fairfax County Public School system emergency weather closings and delays for most circumstances. If there is a 2-hour delay, the Extended Day program will open at 8:45 a.m. When school closes early due to inclement weather the director and principal

will determine the operating status of the Extended Day program. Parents are expected to pick up their children promptly when the school closes.

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

The following supplies are made available to the students: board games, manipulatives, art supplies, books, puzzles, toys for large motor play to include balls, jump ropes, hoops, and a television with movies.

Safety Drills:

**Drills will be practice from various areas used by the Extended Day program*

SNACK REQUIREMENTS

*Licensing Standard **22VAC40-185-560** requires all food brought from home to be sealed, clearly dated, and labeled with the child's name. If a snack or meal from home is not labeled it cannot be used for the program and the child will be provided an alternate snack or meal by the program. Staff are responsible for ensuring that all food brought from home adheres to this licensing standard.

Children may bring snacks from home. All snacks from home must be labeled with the child's name and date for use. Extended Day staff members are responsible for checking food brought from home to ensure it meets this standard. Families will be provided two written warnings for noncompliance.

All snacks must be nut-free.

PROGRAM MANAGEMENT

ORGANIZATION OF STUDENTS

Preschool students will be picked up and checked in by their assigned extended day staff members and then escorted to wash their hands in the upstairs hallway. After washing their hands the preschool students will be escorted to the cafeteria for snack. Students will sit at designated snack tables only. Once snack is completed the preschool students and their extended day staff members will either return to their classroom until ratios permit for them to come to the cafeteria or remain in the cafeteria.

As allowed by staffing, students may be taken outside or into the gym to play. Students may also engage in an array of self-guided or staff-guided activities in their designated space.

Staff to student ratios will be maintained at all times. No student, regardless of age or grade level, will be permitted to go unsupervised for any reason during the program's hours of operation. All students must be within sight and sound of at least one staff member at all times.

SUPERVISION OF STUDENTS

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

PROGRAM ENVIRONMENT

ROOM ORGANIZATION

The activities for the children are placed on the cafeteria tables so that small groups of children can have their own space. Blocks and toys for floor play are placed in the center of the room so that the children can have a safe area for their building and creative play. Games, puzzles and art supplies are located in the Extended Day closet. Students should request assistance from a teacher when taking toys from the closet.

BULLETIN BOARDS

There is an extended day bulletin in the school cafeteria located by the director's office and lost and found corner. This board must be accessible to families at all times. The bulletin board is required to have the following documentation under the program's licensing standards:

- License and latest inspection summary
- Current snack menu and at least two weeks prior
- Daily schedule (preschool and K-8th)
- Outside temperature charts by the Diocese
- Poison Control/Emergency Numbers

STATE REQUIRED POSTINGS

LICENSE/COMPLIANCE PLAN

The license and compliance plan is located in the director's office and is labeled "Extended Day State Posting." It should contain the following:

1. Licensing Standards
2. Current school year's Emergency Preparedness Plan
3. Copy of most recent fire inspection and emergency drill logs.
4. Copy of most recent health inspection.
5. Injury and Incident Summary for previous school year (the log of all the injuries are in a separate binder labeled incident reports)
6. Playground Safety Plan

*All information about the children is located and stored in the brown file cabinet which is to remain locked when not in use. The student directory is available in the director's office for a quick reference. The director of the program also has access to Power School which can also be used to access information if needed. All information pertaining to enrolled children and their families is and will remain confidential.

CLASS SCHEDULE

The daily class schedule will be posted on the extended day bulletin board located in the back of the cafeteria by the director's office.

ALLERGY LISTINGS

Information about allergies and other pertinent health information is located in a red folder in the extended day food closet. This closet is to remain locked when not in use to ensure that student confidentially is maintained at all times. Information regarding allergies and other pertinent health information can also be found on each student's current registration form in the director's office.

FIRE DRILL ROUTES

There are two exits in the cafeteria: the back doors or the front exit. Fire Drills using both routes should be practiced. Fire drill routes should also be practiced from other commonly used areas utilized by the extended day program including the library, preschool room, and gymnasium. Fire evacuation routes are to be posted in each room.

ARRIVAL/DISMISSAL PROCEDURES FOR CHILDREN

PROCEDURES

Arrival: Attendance will be taken as the children arrive for the extended day program. If a child is missing and no information was given to the director that the child was not attending, the director will check with the clinic, the parent sign-out book, the student's teacher, the front office, and other staff members prior to calling the family. If the child cannot be located after the family is contacted, the principal/assistant principal will be notified and emergency services contacted if needed.

Dismissal: Children are dismissed from the program only when an individual authorized to pick up the child signs them out. If an individual is not listed on the authorized pick up list and tries to pick up a child the child will remain in the program's care and the director will be notified immediately. The director will contact the family for approval and will not release the child without their permission. Staff may request to see an ID from anyone trying to pick up a student to ensure each child's safety. Preschool students may be released from their room or the cafeteria. Parents should call the extended day staff cell phone to confirm the pickup location when they arrive to the school.

AUTHORIZED PICKUP

If someone other than that parent or guardian is picking up a child, a written authorization or phone call from the parent or guardian is required. The person picking up the child must show identification. All listings of authorized persons are located on the students' file located in the file cabinet.

LATE PICKUP PROCEDURES

Late Carpool Pick-Up Policy

Any student who is not picked up during carpool will automatically be checked in to the Extended Day drop-in program. A fee of \$15/student will be charged for late carpool to all families who pick their child(ren) up prior to 4 pm. Any student that remains after 4:00 p.m. will be charged the full Extended Day drop-in rate of \$30/student.

Late Closing Pick-Up Policy

Any student who is not picked up from the Extended Day program prior to 6 pm will be charged a late pick-up fee of \$2.00 for every minute past closing time. Families with more than one child being picked up past closing will be charged per student enrolled. The amount charged will be based upon the pick-up time that will be recorded by the staff upon your arrival. The table below will explain the total amount that is charged per student depending on the time that you arrive to pick-up your child:

6:01 p.m. - 6:05 p.m.	\$10
6:06 p.m. - 6:10 p.m.	\$20
6:10 p.m. - 6:15 p.m.	\$30
6:16 p.m. - 6:20 p.m.	\$40
6:21 p.m. - 6:25 p.m.	\$50
6:26 p.m. - 6:30 p.m.	\$60

The fees will continue in this fashion until 7:00 p.m.

We are required by Virginia state licensing laws to inform you that if your child is not picked up one hour past closing time (7pm) and we cannot find anyone on the **emergency contact** list to pick up your child, the principal will be called to contact Child Protective Services.

TRANSPORTATION SAFETY

The Extended Day program does not provide transportation.

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:

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

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.

If the student is not able to be located during program hours, the Principal will be notified.

X. APPENDICES

All appendices can be found on the [school website](#).

Additional School Information

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 Escuela.Spanish (Appendix R-A)
- Use of Personal Vehicle (Appendix R-1)
- Preschool Handbook Agreement Form (Appendix AG-3)

Please read, print, sign & date, and return this form to school by September 1, 2023.

SAINT BERNADETTE CATHOLIC SCHOOL 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.

(Parent's Signature)

(Printed Name)

(Date)