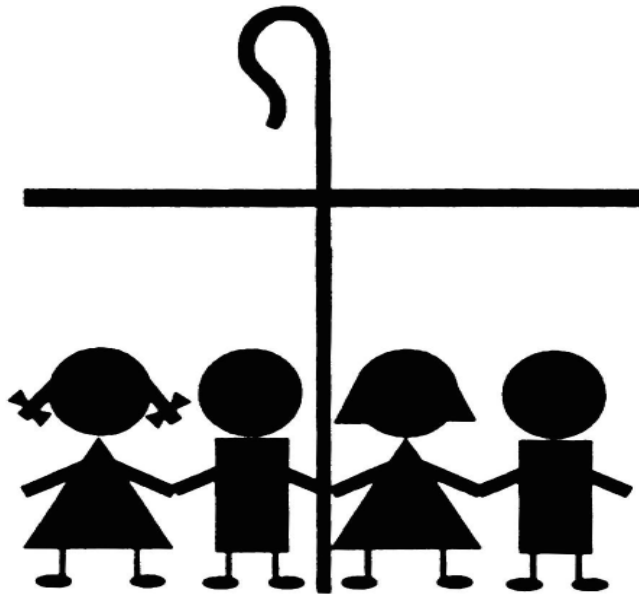


*PRESCHOOL
PARENT HANDBOOK
2026 – 2027*

St. Mary's



Preschool

*St. Mary of Sorrows Catholic Church
5222 Sideburn Road
Fairfax, VA 22032-2640
703-978-4557*



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.

Table of Contents

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1
	Diocesan Philosophy on Catholic Education	1
	Diocesan Mission Statement	1
	School Mission Statement/Philosophy	1
	Student/Parent Handbook	2
	Parental/Guardian Role	3
	Sexual Identity Policy	4
	Non-Discrimination Clause	5
	Non-Catholic Students	5
II.	ACADEMICS	6
	Curriculum	6
	Learning Through Play	7
	What Did You Do In Preschool Today?	8
	Supplies and Materials	8
	Assessment	8
	Accommodations for Individual Differences	8
	Parent/Teacher Communication	9
	<i>Scheduling and Other Conference Information</i>	9
	Progress Reports	9
	Promotion/Retention/Placement Policy	10
	School Counselors	10
III.	ADMINISTRATIVE PROCEDURES	11
	Admissions	11
	<i>Diocesan Initial Admission Requirements</i>	11
	<i>Requirements for Preschool Admission</i>	11
	<i>General Conditions of Admission</i>	12
	Attendance	12
	<i>Absence/Tardiness/Leaving School</i>	12
	<i>Tardiness</i>	13
	<i>Absences for Other Reasons</i>	13
	<i>Medical Excuses</i>	13
	<i>Anticipated Absences</i>	13
	<i>Release of Children</i>	13
	Transferring to Another School	13
	Arrival and Dismissal	13
	Lunch/Milk Program	14
I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1

Diocesan Philosophy on Catholic Education	1
Diocesan Mission Statement	1
School Mission Statement/Philosophy	1
Student/Parent Handbook	2
Parental/Guardian Role	3
Sexual Identity Policy	4
Non-Discrimination Clause	5
Non-Catholic Students	5
 II. ACADEMICS	 6
Curriculum	6
Learning Through Play	7
What Did You Do In Preschool Today?	8
Supplies and Materials	8
Assessment	8
Accommodations for Individual Differences	8
Parent/Teacher Communication	9
<i>Scheduling and Other Conference Information</i>	9
Progress Reports	9
Promotion/Retention/Placement Policy	10
School Counselors	10
 III. ADMINISTRATIVE PROCEDURES	 11
Admissions	11
<i>Diocesan Initial Admission Requirements</i>	11
<i>Requirements for Preschool Admission</i>	11
<i>General Conditions of Admission</i>	12
Attendance	12
<i>Absence/Tardiness/Leaving School</i>	12
<i>Tardiness</i>	13
<i>Absences for Other Reasons</i>	13
<i>Medical Excuses</i>	13
<i>Anticipated Absences</i>	13
<i>Release of Children</i>	13
Transferring to another School	13
Arrival and Dismissal	13
Lunch/Milk Program	14
 IV. GENERAL SCHOOL POLICIES	 15
Administrative	15
<i>Parental Guardian Involvement</i>	15
<i>Student Custody and Guardianship</i>	15
<i>Access to Records</i>	15

<i>Transfer of Records</i>	16
<i>Confidential Academic Records</i>	16
<i>Retention of Records</i>	16
<i>School Visitors</i>	17
<i>School Communications/Take-Home Communication</i>	17
<i>Principal/Preschool Director’s Communication</i>	17
<i>Telephone Use/Messages for Students</i>	17
<i>Inclement Weather/School Closings</i>	17
<i>Photos and Other Media</i>	18
<i>Media Center</i>	18
<i>Field Trips</i>	19
<i>Overnight Trips</i>	20
<i>March for Life Policy</i>	20
Parent Organizations	20
Fundraising	21
Transportation/Parking.....	21
 V. FINANCES.....	23
School Tuition Policies	23
Tuition and Other Fee Schedules	23
Tax Information	24
 VI. STUDENT RESPONSIBILITIES & BEHAVIOR.....	25
Code of Conduct	25
Discipline	26
<i>Use of Disciplinary Action</i>	26
<i>Specific Disciplinary Policies</i>	27
<i>Biting Policy</i>	27
<i>Suspension</i>	27
<i>Expulsion</i>	28
Student Regulations and Procedures.....	28
<i>Searches of Students and Student Property</i>	28
<i>Interrogation of Students by Law Enforcement</i>	29
<i>Students and Student Property</i>	29
Care of School Property.....	29
Dress Code.....	30
<i>Dress Code Requirements & Other Pertinent Information</i>	30
Inappropriate Materials	30
Playground Regulations.....	30
Lunchroom Regulations.....	31
<i>Lunch and Snack Time at St. Mary’s Preschool</i>	31
Show & Tell	31

VII. HEALTH, SAFETY, & WELFARE.....	32
Student Health, Safety, & Welfare	32
<i>Prevention of Sexual Misconduct and/or Child Abuse</i>	32
<i>Wellness Policy</i>	32
<i>Students with Suicidal Ideation</i>	32
<i>Accidents and First Aid</i>	33
<i>Air Quality and Prevention of Heat/Cold Related Illness</i>	33
<i>General Illness Procedures</i>	33
<i>Medication Administration Overview</i>	34
<i>Life Threatening Allergy Policy</i>	36
<i>Concussion and Head Injury Policy</i>	37
<i>Telehealth</i>	37
<i>Specialized Student Care Needs</i>	37
<i>Toileting/Incontinence</i>	38
<i>Use of Crutches and Other Orthopedic/Assistive Devices</i>	38
Control of Communicable Diseases.....	38
<i>Disease</i>	38
<i>Lice</i>	40
Bloodborne Disease	40
Over-the-Counter Skin Products.....	40
CRISIS MANAGEMENT/Fire AND Emergency Drills.....	41
Insurance	41
Harassment.....	41
<i>Sexual Harassment and/or Sexual Abuse – Students</i>	43
<i>Bullying</i>	44
<i>Hazing</i>	46
<i>Racism</i>	47
Asbestos Mandatory Yearly Notification.....	48
<i>Asbestos Notification</i>	48
Video Surveillance Cameras	48
VIII. PROGRAM INFORMATION	50
Licensing Information.....	50
Religious Exemption.....	50
IX. APPENDICES	51

**Learn
Share
Laugh
Grow**



**Every Day
In God's Way**

**5222 Sideburn Road • Fairfax, VA 22032-2640
703-978-4557**

Welcome to St. Mary's Preschool. Our Preschool is an important part of the Parish's faith formation ministry. We are delighted that you have chosen our program for your child as St. Mary's Preschool provides a nurturing environment to enrich children's desire to explore and learn during these pivotal years of development.

This handbook was prepared by the Office of Catholic Schools for all parents who have children enrolled in Diocesan preschool and elementary school programs. Specific information about our program is included.

If you have any questions, please do not hesitate to call the Preschool Office. We look forward to this time together as we

**Learn Share Laugh Grow
Every Day in God's Way**

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY ON 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 Catholic education in the United States has long been a priority of clergy and faithful alike. The American bishops in their pastoral letter on education in 1972 stated that Catholic schools are the most effective means available to the Church for the education of children and young people.²

The two-fold goal of Catholic schools is to provide an environment which will foster a rich religious instruction and experience, as well as a solid academic education in a Christian value-oriented environment. As such, the Catholic schools in the Diocese of Arlington share the following:

The Catholic School of the future, rooted in the richness of the Catholic tradition, will be a Christ-centered learning environment, focused on cultivating the potential of children and adults within the faith community. As an educational center where Gospel values are learned, embraced, and integrated by all members, the Catholic School will be a center for life-long learning, which both challenges and empowers persons to assess the present and to design the future. The Catholic School will create an integrated curriculum that accommodates the diversity of learners in a global society.

¹ Declaration on Christian Education #3

² To Teach As Jesus Did #118

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

The mission of St. Mary's Preschool is to provide a quality child centered education based on the values put forth by the Gospel and established in the Catholic tradition of St. Mary of Sorrows' parish family. By providing a caring, nurturing environment, we seek to develop in children a love

of God, a sense of spirituality, an appreciation for the community and a continuing respect for themselves and others.

St. Mary's Preschool will give preschool children a wonderful opportunity to grow and explore. It will provide a loving, secure environment in which children will develop spiritually, physically, cognitively, and socially. Our goals are to provide healthy Catholic values, a positive self-image, and a spirit of sharing through a cooperative relationship with our Preschool families.

St. Mary's Preschool is an educational ministry at St. Mary of Sorrows Catholic Church in the Diocese of Arlington. It is administered by a Director who is responsible to the Pastor. All staff members are responsible to the Director of St. Mary's Preschool.

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/preschool directors 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-3*). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by the first Friday that school is in session. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent a student from enrolling or continuing to be enrolled at the school.

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

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 handbook. 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/students 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.

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

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.

Since parents/guardians 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 Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation 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.

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.

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.

The following, based upon Catholic moral values, will help parents support the school’s mission and commitment when interacting with teachers, staff, adult volunteers, and anyone else with whom they come in contact relating to the school:

1. will be honest and committed to integrity.
2. will be respectful and courteous.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will not threaten or bully.
6. will speak respectfully to and about others.
7. will respect all school property.

8. will demonstrate good sportsmanship when attending school-sponsored co- and extracurricular activities.
9. will not bring to school or school-sponsored functions/activities any weapon.
10. will not bring alcohol or illegal drugs (including marijuana) to the school or any school-sponsored function/activity, with the exception of alcohol for adult social events where alcohol is served as part of the event.
11. will not overtake the role of the school in resolving school related incidents by, for example, directly contacting another student regarding a behavioral issue involving that student and the parent's child.
12. will not involve parties external to the school on a school issue, with the exception of the exercise of legal rights.

All of the conduct expectations apply to verbal, written, and electronic communication.

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/preschool 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.

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.

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, and provide equal opportunity to all qualified employees and applications for employment, as may be required of and 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 STUDENTS

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

1. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
2. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
3. Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs but not from the catechesis held during the school day
4. All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents/guardians must be aware that it is the Catholic position that will be taught.

II. ACADEMICS

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:

1. Daily outdoor play, weather permitting.
2. Alternating periods of quiet time and active play.
3. A balance of large muscle and small muscle activities is provided.
4. Various small group or large group activities through most of the day.
5. A balance of child-initiated and staff-initiated activity 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:

1. foster positive self-concept;
2. foster spiritual development;
3. encourage children to think, reason, question, and experiment;
4. develop social skills;
5. encourage language development;
6. enhance physical development and skills;
7. encourage and demonstrate sound health, safety, and nutritional practices;

8. encourage creative expression and appreciation for the arts;
9. 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. The Virginia Department of Education (VDOE) requires that all students who are in class for 5 hours or more must have a rest time for 1 hour. The first 30 minutes is spent on a mat. If the child does not fall asleep and wants to do sedentary activities for the last 30 minutes, he/she may do so. If the child is still sleeping after 1 hour, staff will remain with those sleeping for up to 1 more hour while the rest of the class will move on to science or craft activities before returning to the playground.

Music instruction is provided for all classes weekly. Movement classes are held for each class twice a month or as use of space allows.

Lunch Bunch is available for all half-day classes and will be offered Monday through Friday of each week.

Atrium, Catechesis of the Good Shepherd, is held weekly for all classes. It is a peaceful, hands-on, Montessori based, faith formation experience. Through guided exploration and one-on-one presentations, children will grow in their love for Jesus in a space designed just for them.

LEARNING THROUGH PLAY

Play is the most developmentally appropriate and productive avenue for young children's learning. Play has all the characteristics of a complete educational process. It secures concentration for a great length of time. It develops initiative, imagination, and interest. There is complete emotional involvement. Play is inherently individual and has no pre-determined expectations. There can be no "failure" in play. Each child is free to succeed at self-chosen tasks, and this success leads to feelings of competence, self-worth, and the willingness to try new things.

Young children are learning all the time, and it is the preschool's responsibility to guide them in the learning process. Learning takes place when children can question, explore, share information and ideas, and try new activities.

WHAT DID YOU DO IN PRESCHOOL TODAY?

It is natural for parents/guardians to wonder what their children are learning in preschool. Children often answer the question, "What did you do in preschool today?" by saying, "I just played." While children are playing, they are learning. Play is the most important way children learn about themselves and their world.

While each preschool day has time for teacher directed and structured activities, play experiences will provide many learning opportunities that will serve as a foundation for more academic learning later. Young children learn through actions and through exploration in the environment. Though preschool children can be taught to memorize information such as alphabet letters and sight words, this information will not be meaningful if simply learned through rote drill. For a child to fully understand a concept, the information must be meaningful in the context of the child's experiences and development. When learning is relevant to the young child, not only is comprehension improved, but motivation to learn is also increased.

SUPPLIES AND MATERIALS

St. Mary's Preschool provides all supplies and materials.

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.

St. Mary's Preschool utilizes Ages and Stages Questionnaire (ASQ-3 and ASQ-SE) as a partner with parents to meet the students' needs and offer additional resources through Fairfax County, if necessary, to reach developmental milestones.

ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

The school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available to the school.

In order to accommodate a student 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 grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

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. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for interventions 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 resource manual entitled Guidelines and Resources for Working with Students with Disabilities.

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

PARENT/TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

In the event a parent desires to discuss a problem with his/her child's teacher, the parents 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/preschool director may do so after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal/preschool director, and pastor, when necessary, before bringing them to the Office of Catholic Schools

SCHEDULING AND OTHER CONFERENCE INFORMATION

A Parent Meeting is held in early Fall to review the materials and process for assessments. A mid-year conference will be scheduled for all St. Mary's Preschool families. Parents or Staff are welcome to request additional conferences throughout the year as deemed necessary.

PROGRESS REPORTS

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

Parents will receive written progress reports in November, February, and May.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of education is to assist students to satisfactorily complete each academic year. The repetition of a course is recommended when it is deemed necessary and advantageous to the particular needs of a student.

The final decision to promote or retain a student is made by the principal/preschool director based on the student's academic performance and best interests.

Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.

St. Mary's Preschool classes are designed in such a way that there are several options for students to move from one class to another the following year based on their age and aptitude.

SCHOOL COUNSELORS

In some schools, school counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents/guardians, school administration, or other authorities.

St. Mary's Preschool does not have a school counselor on staff.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

1. Children from the parish
2. Children from parishes without schools
3. Children from parishes with schools (for sufficient reason)
4. Children from non-Catholic families

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

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:

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of custody where applicable
4. Progress reports (if available)
5. Completed Diocesan Application Form (*Appendix J*)
6. A non-refundable application fee
7. 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:
 - a. 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.

- b. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – *e.g.*, hearing and vision screening.)
8. Proof of satisfying tuition requirements at any former diocesan school if previously enrolled in a diocesan school.

GENERAL CONDITIONS OF ADMISSION

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students 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 automatically prohibit a student from applying.

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.

Please contact the St. Mary's Preschool office at 703-978-4557 or preschool@stmaryofsorrows.org if your child will be absent from school. If due to illness, please contact us with the following information: child's name, class he/she is in, symptoms he/she is experiencing, and when the symptoms started.

TARDINESS

A student who is tardy, as determined by local policy, should report to the principal/preschool director's office or attendance office. A student who arrives late with an excused reason (*i.e.*, doctor's note) is counted tardy.

If you arrive late to school, please enter through Door #2 and you will be met by a Preschool staff member.

ABSENCES FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is under no obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

MEDICAL EXCUSES

Please give the St. Mary's Preschool office copies of any pertinent medical information provided by your child's physician.

ANTICIPATED ABSENCES

Please notify the St. Mary's Preschool office and your child's teachers if you know in advance that your child will be absent from school.

RELEASE OF CHILDREN

Parents must sign their children in/out when arriving late or being released outside of regular school hours. Please enter through Door #2 and you will be met by a Preschool staff member.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Student records 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 student records.

ARRIVAL AND DISMISSAL

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents/guardians.

Parents are responsible for transportation to and from St. Mary's Preschool.

All parents/caregivers are asked to bring their child to the classroom at the start of school through Door #2. Beginning October 1st, families may use the Parish Center circular drive, near Door #1, for drop off in the morning or park near Door #2 and escort their child upstairs to their classroom.

Children should not arrive prior to 5 minutes before the start of their class session. It is very important that children arrive on time to school; however early arrivals may be disruptive to other Church activities. Please be aware of small children in the parking lots and drive slowly. An adult must accompany each child into the building. For safety reasons, please do not leave your child at his/her classroom without caregiver or teacher supervision.

For departure from any of the classes, children will be walked out to the Parish Center circular drive, where they will remain with their teacher. A teacher will walk each child to his/her vehicle, and the parent/guardian will properly fasten the child into the car seat.

Parents/caregivers who are late in picking up their child should proceed to Door #2 and push the buzzer. A Preschool Staff member will bring the student down to the parent/caregiver. A late pick-up fee of \$10.00/minute will be assessed for students picked up later than 15 minutes after the close of their session.

On inclement weather days when we cannot have an outdoor **arrival** in the circular drive, a Flocknote will be sent out to families stating that we will have indoor arrival. All families may briefly park in the circular drive by Door #1 and bring their child(ren) inside the Parish Center foyer for drop off. There will be NO entry through Door #2 or the option to drop off at the classroom on indoor arrival days.

On inclement weather days when we cannot have an outdoor **dismissal** in the circular drive, a Flocknote will be sent out to families stating that we will have indoor dismissal. All families may park in the circular drive by Door #1 to pick up their child(ren) from the Parish Center foyer.

If you have additional siblings in the car at drop off/pick up on inclement weather days, please put on your hazard lights and pull up to the center of the circular drive. A Preschool staff member will come out to assist with drop off/pick up.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students 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.

St. Mary's Preschool does not participate in a free/reduced lunch program. However, if a child has forgotten his/her lunch, we make every effort to reach the child's caregiver. The Preschool maintains dairy, protein, fruit and snacks for any student who does not have lunch. All snacks are provided by the Preschool.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

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).

STUDENT 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/preschool director with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

1. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.
2. 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/guardians 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 education records of a student contain information on more than one student, the parents/guardians are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal/preschool 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 student's educational records to parents, but the documentation is to be stamped "unofficial."

In the event the records of a particular student are subpoenaed, the school administration shall immediately contact and forward a copy of the subpoena to the Office of Catholic Schools. The school is required to respond appropriately to the subpoena, which is an order of the court. The school shall not provide any records until it has consulted with the Office of Catholic Schools.

TRANSFER OF RECORDS

In accordance with Family Educational Rights and Privacy Act (FERPA), schools may disclose a student's cumulative record (i.e., Permanent Record Card, Attendance Card, test results) to another school with legitimate educational interest when provided a written request for such records is received, or when those individuals to whom the custodial parent/guardian has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e., special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Only copies of student's permanent record file may be released. Original health records and MCH-213 transfer with the student.

Parents/guardians may not hand-carry records to another school, except under extraordinary circumstances. The documents must be placed in a securely sealed envelope, which cannot be opened without obvious evidence, and the envelope must also be similarly marked "hand carried."

CONFIDENTIAL ACADEMIC RECORDS

Parents/guardians 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

Permanent Record Card (to include transcripts, attendance record, and standardized test results) is to be retained indefinitely.

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

1. Application
2. Counselor Notes
3. Discipline Notes
4. Court Documents
5. Psychological Reports

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

1. IEP/ISP or 504 Plan
2. Student Assistance Plans
3. Eligibility Minutes
4. Student Support Team Minutes

SCHOOL VISITORS

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

For late drop off or early pick up due to doctor appointments or events, please go to Door #2 and push the button and a Preschool staff member will come down to greet you. Otherwise go to Door #1, the Parish Center Reception Desk to sign in and wear a name tag and they will contact the Preschool office to greet you.

SCHOOL COMMUNICATIONS/TAKE-HOME COMMUNICATION

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

St. Mary's Preschool provides a monthly calendar for the parents, distributed by the Flocknote application. St. Mary's Preschool also utilizes the Parish Flocknote text/email application to disseminate additional notices to the families.

St. Mary's Preschool website contains a parent portal (password protected) for additional class information. https://stmaryofsorrows.org/?page_id=5053

PRINCIPAL/PRESCHOOL DIRECTOR'S COMMUNICATION

St. Mary's Preschool fosters an "open door policy" and the Preschool director is available to meet with parents upon request.

TELEPHONE USE/MESSAGES FOR STUDENTS

The telephone in the St. Mary's Preschool office is available for preschool family use, if needed. The Preschool can be reached on our direct line, 703-978-4557, or by calling the Parish Center line, 703-978-4141 and then pressing 5 to reach the Preschool. If these lines are not in service, please call our emergency land line, 571-407-7130.

INCLEMENT WEATHER/SCHOOL CLOSINGS

If, during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

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, public health, or community concern, the school may transition into virtual instruction for the required duration. These will be counted as instructional days.

St. Mary's Preschool will observe the following emergency closing policy:

- a. If Fairfax County Schools are closed due to weather conditions, St. Mary's Preschool is closed.
- b. If Fairfax County Schools open one or two hours late, morning sessions will meet from 10:30 am to 12:30 pm, unless parents are notified. Lunch Bunch and the afternoon Teddy & Friends class will begin at 12:30 pm and have regular class dismissal.
- c. In the event Fairfax County finds it necessary to close schools one or two hours early due to hazardous winter conditions, parents are asked to pick up their child at St. Mary's Preschool as soon as possible.

All Fairfax County Schools closings/delays are announced on FCPS.edu and WTOP.com.

Snow days will not be made up. St. Mary's Preschool will not conduct Virtual Learning classes.

Should St. Mary's Preschool close due to inclement weather or a natural disaster, a St. Mary's Preschool staff member will remain with the children until each child has been picked up.

PHOTOS AND OTHER MEDIA

Parents/guardians 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 materials chosen for the media center must be appropriate for students, not only in age level and reading ability, but also for their capacity to foster our students' moral development. All materials shall conform with diocesan policies and guidelines regarding Catholic education.

Parents, guardians, or teachers who object to print or multi-media materials 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/preschool director. 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 in order to achieve educational objectives. Financial considerations may bear on the feasibility and frequency of field trips.

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).

Each field trip must be adequately chaperoned, and chaperones must carry with them, in a sealed envelope, a copy of the Parent Permission Form for School Sponsored Trip Participation for each student they are supervising. To protect the confidentiality of the students, the sealed envelope should not be broken unless there is an emergency which necessitates the chaperone accessing these forms.

1. A chaperone is defined as an adult volunteer (at least 21 years of age) that has been delegated by the appropriate staff person and has oversight or supervisory authority over youth during the school activity (either on or off campus) whether for occasional or regular activities. These individuals share in the responsibility and authority of the diocesan staff person designated to have oversight of a particular event or activity and its leaders.
2. All chaperones must be rated compliant by successfully completing the paperwork, background check, and safe environment training (currently known as VIRTUS) through the Diocese of Arlington.
3. Chaperones with CPR and First Aid training and those with MAT (medication administration training) certification must be identified and known to all other chaperones.
4. All chaperones will be given a copy and comply with the Code of Conduct for Personnel and Volunteers in the Diocese of Arlington. (See Appendix G-1).

In the event private automobiles/vehicles of students, parents/guardians, 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 Claims Risk Manager. Evidence to this effect must be presented to the principal/preschool director for review and approval prior to the use of such vehicles. The Use of Personal Vehicle Form is available in PowerSchool and must be used for this purpose. The principal/preschool director shall have the right to prohibit, for any reason, a proposed driver from transporting student(s) on a field trip.

1. Youth weighing less than 100 pounds may not be seated in the front seat. Virginia's child safety laws require that children under eight years old are secured in a child safety seat or booster seat, regardless of height or weight. Children between eight and 12 should remain in a booster seat until they can fit in a seat belt.

2. Phone calls and texting are not permitted while driving.
3. 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.
4. Teachers and other school employees should not drive students in their personal vehicles.
5. It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.
6. School-sponsored ski trips are not permitted.
7. 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.
8. Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a field trip/experience.

St. Mary’s Preschool participates in 3 Family Field Trips each year and all transportation is provided by the parents of the children. Any additional field trips that individual classes attend will have separate permission forms indicating the details of the field trip.

OVERNIGHT TRIPS

Overnight trips are not permitted for preschool students.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Students who accompany parents on the March for Life will not be marked as absent for that day. From time-to-time it has been the case that world or local events raise concern about the advisability of school-sponsored student participation in the March for Life and related events. When this happens, principals/preschool directors should use prudent judgment when deciding on attending the March and should consider appropriate alternatives that can be conducted at the school level.

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 support the principal/preschool director to advance the school’s mission.

Every school should have an effective Parent-Teacher Organization. It can help mobilize the parent community regarding legislative proposals impacting Catholic education. The work of PTOs and like organizations shall be guided by the PTO Handbook and the direction of the pastor and principal/preschool director.

All parent organization activities and all materials prepared by parents for release to the Parish or school community must be submitted to the principal/preschool director or designee 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/preschool director for approval.

PTOs shall have by-laws which establish, among other things, term limits for officers as well as the organization of committees. Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal/preschool director.

St. Mary's Preschool encourages parents to volunteer and share their various talents to extend the teachers' lesson plans on various topics. There will be many opportunities for parental involvement, including but not limited to: Hospitality Committees, Class Parties, and Reading Days. All volunteers must be OCPYP compliant (child protection background check and attendance at VIRTUS class). Please see our website and click on CDA Child Protection to begin the application or contact the Preschool office for details.

FUNDRAISING

Any program of generating additional revenue must have the approval of school leadership (pastor, principal/preschool 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 the school or their parish.

TRANSPORTATION/PARKING

Please observe the following when transporting children to/from St. Mary's Preschool:

- a. Child safety restraint devices are required whenever private transportation is being used and placed in the back seats of motor vehicles.
- b. Providing approved, properly secured restraint devices is the responsibility of the parents/guardians.
- c. Parents/guardians should have their children ready on time. It is very important for your child's well-being to arrive at school and be picked up on time.
- d. Parents/guardians must park in designated spaces.

- e. Under no circumstances should a child be able to run ahead. The Parish Center parking lot is busy, and parents/guardians are responsible for their child's safety during arrival and departure.

V. FINANCES

SCHOOL TUITION POLICIES

A family's tuition obligation continues even if 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/preschool director should be notified as soon as possible to create a payment plan.

If St. Mary's Preschool is closed for an extended period of time (greater than one month), all preschool programs will not continue with virtual lessons and tuition requirements will be suspended after one month.

TUITION AND OTHER FEE SCHEDULES

Payment of tuition may be made monthly, quarterly, or as payment in full for the year. The first month's payment is collected prior to August. Subsequent payments are collected one month in advance, September through April. Monthly payments are due on the first of each month and must be received no later than the 5th day of the month. If you have any questions regarding your payment, please contact the Preschool office. Monthly tuition notices will not be given, but late notices will be sent.

Payment of tuition may be made utilizing either of the following two methods:

- Using the Parish Giving app
<https://www.parishgiving.org/payment?id=77889079FC9137748A5A6A4BC01329E8170F2CAEDDD69604>

You will need to create a Parish Giving account. Please use the memo line to describe the type of payment (i.e., Preschool Tuition).

- By Check
Checks should be made payable to **St. Mary's Preschool** and brought to school in your child's tote bag or mailed to
St. Mary's Preschool
5222 Sideburn Road
Fairfax, VA 22032-2640

Please do not send cash payments to school with your child.

If a child is absent for an extended period but expects to return to school, tuition must be paid during the period of absence. If school is closed temporarily as a health precaution, because of weather conditions, or similar reasons beyond the control of the school, tuition shall continue to be charged.

A non-refundable \$300.00 registration fee must accompany the enrollment application.

Monthly tuition for the 2026-2027 school year is:

<u>2 1/2 to 3 Year Olds (Half Day)</u>	
2 Days:	\$ 290.00
<u>3 to 4 Year Olds (Half Day)</u>	
3 Days:	\$ 360.00
5 Days:	\$ 595.00
<u>Junior Kindergarten</u>	
5 Days:	\$ 600.00
5 Days: 2 pm:	\$ 730.00
<u>Mixed Age Group (3 to 5 Year Olds) (Full Day)</u>	
5 Days:	\$1,030.00

Additional Offerings:

Morning Care: Registration fee is \$25.00 with a \$15.00/day fee for any part of the hour before your child's session begins. Morning care opens at 8:15 am.

Lunch Bunch: Registration fee is \$25.00 with a \$30.00/day fee for the session ending at 2:00 pm.

Morning Care and Lunch Bunch fees can be paid as you attend or at the end of the month. See the registration form(s) for discounts if you sign-up for monthly use of the programs.

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/guardian.

St. Mary's Preschool will provide a letter with fee and tuition information when requested by the parent.

VI. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. 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/guardians, faculty, and students work together to create a Catholic school environment. These basic components include:

1. Teachers have a right to teach. No student will stop the teacher from teaching.
2. Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. will be honest and committed to integrity.
2. will be respectful and courteous toward all teachers and adults.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will speak respectfully to and about others.
6. will complete all assignments and participate fully in class.
7. will respect all school and personal property (see *Care of School Property*).
8. will refrain from any deliberate disruption in the school.
9. will adhere to the school's cell phone policy.
10. will comply with the Responsible Use Policy for Technology and Artificial Intelligence.
11. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extracurricular activities.
12. will be present for all required activities unless officially excused by the administration.
13. will adhere to the dress code (see *Dress Code*).
14. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
15. will not leave school grounds during the school day for any reason without permission from the principal/preschool director.
16. will not bring to school or school-sponsored functions/activities, nor possess at school or school-sponsored functions/activities, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).

17. will maintain, and support others who maintain, a safe and drug-free environment at school with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous is forbidden (*e.g.*, vaping devices and e-cigarettes) will result in suspension or expulsion from school.
18. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations apply to verbal, written, and electronic communications and student use of the internet.

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

DISCIPLINE

An important goal for Catholic Education is for students to learn self-discipline which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons, and those in authority.

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.

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

Students who lack self-discipline or who violate the rights of others should receive disciplinary action. Each offense should be dealt with on an individual basis according to the age of the student, 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

St. Mary's Preschool believes the teacher should be an example of patience, love, positive guidance, and forgiveness. Positive reinforcement - recognizing and encouraging desired behaviors - is the teacher's primary means for effective discipline. "Peace Space" is available when a child needs a few minutes to gain control of his/her behavior.

At no time will corporal punishment, intimidation, shaming, shouting, or other forms of humiliating or frightening discipline be tolerated.

BITING POLICY

The goal of St. Mary's Preschool is to provide an environment that addresses the needs of all children in a loving, supportive manner, while understanding developmental milestones. Although biting is an upsetting behavior, the hope is that education and patience can foster an understanding as the children work through this difficult phase. However, it is also the goal of St. Mary's Preschool to create a safe and nurturing environment for all its students. It is the Preschool's hope that parents can understand why this policy is in place.

If a child bites another child, the following consequences will occur:

- The child who bites will be told calmly and firmly that we do not bite and discuss other ways to deal with frustration or anxiety the child may have. Then the teacher will ask him or her to check in with the child who was hurt.
- Staff will check for broken skin on the child who was bitten. All bites, whether the skin is broken or unbroken, will be washed with soap and water and be treated with a band aid. A cold compress will be applied to the bitten area.
- The parents of both children will be notified.
- Moving forward—the child will be shadowed to help prevent any biting incidents. The child will be observed by the teachers to determine what is causing the child to bite (communication, frustration, fatigue, attention seeking, confined spaces, aggression, etc.). The child will be given positive attention and approval for positive behavior.
- If a child bites multiple times, the child will be asked to take a break from preschool for a week. If it persists further, then a conference will be scheduled with the parents and teachers to develop a behavior management program.

SUSPENSION

Suspension may be imposed as determined by the principal/preschool director. Once the principal/preschool director suspends a student, parents/guardians 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 student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

EXPULSION

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

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. the student'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;
4. a parent/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or diocesan staff.

If the principal/preschool director believes it necessary to expel a student, the principal/preschool director will notify the student and the student's parents/guardians about the student's action 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/guardian whose student is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

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

Students 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.

STUDENT REGULATIONS AND PROCEDURES

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

SEARCHES OF STUDENTS AND STUDENT PROPERTY

The principal/preschool director or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property (*e.g.*, automobiles, etc.) on school

property or at school activities may be conducted by the school principal/preschool director or other designated officials. It is necessary that a search be reasonable and related to the school rights in this regard. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

INTERROGATION OF STUDENTS BY LAW ENFORCEMENT

Unless provided with a court-issued warrant, the principal or preschool director and the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities or threatened illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview students.

The questioning by police officers of students in school or on school grounds about alleged illegal activities or threatened illegal activities shall meet the following conditions:

1. The principal, the preschool director, or the principal's/preschool director's designee shall be alerted.
2. The police officers shall report to the principal's office.
3. The principal, the preschool director or the principal's/preschool director's designee will learn the purpose of questioning. In the rare instance when CPS is involved, contact Office of Catholic Schools and/or General Counsel for guidance.
4. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to any questioning.
5. The principal/preschool director or a school representative shall be present.
6. The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers may take legal actions that they deem necessary.

STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/preschool director.

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform and dress code rest with the principal/preschool director.

DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION

Please dress your child for his/her class at St. Mary's Preschool in durable, casual, and washable clothing. All clothing should be easy for children to manage themselves. Also, please wear leggings or shorts under any skirt or dress. Please mark all removable clothing with your child's name. Closed-toe, rubber-soled shoes are best for indoor and outdoor play and should be worn each day. Boots may be used at school, but **IN ADDITION** to the prescribed shoes previously mentioned. The children go outside every day, so please dress in layers, when appropriate.

All children will receive a St. Mary's Preschool t-shirt at the beginning of the school year and are invited to wear the shirt for any field trip or any day to class. Teachers will post special days to wear the St. Mary's t-shirt or special dress attire. Please consult the monthly calendar for these dates.

All children will receive a St. Mary's Preschool tote bag at the beginning of the school year. Your child's St. Mary's Preschool tote bag should be used **every school day** to transport items to and from preschool. No personal backpacks are allowed.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

- Pretend or real weapons of any kind (guns, knives, or anything that can be used to harm another person); lighters, matches, or sparklers
- Sunscreen, bug spray, lip balm, antibacterial soap or gel

PLAYGROUND REGULATIONS

St. Mary's Preschool staff inspects the playground each morning to ensure safety measures are in place before student use and all fall zones, with resilient surfacing, are free of hazardous obstacles.

All children using the playground at St. Mary's Preschool must have adult supervision and may not be left unattended at any time. Children will be allowed to climb only on designated climbing equipment.

Drinking water is provided during all outdoor activities.

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.

LUNCH AND SNACK TIME AT ST. MARY'S PRESCHOOL

A nutritious snack and water are provided daily for all half-day classes at St. Mary's Preschool. Teachers frequently plan food preparation projects as classroom activities designed to reinforce an idea, concept, or theme being explored with the children. Regular snacks will include whole grain crackers, pretzels, breakfast bars, yogurt, fresh fruit, vegetables, cereal and pancakes and jam. The teachers make every effort to avoid excessive sugars, salt, fat, and processed foods and to help establish good snack choices for the children, although occasional sweet treats are offered. St. Mary's Preschool is a "nut-free" program; no nuts or nut products will be served.

A special snack will be provided by the Preschool to celebrate each child's birthday with the class, and it will be served during the class snack time. The child will choose from 3-4 options for his/her birthday snack.

The Junior Kindergarten and Mixed Age Group Classes and Lunch Bunch eat lunch at school every day. The Junior Kindergarten class dismissing at 12:15 pm eats lunch at school one day per week. Children will bring lunch and milk or water from home. A list of nutritional lunch items as required by licensing standards will be distributed prior to the opening of school and our website also includes lunch time options. Lunches should not require refrigeration or special handling and may not contain nuts or nut products. Lunches must be clearly marked with your child's name and date, and a tag will be provided for this.

Plastic utensils pose a significant choking hazard to young children. Pieces of plastic can break off while in use causing shards of plastic to lodge in the throat. St. Mary's Preschool will be using only metal utensils for snack, and we ask that when you are sending a lunch for your child, please include only **metal** utensils for his/her use. Glass containers may not be used for lunches as they also pose a hazard to young children if they break.

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.

Show and Tell at St. Mary's Preschool is an option decided by the classroom teacher for each individual class. All other toys must remain at home for safe keeping and will not be brought into the classroom.

VII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

Parents/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.

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.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services (CPS) and to the school principal/preschool director (who in turn will call the Vicar General). The school principal/preschool director should complete the approved Diocesan Incident Reporting Form designated by the Office of Child Youth Protection and Victim Assistance, which must be sent to the Vicar General. The school principal/preschool director must inform the superintendent as well.

In accordance with 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 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

STUDENTS WITH SUICIDAL IDEATION

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. When a student has expressed to any adult employee in the school to act immediately in the interest of the safety of the student by alerting an administrator.

The school may require documentation and information from the parents regarding the threat of self-harm in order to evaluate whether accommodations exist that would permit the student to safely remain in school, or if the student should be removed from school until his/her health has improved. The school will require a letter from a licensed health care professional stating that the student is permitted to return to school. In addition, a documented return-to-school plan, coordinated between the school, the mental health professional, and the parents, may be required.

ACCIDENTS AND FIRST AID

The parents/guardians of an injured student will be notified of the accident/injury by the principal/preschool director or the principal/preschool director'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/preschool 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/guardians.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

When students and activities require time outside, schools will monitor weather related to the "feels like" temperature. To prevent heat and/or cold related illness, outside activities may be restricted based upon a heat index or wind chill factor, which registers in the caution level. Schools will consult local weather reports and *Appendix F-15* for guidance in outdoor activities. Schools that do not have air-conditioned classrooms are permitted to provide early dismissals in accordance with *Appendix F-15*.

GENERAL ILLNESS PROCEDURES

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*.

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 a child is determined to need to go home, a parent or guardian must pick up

their child from school within a reasonable amount of time to control the spread of illness. If a parent or guardian is not available, the emergency contact will be called. 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.

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.

In order to limit the spread of illness at St. Mary's Preschool, please keep your child at home:

1. If your child is too ill to play outside;
2. For at least 24 hours after having a fever of 100.4° or greater and no fever-reducing medication has been given;
3. If there is a productive cough or thick nasal discharge;
4. If there has been diarrhea or vomiting within 24 hours;
5. If less than 24 hours has elapsed since receiving antibiotics;
6. If your child has contracted a communicable disease and an incubation period exists.

Please notify the St. Mary's Preschool Office within 24 hours if your child or any member of your immediate household has developed a communicable disease. Please notify the community immediately if the disease is life threatening.

MEDICATION ADMINISTRATION OVERVIEW

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

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

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
2. After the first dose of any medication has been given at home;
3. 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 member of the school administration;
4. 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;
5. 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 (LHCP). 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;

6. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian, and accompanies the medication;
7. 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;
8. Herbal and homeopathic medications/supplements will not be given in diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein and/or other OTC supplements will not be administered unless directly requested by a physician with a health treatment plan (*Appendix F-6*);
9. Students should not attend school while taking prescribed Schedule II narcotics (*e.g.*, Percocet, oxycodone, hydromorphone) for any legitimate reason. If a student needs a Schedule II narcotic analgesic, they shall remain home until they are able to control pain with OTC medications;
10. Benzodiazepines (*e.g.*, klonopin, Ativan, diazepam) prescribed as needed (prn), should not be administered in any school setting. This does not apply to students diagnosed with a seizure disorder.

Under no circumstances are medications and/or OTC supplements to be shared with other students.

If a student with a known condition warrants oxygen treatment at school, the treating LHCP and registered nurse shall develop a written plan of treatment including all equipment and supplies.

The Diocese of Arlington does not permit the use, possession, or transfer of marijuana including Cannabidiol (CBD), Tetrahydrocannabinol (THC-A) and Cannabis Oil, for any purpose. Students who qualify under local law to use marijuana for medical purposes may not possess, store, use or share marijuana on school property or school-sponsored events.

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 EpiPen injections when:

1. the parents advise the staff most directly involved with the student of the situations when an EpiPen may need to be administered (*e.g.*, symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the EpiPen with a suitable demonstration); All staff at St. Mary's Preschool are trained in the administration of an EpiPen;
2. parents of students requiring such injections provide a licensed health-care provider letter attesting to the life-threatening allergy;

3. parents agree to execute the release of liability/hold harmless agreement regarding the use of the EpiPen.

All diocesan schools will maintain non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriately educated on its use.

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is suspected in any individual on school campus. Any student receiving naloxone will be transported via EMS to the local emergency room and cleared to return to school. All staff will be trained in how to recognize opioid overdose and administer naloxone.

A student is 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, EpiPen).

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/preschool director, 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.

St. Mary's Preschool has several staff members who are Virginia Medication Administration (MAT) trained.

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.

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.

LIFE THREATENING ALLERGY POLICY

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 for school faculty and staff. 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.

Parents/guardians of students with a life-threatening allergy must inform the principal/preschool director and school health personnel of any allergies and provide schools with the appropriate and 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 employees, bus drivers, and janitorial staff.

CONCUSSION AND HEAD INJURY POLICY

A concussion is both a medical and an educational concern. It can affect a student’s health, thinking, learning, and participation in school activities. Because of this, recovery often requires coordination between health care providers, school staff, and families.

When a student is diagnosed with a concussion, the parent/guardian must notify the school and provide written documentation from a licensed health care provider. School staff will work with the family and the health care provider to determine appropriate temporary academic or activity adjustments that support the student’s recovery.

Students recovering from a concussion may need a gradual **“return to learn”** (academic activities) and **“return to play”** (physical activity and sports). Adjustments may include changes to workload, rest breaks, reduced screen time, or temporary limits on physical activity.

In most cases, additional medical documentation may be required to confirm that a student is cleared to return to full academic and physical activities without accommodations.

TELEHEALTH

Medical appointments made via telehealth cannot be facilitated in the school building. If a student has been scheduled for a telehealth visit for medical reasons, the parent/guardian will need to check his/her student out of the school building and complete the appointment in the privacy of their vehicle or at home.

If a school is able to adequately support virtual regularly scheduled therapy sessions in the building (*e.g.*, occupational or speech therapy) for students with a documented diagnosis, they can do so on a case-by-case basis after evaluating the specific circumstances.

SPECIALIZED STUDENT CARE NEEDS

The parent/guardian of any student on a continuing regimen for a non-episodic condition shall inform the school principal/preschool director and identify, in writing, the student’s supervising health care provider. If necessary, and with parental/guardian written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the student’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.

All St. Mary's Preschool children must wear underwear as we are not licensed for the proper changing and disposal of diapers or pull ups. All 2 1/2 - 3 year old students will provide the school with a change of clothes to be kept at the school.

USE OF CRUTCHES AND OTHER ORTHOPEDIC/ASSISTIVE DEVICES

An order and/or statement from a licensed healthcare provider is required to use crutches, braces, casts, slings or other orthopedic or assistive devices at school. More importantly, the statement is expected to include activity restrictions and timeframe for the activity restriction. If a clearance to resume full activity is needed based on the initial provider note, a follow up note will be expected to indicate clearance. If a student arrives at school on crutches without a licensed healthcare provider order and/or statement, the parent will be called to take the student home.

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 protection of students:

1. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with the Virginia Department of Health's school entry requirements (or modified schedule as

approved by a licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).

- a. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or osteopathy, licensed nurse practitioner, or the local health department, that one or more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made.
 - b. On a basic level, for the good of society, the Catholic Church generally encourages the use of immunizations. The Church teaches that questions of immunization are "left to a matter of conscience" and parents have the right to decide about the health of their children in this matter. 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. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease, will be excluded from school for an undetermined period of time as per the instructions of the State Health Commissioner and the public health department.
2. Students who have traveled or resided in a foreign country for three 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.
 3. 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. (See General Illness Procedures.)
 4. 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.
 5. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics due to the liability associated with the vaccination of children. 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 signing of any contract for services.

6. Parents and guardians of students learning in a virtual environment must make the school aware of the student's illness as it may impact the student's ability to learn.

LICE

All students identified as having 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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

Please notify the Preschool office as soon as lice have been detected. A child's head must be treated and free of nits before returning to class at St. Mary's Preschool.

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 Human Immunodeficiency Virus (HIV) and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, HIV, or HIV-related conditions must be provided the opportunity to receive a Catholic school education.

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 the prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

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:

1. Written parent authorization noting any known adverse reactions shall be obtained;
2. Shall be in the original container labeled with the child's name;
3. Does not need to be kept locked but shall be inaccessible to children under five years of age;
4. Any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;

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.

CRISIS MANAGEMENT/FIRE AND EMERGENCY DRILLS

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

Monthly evacuation drills and at least 2 shelter-in-place drills are held at St. Mary's Preschool for all classes. A Flocknote will be sent to parents giving a 24-hour notice when the drills will take place. St. Mary's Preschool's Crisis Management/Emergency Preparedness Plan for fire, severe weather and shelter-in-place situations is updated annually and reviewed with parents at the Parent Meeting and Parent Coffee at the beginning of the school year. A copy of the Emergency Preparedness Plan is available in the Preschool office and all parents receive a copy of the Preschool's Emergency Evacuation Off-Site Procedures.

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.

HARASSMENT

"Harassment" is threatening, intimidating, demeaning, humiliating or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:

- Has the purpose or effect of creating an intimidating, demeaning, humiliating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance.

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese of Arlington prohibits it.

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats, and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the school community who engage in harassment of other school community members at any location, including online environments and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if the school learns of harassment outside of school and is able to verify the harassment has occurred, appropriate action will be taken to maintain a safe and respectful work and academic environment.

As the primary educators of their children, parents have the responsibility to handle harassment issues not involving the school that occur outside of school.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation on campus. School principals/preschool directors will ensure that all potentially illegal behaviors and/or threats to engage in illegal behavior are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Students Reporting a Concern

If something happens to you or a friend that makes you uncomfortable or worries:

1. Tell a teacher, counselor, nurse, principal/preschool director, or other trusted adult at school.
2. Tell a trusted adult outside of school.

Students will not get in trouble at school for telling an adult about a concern. Speaking up helps keep everyone safe.

Parents/Guardians: Reporting a Concern

If a parent or guardian is aware of potentially concerning behavior, they are encouraged to share this information with school staff, including their student's teacher counselor, or principal/preschool director.

Our school uses a standardized response system to teach students and adults how to notice problems early and how to help each other in a caring way. This system is also used to review concerns and complaints in a consistent manner.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

“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.

Sexual abuse/assault is physical contact with a sexual or intimate part of the body without consent. It includes various forms of sexual intercourse as well as lesser forms of sexual touching. Further:

1. Sexual or intimate body parts include, but are not limited to: breasts, buttocks, genitals, the groin area and upper thighs.
2. Lack of Consent: occurs when one is physically forced or verbally intimidated into doing something sexual, or submitting to a sexual act, or when one has explicitly indicated a lack of consent or when the circumstances make it obvious that consent has not been given.
3. Circumstances that make it obvious that consent has not been given include, but are not limited to: (1) being too intoxicated to say “no” or resist, (2) being asleep and therefore unable to consent, or (3) situations in which someone is deemed to be physically or mentally incapable of giving valid consent, whether due to the use of intoxicants or any other reason.

Behaviors which can be considered to be sexual harassment:

1. Unwelcome verbal harassment of sexual nature.
2. Unwelcome pressure to engage in sexual activity.
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s educational status.
5. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.
6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student’s full enjoyment of educational benefits, climate or opportunities.
7. The use of photos taken with or without the person’s knowledge and distributing them on social media with or without crude or sexual comments.
8. Sexting, defined as sending or receiving or forwarding sexually explicit or suggestive messages, images or videos, real or digitally generated, via cell phone, social media or

other digital platforms. This behavior will result in disciplinary action up to and including expulsion and notification of law enforcement.

No student is to sexually harass or sexually abuse another person. 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, that has been investigated and confirmed, 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 or CPS, if applicable. Schools will cooperate with law enforcement if they have been notified of any illegal or potentially illegal conduct. During the investigation of an alleged crime, the suspected student perpetrator may be asked to remain off campus or be restricted in his/her movements at school.

Any student who believes that he or she has been sexually harassed or abused needs to immediately report such information to a trusted school employee. If a student makes a report, the school employee will report the information to the principal/preschool director. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to a trusted school employee, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment/abuse made in good faith.

Children under 17 years of age cannot legally consent under Virginia State Law to having sex or sexual contact with an adult. **Any sexual contact between a student under 17 and an adult is a crime. It must be reported to the police.**

In addition, any sexual or romantic conduct between a school employee or an employee of a contracted service provider and a present student of any age, even if 17 years of age or older, and even if consented to or welcomed by the student, is strictly prohibited by this policy while the student is attending a diocesan school and for one year post-date of graduation and any such scenario will result in dismissal of the adult involved. This policy also prohibits “sexting” between students and employees or employees of contracted service providers as well as the showing of pornography to any student by any such adult. Such activity will result in the dismissal of the adult involved and the reporting of such conduct to the appropriate authorities.

In an effort to prevent/address sexual harassment/abuse, students in grades 6 to 12 must annually receive appropriate age level instruction pertaining to harassment by September 30th of each school year. Schools are encouraged to use the education modules provided by the Office of Catholic Schools.

BULLYING

“Bullying” is intentionally aggressive behavior, repeated over time, that involves an imbalance of power, and the ongoing nature of this behavior leaves the victims feeling powerless and fearful.

“Rude” is inadvertently saying or doing something that hurts someone else. In children this takes the form of social errors. Incidents of rudeness are usually spontaneous, unplanned

inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

“Mean” is purposefully saying or doing something to hurt someone once (or maybe twice). Unlike unthinking rudeness, mean behavior very much aims to hurt or depreciate someone. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Both rudeness and mean behavior require correction, they are different from bullying in important ways that should be understood and differentiated when it comes to intervention.

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

Examples include, but are not limited to:

1. Physical intimidation or assault
2. Extortion or blackmail
3. Oral or written threats, including text messaging
4. Malicious teasing
5. Putdowns
6. Name calling
7. Threatening looks
8. Gestures or acts of aggression (overt and covert)
9. Cruel rumors & false accusations
10. Social isolation
11. 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, students and parents/guardians who become aware of an act of bullying are expected to report it to appropriate school personnel (*e.g.*, principal/preschool director, teacher, school counselor). Staff members who become aware of an incident of bullying or cyberbullying are expected 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 principal/preschool director for further investigation.

In cases of reported bullying, the principal/preschool director or designee shall interview all students involved (*i.e.*, the alleged aggressor(s) and the alleged target(s)) and investigate as appropriate. This investigation may include interviews with students, parents/guardians and school staff, review of school records, and identification of parent/guardian and family issues. Any

student who retaliates against another for reporting bullying will be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include (note: this list does not imply that all disciplinary situations will proceed through all of these steps before a student may be suspended, asked to withdraw, or expelled when circumstances warrant):

1. Outside professional counseling
2. Parent/guardian conference
3. Suspension and/or Expulsion

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

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation is intended to leave the victim feeling powerless and fearful.

Hazing is prohibited. School personnel will not tolerate any hazing on diocesan school grounds or in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, students and parents/guardians who become aware of an act of hazing are expected to report it to appropriate school personnel (*e.g.*, principal/preschool director, teacher, school counselor). Staff members who become aware of an incidence of hazing are expected to report the hazing to school administration for further investigation.

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

Consequences for students who engage in hazing shall depend on the results of the investigation and may include (note: this list does not imply that all disciplinary situations will proceed through all of these steps before a student may be suspended, asked to withdraw, or expelled when circumstances warrant):

1. Outside professional counseling
2. Parent/guardian conference
3. Suspension and/or Expulsion

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

RACISM

“Racism” is the sin that says some human beings are inherently superior and others essentially inferior because of races. It is the sin that makes racial characteristics the determining factor for the exercise of human rights. It mocks the words of Jesus: "Treat others the way you would have them treat you." (US Catholic Bishops. (1979). Pastoral Letter on Racism. USCCB). Indeed, racism is more than a disregard for the words of Jesus; it is a denial of the truth of the dignity of each human being revealed by the mystery of the Incarnation.

Racism is defined as prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized. . This includes any comments, jokes, gestures or behaviors – whether in person or online – that demean, stereotype, or exclude someone based on race, skin color, ethnicity, or cultural heritage.

Examples include, but are not limited to:

1. Discrimination
2. Victimization
3. Oral or written threats, including text messaging
4. Malicious teasing
5. Putdowns
6. Name calling
7. Threatening looks
8. Gestures or acts of aggression (overt and covert)
9. Cruel rumors and false accusations
10. Social isolation
11. Cyber-racism (racism that takes place using digital devices).

Racism is prohibited. School personnel will not tolerate any racism 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/guardians who become aware of any act of racism to report it to appropriate school personnel (*e.g.*, principal/preschool director, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of a racism incident to take appropriate steps to intervene unless intervention would be a threat to staff members’ safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

In cases of reported racism, the principal/ preschool director or designee shall interview all students involved (*i.e.*, the alleged aggressor(s) and the alleged target(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 racist behavior will be subject to appropriate consequences.

Consequences for students engaged in racist behavior shall depend on the results of the investigation and may include:

1. Outside counseling
2. Parent/guardian conference
3. Suspension and/or Expulsion

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

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. Parents 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.

1. Video surveillance cameras must be placed in public locations deemed appropriate per diocesan policy. Such locations must include, without limitation, school entrances/exits, lobby areas, hallways, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
2. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
3. 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.

Schools will provide notice to staff, students and parents/guardians, by means of inclusion of this policy in their respective handbooks that video surveillance will occur on school property. In addition, school leadership will install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance will occur.

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 confidentiality.

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 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 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, and, only will be released where permitted by law and consistent with the confidentiality of student records.

St. Mary's Preschool is in the Parish Center of St. Mary of Sorrows. The Parish Center has video surveillance of all entrances, parking lots, playground and back lot, as well as many of the multipurpose rooms and all stairwells. There is a camera in the Preschool Office

VIII. PROGRAM INFORMATION

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. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, ALL Diocese of Arlington Preschools and extended day programs are religiously exempt from licensure and are classified as a “religiously exempt child day center.”

St. Mary’s Preschool is religiously exempt from licensure and is classified as a “religiously exempt child day center.” St. Mary’s Preschool is operated under the auspices of and as a ministry of St. Mary of Sorrows Catholic Church. Rev. Thomas Vander Woude, Pastor, ultimately guides the formation of students at the school as well as ensuring the school operates in accordance with Catholic principles.

St. Mary of Sorrows Catholic Church and the Catholic Diocese of Arlington provide financial support and liability insurance for the school.

Our Catholic faith is an essential part of the life at St. Mary’s Preschool. The call to worship, witness, and serve is manifested throughout the school day. The school community gathers for prayer and liturgical celebrations. We follow the principles of Catechesis of the Good Shepherd to help the students grow in faith. Staff and students are called to follow Catholic teachings.

St. Mary’s Preschool will continue to comply with all standards set for licensed child day centers as they 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, sanitation and building codes.

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.

IX. APPENDICES

Please complete the signature page acknowledging receipt and this handbook and intent to comply with the policies and guidelines stated therein.