

Preschool Parent Handbook 2022-2023



THE BASILICA SCHOOL
OF SAINT MARY

Founded 1869 - Alexandria, Virginia

Saints, Stewards, Scholars

To Jesus, Through Mary



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 OF CATHOLIC EDUCATION	1
DIOCESAN MISSION STATEMENT	1
SCHOOL MISSION STATEMENT/PHILOSOPHY	1
THE CATECHESIS OF THE GOOD SHEPHERD	1
STUDENT/PARENT HANDBOOK	2
PARENTAL ROLE	3
NON-DISCRIMINATION CLAUSE	4
NON-CATHOLIC CHILDREN	4
II. CURRICULUM	6
SUPPLIES AND MATERIALS	7
ASSESSMENT	7
PARENT-TEACHER COMMUNICATION	7
Scheduling and Other Conference Information	8
PROGRESS REPORTS	8
RETENTION/PROMOTION/PLACEMENT	8
III. ADMINISTRATIVE PROCEDURES	9
ADMISSIONS	9
Diocesan Initial Admission Requirements	9
Eligibility	9
General Requirements for Preschool Admission	9
General Conditions of Admission	10
Class Placement	10
ATTENDANCE	10
Absence/Tardiness/Leaving School	10
Attendance/Reporting Procedures	11
Absence	11
Tardiness	11
Medical excuses	11
Anticipated absence	12
Release of children	12
TRANSFERRING TO ANOTHER SCHOOL	12
LUNCH/MILK PROGRAM	12
ARRIVAL AND DISMISSAL	13
12:00PM (or 3:00PM on Wednesdays if participating in the enrichment session) for half-day students and 3:00PM daily for full-day students.	13
IV. GENERAL SCHOOL POLICIES	15
ADMINISTRATIVE	15

Child Custody and Guardianship	15
Access to Records	15
Retention of Records	16
School Visitors	16
School Communications	16
Principal/ Director's Communication	16
Take-Home Communication	16
Telephone Use	17
Inclement Weather/School Closings	17
Photos and Other Media	17
Library	17
Field Trips	18
Overnight Trips	19
PARENT ORGANIZATIONS	19
FUNDRAISING	20
TRANSPORTATION/PARKING	20
V. FINANCES	21
DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM	21
Application Process & Requirements	21
Tuition Assistance	21
SCHOOL TUITION POLICIES	22
TUITION AND OTHER FEE SCHEDULES	22
VI. CHILD RESPONSIBILITIES & BEHAVIOR	24
CODE OF CONDUCT	24
DISCIPLINE	24
Use of Disciplinary Action	24
Specific Disciplinary Policies	25
Suspension	25
Dismissal	25
Expulsion	25
REGULATIONS AND PROCEDURES	26
CARE OF SCHOOL PROPERTY	26
DRESS CODE	26
Dress Code Requirements & Other Pertinent Information	27
PLAYGROUND REGULATIONS	27
LUNCHROOM REGULATIONS	27
SHOW & TELL	27
VII. HEALTH, SAFETY, & WELFARE	28
STUDENT HEALTH, SAFETY, & WELFARE	28

Prevention of Sexual Misconduct and/or Child Abuse	28
Wellness Policy	28
Accidents and First Aid	29
Illness	29
Medication Administration Overview	29
Specialized Student Care Needs	31
Toileting/Incontinence	31
Use of Crutches	31
Use of Microwave Oven	31
Life Threatening Allergy	32
CONTROL OF COMMUNICABLE DISEASES	32
DISEASE	32
Lice	33
BLOODBORNE DISEASE	34
FIRE/EMERGENCY DRILLS	34
SEXUAL HARASSMENT - STUDENTS	35
BULLYING	35
HAZING	37
ASBESTOS MANDATORY YEARLY NOTIFICATION	37
Asbestos Notification (Sample letter)	37
VIDEO SURVEILLANCE CAMERAS	38
VIII. CHILDREN WITH DISABILITIES	40
IX. PROGRAM INFORMATION	41
LICENSING INFORMATION	41
CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN	42
OVER-THE-COUNTER SKIN PRODUCTS	42
INSURANCE	43
TAX INFORMATION	43
PARENTAL INVOLVEMENT	43
X. APPENDICES	44
School Forms	
Additional School Information	
Diocesan Forms	
Permission for Emergency Care Form (<i>Appendix F-1</i>)	
Confidential Student Health History Update (<i>Appendix F-1A</i>)	
Virginia School Entrance Health Form (<i>Appendix F-2</i>)	
Virginia School Entrance Health Form Instructions (<i>Appendix F-2A</i>)	
Inhaled Medication or Nebulizer Treatment Authorization Form (<i>Appendix F-3</i>)	
Virginia Asthma Action Plan (<i>Appendix F-3A</i>)	
Nebulizer Treatment Log and Procedure (<i>Appendix F-3B</i>)	
Diocese Epinephrine Authorization Form (<i>Appendix F-4</i>)	

Severe Allergy/Anaphylaxis Action Plan & Treatment Authorization(*Appendix F 4A*)
Antihistamine Authorization Form (*Appendix F-4B*)
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
Diabetes Medical Management Plan (*Appendix F-5A*)
Medication Authorization Form (*Appendix F-6*)
Student Injury Accident Report (*Appendix F-7*)
Win Chill Factors/Heat Stress Index (*Appendix 15*)
Certificate of Religious Exemption (*Appendix F-18*)
Seizure Action Plan (*Appendix F-20*)
Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
Parent Permission for School Sponsored Trip Participation.English (*Appendix R*)
Permiso De Los Padres Para Excursiones Patrocinados Por La Escuela.Spanish
(*Appendix R-A*)
Use of Personal Vehicle (*Appendix R-1*)
Preschool Handbook Agreement Form (*Appendix AG-3*)

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

The mission of The Basilica School of Saint Mary is to nurture saints, stewards, and scholars.

This mission is the cornerstone of our teaching and community. We nurture saints by teaching our students about God's presence, providing opportunities for them to encounter Him in the Eucharist, and emphasizing how their daily interactions with each other are opportunities for sanctification. Our students become stewards through our school's emphasis on community service and prayer for others. The school not only organizes specific community service projects, but also encourages students to serve one another in little ways every day. At The Basilica School of Saint Mary, we strive for academic rigor in all subjects and encourage and support our students to achieve to their highest potential and to develop and utilize the gifts that God has given them.

THE CATECHESIS OF THE GOOD SHEPHERD

The Catechesis of the Good Shepherd is an approach to the religious formation of children that is based on the conviction that God and the Child are in relationship. Our role as adults is to protect

and nurture this bond. In the Catechesis we present age-appropriate themes from the Bible and our liturgy with manipulative materials the children use to internalize and ponder the great mysteries of our faith. Developed by Sofia Cavalletti, an Italian Hebrew scripture scholar, building on the work and methods of Maria Montessori, the Catechesis seeks to give children the guidance and vocabulary which enable them to become aware of their relationship with God and give expression to it. With the Catechesis we help each child to continue to fall in love with God while building community among peers.

Developmentally Structured

Each level of the child's work explores the fundamental theme of covenant, God's call and our response, as reflected in the Bible and as lived in liturgy. At Level I the 4-6 year-olds have the capacity to receive and enjoy the most essential elements of our faith: the mysteries of the Kingdom of God, the announcement of God's love given for us in the person of Jesus, the Good Shepherd. All students at The Basilica of St. Mary Preschool will be instructed in the Faith using the Catechesis of the Good Shepherd in the specially prepared room for this instruction, the Good Shepherd Atrium.

STUDENT/PARENT HANDBOOK

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school's Parent/Teacher Conferences. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

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

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

PARENTAL ROLE

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

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

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

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

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

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

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

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

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in

parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC CHILDREN

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

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

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

effectively maintain the intimate working relationship of the school and the Community of Faith.

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

II. CURRICULUM

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

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

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

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

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

The school will use media, such as television, films, videotapes and computers, that have been previewed by adults prior to use. Another option for activity is always available. No child is required to view or interact with the program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

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

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question, and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety, and nutritional practices;

- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

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

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

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

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

SUPPLIES AND MATERIALS

All school supplies and materials will be provided by the preschool. Families may be asked to voluntarily contribute additional items as needed. Each child is asked to retain at school an extra set of weather-appropriate clothing in a sealable plastic bag, as well as an extra pair of socks and underwear. All items should be labeled with the child's full name.

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.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Preschoolers are formally assessed twice a year, followed by Parent-Teacher Conferences in both the Fall and Spring.

PROGRESS REPORTS

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

Preschoolers will receive one informal observational record and two formal progress reports throughout the year.

RETENTION/PROMOTION/PLACEMENT

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

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

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

ELIGIBILITY

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

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

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

GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION

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

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Progress reports (if available)
- e. Completed Diocesan Application Form (*Appendix J*)
- f. A non-refundable application fee
- g. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:

- i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – e.g., hearing and vision screening)
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

GENERAL CONDITIONS OF ADMISSION

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

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

CLASS PLACEMENT

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

Teachers and administrators work together to create class lists for the academic year. The school does not accept parental requests for specific teachers or groupings of children as it must take into consideration the overall good of the class. Parents are asked to work with the administrators and the assigned teacher to ensure the best academic and spiritual environment for the year.

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Parents should use PickUp Patrol, our online system for reporting student arrival and dismissal plan changes as well as absences.

Parents no longer need to call or email the school for notification for their child's absence or change of arrival/dismissal plans. PickUp Patrol records all notifications and requests.

PickUp Patrol is the program that parents/guardians use to:

1. Establish a default dismissal plan for each of their children. This is set up through an email link sent to parent in the weeks before the beginning of the school year from PickUp Patrol.
2. Notify the school of any changes in dismissal plans. Changes in dismissal plans may be entered up to 45 minutes before the end of the school day. Only in emergency situations will the school honor phone requests for changes after that time. This time period allows the school adequate time to communicate instructions to your child at the end of the day while avoiding the interruption of instructional time for all students.
3. Notify the school of children's absences due to illness. Report an absence by 8:00 am through the use of PickUp Patrol. If a child is absent from school for an extended period of time, it is advisable to notify the teacher as well in writing.

TARDINESS

A student who is tardy should report to the principal/director's office or attendance office. A student who arrives late with an excused reason (i.e. director's note) is counted tardy. Preschool students should arrive no later than 8:00am. A student will be marked tardy at 8:05am.

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

MEDICAL EXCUSES

If an ill student is absent for more than five consecutive school days, he or she may be required to submit a doctor's note upon his or her return to school.

Persistent absences may cause serious academic concerns, including but not limited course failure, retention or dismissal. Every effort will be made to work with the student who has a prolonged and/or serious illness to provide the academic support needed. Each case will be reviewed by the principal, in consultation with the parent and teachers before such decisions are made.

ANTICIPATED ABSENCE

Parents should be aware of the impact of any unnecessary absences and plan for family vacations using the school calendar.

RELEASE OF CHILDREN

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

TRANSFERRING TO ANOTHER SCHOOL

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

The parent(s) or guardian(s) of the student(s) must notify the school regarding a decision to transfer or withdraw from the Basilica School of St. Mary. Notify the principal via email and request a withdrawal form from the school office. If the notification of the student's withdrawal is made to the principal and submission of the withdrawal form is complete before the 15th of the month, future tuition payments will not be due.

Students who withdraw from the Basilica School of St. Mary, and then wish to return to the school at a later date, must make a full application and go through the admissions process again. The administration of the Basilica School of St. Mary does not make any promises regarding re-admittance.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition

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

Preschoolers do not participate in the hot lunch nor milk program.

ARRIVAL AND DISMISSAL

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

Half-day Pre-K begins at 8:00AM and ends at 12:00PM. Full-day Pre-K begins at 8:00AM and ends at 3:00PM.

Each Wednesday, half-day students have the opportunity to stay at school until 3:00PM for an optional enrichment session. For planning purposes, parents should notify the teacher by the end of the Pre- K session on Tuesday of each week that their child will be attending the enrichment session. Please pack a lunch and water bottle for your child.

PROCEDURES

Morning Arrival

The school does not assume the responsibility to supervise students more than 30 minutes before classes begin and 15 minutes after dismissal. Parents should legally park on the street and escort their child directly to the classroom, entering the school through the Royal Street Doors. Siblings of Pre-K students will be considered walkers for morning arrival and may enter through the Green Street Gate. Please send a letter to the school office requesting this Pre-K walker status.

Dismissal

Parents are to meet the children at the front of the school where the teacher has escorted them at **12:00PM (or 3:00PM on Wednesdays if participating in the enrichment session) for half-day students and 3:00PM daily for full-day students.**

Rainy day dismissal, please meet the children and the teacher just inside the front door of the school.

AUTHORIZED PICKUP

Any individual, other than parents or those listed as the student's emergency contacts, are NOT authorized to pick up the student unless written permission has been received by the front office.

LATE PICKUP PROCEDURES

The school does not assume the responsibility to supervise students more than 15 minutes after dismissal. The front office will call the parents or guardians of children who are not picked up on time.

TRANSPORTATION SAFETY

All parents should legally park and stand outside the front entrance. Please do not enter or block the alleyway on the side of the school on Green Street.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

CHILD CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

SCHOOL COMMUNICATIONS

Classroom teachers will regularly post information on Schoology and send home student work on a weekly basis.

PRINCIPAL/ DIRECTOR’S COMMUNICATION

A weekly newsletter (*The Messenger*) from the principal containing important dates, information, and events is sent electronically every Thursday.

TAKE-HOME COMMUNICATION

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

TELEPHONE USE

All phone calls to the preschool should be made through the main office.

INCLEMENT WEATHER/SCHOOL CLOSINGS

The Basilica School of St. Mary makes independent decisions to delay or close school for inclement weather. Decisions will be disseminated to the school community using the School Emergency Notification System (text and email), Schoology, and a website post. A decision to either close or delay school will be communicated by 5:30AM. Should a decision be made to close school following a delayed opening, we will communicate that decision by 7:30AM.

In the event of a two-hour delayed opening, classes will begin at 10:00AM, with school doors opening at 9:30AM. Morning Care will begin at 9:00AM. Dismissal procedures will be as usual.

Should we have a delayed opening, our Half-Day Pre-Kindergarten Program will be in session from 10AM to 2 PM.

Even if school remains open during inclement weather, parents always have the option to make decisions regarding travel safety for their children. You may choose to keep your child home.

Class instruction will not be offered on the first day school is closed for inclement weather. Should there be subsequent consecutive closures, we may offer synchronous virtual instruction.

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (*Appendix K*) and submit it to the school principal/director. 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.

FIELD TRIPS

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

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

A child must give to the sponsoring teacher a permission form signed by a child's parent(s) prior to a child participating in each activity (*Appendix R*).

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

Youth weighing less than 100 pounds may not be seated in the front seat.

Phone calls and texting are not permitted while driving.

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

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

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

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

OVERNIGHT TRIPS

Overnight trips are not permitted for preschool children.

PARENT ORGANIZATIONS

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

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

All parent organization activities and all materials prepared by parents must be submitted to the principal/director 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/director, the PTO officers should prepare a budget and submit it to the pastor and principal/director for approval.

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

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

The parent organization should:

- provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
- support and promote quality Catholic education at the school;
- encourage Catholic values of family life;
- share with teachers the values that parents are attempting to develop with their children at home;
- acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;
- unify parents in an effort to raise funds each year for the school;

- serve in an advisory role to support the principal/administration

FUNDRAISING

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

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

Parents with Pre-K children ONLY (no older siblings) will not be required to complete FIS shares.

TRANSPORTATION/PARKING

For specific carpool instructions, please see ARRIVAL AND DISMISSAL PROCEDURES under C-Administrative Procedures. Faculty and staff parking is extremely limited. Parents are not to enter the school parking lot. Please park in appropriate areas along Green Street or adjacent streets. Check signs to ensure you are parking legally and adhere to the posted time limits.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a processing fee payable to the private vendor.

To be eligible to receive funds from this program, students must satisfy all of the criteria described below:

- a. A baptized Catholic or convert officially received into the Church
- b. Family resides within the boundaries of the Diocese of Arlington
- c. Family is registered and an active member of the parish
- d. Student attends, or is accepted by, a Catholic school in the Diocese of Arlington

The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

TUITION ASSISTANCE

Tuition assistance is available from the Diocese and the Basilica School of Saint Mary's designated funds. Assistance is awarded based on financial need as determined by FACTS Grant and Aid Assessment. For faster processing, you can electronically file a financial request by creating an account at www.factstuitionaid.com. Generally there is a 60-day turnaround for assistance, but online registration can speed this up. The online application applies for all of the Basilica School's tuition assistance and can be filed throughout the year.

Families seeking financial assistance from the school's funds, must complete the FACTS Grant and Aid Assessment, as well as submitting a request for this assistance directly to the principal. The amount of assistance will be determined by the pastor and principal based on the information supplied by FACTS and the family's circumstances as outlined in the request letter.

At times, families experience unforeseen financial difficulties. Financial aid is available under

these circumstances on a case-by-case basis. Prior to falling behind in your financial obligations to the school, you are encouraged to contact the principal when significant financial issues arise. All requests are kept strictly confidential.

SCHOOL TUITION POLICIES

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

The Basilica School of St. Mary's tuition program is administered by FACTS Tuition Management Services. All families will have a FACTS account. Once these accounts are set up, the Basilica School will enter the tuition/fee amounts. For those families paying all fees in full, the payment must be made through FACTS by June 1 of the enrollment year. For those families taking advantage of the 12-month payment option, a \$50.00 FACTS fee will be charged.

If tuition payments have been erratic, we reserve the right to request tuition payment in full at the start of the school year.

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

If tuition payment is not current by the end of the first semester, children may not return for the second semester until their tuition is brought up-to-date.

TUITION AND OTHER FEE SCHEDULES

Tuition rates at the Basilica School of Saint Mary are in line with those at other elementary schools within the Diocese of Arlington. The following tuition rates and fees are in effect for the 2022-2023 school year. Additional standard expenses, for example, acceptance, textbook, and technology fees, also apply. They are subject to change for the next school year.

The Basilica School of Saint Mary uses FACTS as its online tuition and fee management service. Tuition and fees are payable to FACTS in 12 monthly payments, starting in June. There is a \$50 processing fee assessed by FACTS for this 12 month payment schedule. The Basilica School of Saint Mary also offers the option of paying tuition and fees in full through FACTS (see additional details below).

For families enrolled in our Extended Day Program, the corresponding fees will be added to their

FACTS account withdrawn over 10 months (August - May)

	Parish Subsidized Tuition	True Cost of Tuition	Amount of parish subsidy	Field Trip/ Activity Fee (per student)	Total Tuition and Field Trip Fee	Monthly 12 months	Incremental Rate	Sibling Discount
Pre-Kindergarten	\$ 7,112			\$ 110	\$ 7,222	\$ 602		
In-Parish Families								
One Child	\$ 9,346	11,217	\$ 1,871	\$ 110	\$ 9,456	\$ 788	\$ 9,456	
Two Children	\$ 16,294	\$ 22,434	\$ 6,140	\$ 220	\$ 16,514	\$ 1,376	\$ 7,058	25%
Three Children	\$ 22,603	\$ 33,651	\$ 11,048	\$ 330	\$ 22,933	\$ 1,911	\$ 6,419	32%
Four Children	\$ 27,596	\$ 44,868	\$ 17,272	\$ 440	\$ 28,036	\$ 2,336	\$ 5,103	46%
Five or more Children	\$ 27,596	\$ 56,085	\$ 28,489	\$ 550	\$ 28,146	\$ 2,346	\$ 110	98%
Out-of-Parish Families								
One Child	\$ 11,779			\$ 110	\$ 11,889	\$ 991	\$ 11,889	
Two Children	\$ 22,746			\$ 220	\$ 22,966	\$ 1,914	\$ 11,078	7%
Three Children	\$ 31,984			\$ 330	\$ 32,314	\$ 2,693	\$ 9,347	21%
Four Children	\$ 38,272			\$ 440	\$ 38,712	\$ 3,226	\$ 6,398	46%
Five or more Children	\$38,272 + \$3,079 for each addt'l			\$110 x # of children				
Families of other Faiths								
One Child	\$ 13,203			\$ 110	\$ 13,313	\$ 1,109	\$ 13,313	
Two Children	\$ 25,388			\$ 220	\$ 25,608	\$ 2,134	\$ 12,296	8%
Three Children	\$ 36,281			\$ 330	\$ 36,611	\$ 3,051	\$ 11,003	17%

VI. CHILD RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

DISCIPLINE

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

USE OF DISCIPLINARY ACTION

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

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

SPECIFIC DISCIPLINARY POLICY

Preschool teachers will send home for signature a list of classroom expectations and rules. Discipline plans will be age-appropriate and outlined by the teacher along with the classroom rules. The principal will be notified of all disciplinary actions taken with a student and will consult with that student and or his/her parents as she deems necessary.

Any form of physical violence is a serious infraction and will be dealt with appropriately.

SUSPENSION

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

The failure of the parents to execute the above referenced agreement shall preclude the child from returning to the regular program.

DISMISSAL

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

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

EXPULSION

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

- a. a serious infraction of school rules occurs;
- b. the child has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the child's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;

- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

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

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

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

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

REGULATIONS AND PROCEDURES

Privacy of individual children must be balanced against the need to protect the health, welfare and safety of other members of the school community. The principal/director or his/her designee has the right to protect the health, welfare and safety of school patrons by searching a child's person and/or personal property on school grounds or at school activities. Lockers and desks are school property and are subject to searches by school personnel.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

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

DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION

Pre-K students wear the PE uniform only. If sunblock is needed, it should be applied at home.

PLAYGROUND REGULATIONS

Rules Regarding Play on the North Play Area and East Playground Area

Grow in virtue through play in our play areas....

- Good sportsmanship must be practiced in all games
- Rules will be established in games.... Negotiate the Rules with the help of an adult..
- Games should be limited to specific areas, allowing other areas to be used by those not playing

or playing other games. Stay within the boundaries.... Respect the games of others...

- All who wish to be included in games will be allowed to participate. No one should be excluded. Practice hospitality.

- An adult will be invited to monitor the game and referee...Always follow the guidance of the adults

- Football may only be 2 hand touch.

- Any tackling, pushing, tripping, or knocking to the ground will constitute an immediate

violation of the rule of play and result in a penalty, out, turnover and potential ejection.

- Any disagreements shall be handled with respectful dialogue. Any resort to attempts to resolve

disputes through physical means will result in a visit to the principal. This will be a violation

of good sportsmanship.

- Should a ball go over the fence, there shall be a penalty in the rule of play. This will result in

either a turnover, an out, or will be dependent on the game.

- Only adults may retrieve a ball that has gone beyond the fence.

- the adult in charge will determine the start and end of play, as well as the game area boundary.

Any violation of the game area boundary will result in a penalty or turnover.

- All equipment shall be taken care of by students at the end of the time of play. Anyone who is

a team captain shall be responsible for equipment. Others will be designated for specific equipment. This is an important responsibility.

- Please enter the building respectfully following recess, honoring the work that is occurring in other classes.

Students may not get balls that go over the fence. If they are playing football and it goes over the fence (and an adult gets the ball)the other team. If They are playing kickball,it

is in n out. If it hits the wall in kickball, it can be played against the wall.

Playground Equipment Rules

- You must go down the slide....
- Only one person on the slide at a time.
- Only two people in the tunnel at a time.
- You must use the stairs or the slide to come down from the playground.
- Water is the only drink allowed in the play area.
- The spinner is for grades K-3. Only Six on the spinner at any time. No standing on the spinner. Only 2 pushing at any given time.

There will always be two adults on the North Area Open Space when an entire grade level is on the field. If we bring students over to the East Playground area, we would need one adult to go over to that area. There must be an additional faculty or staff member for the playground area (total of 3).

- Adults must be attentive to the children at all times.
- Adults will monitor the development of the rules.
- An adult will gather the balls that may have gone out of play at the end of recess.
- A first aid kit must always on the playground.
- Balls that go out beyond the fence will be gathered at the end of the recess time by the adult if there are three adults present.
- Teachers will have their walkie talkie with them

LUNCHROOM REGULATIONS

Pre-K does not use the Lunchroom. Lunch must be provided by parents and labeled with your child's name and date. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

SHOW & TELL

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

VII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

Any clergy, employee, or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
- b. must report the incident to the Vicar General of the Diocese of Arlington.

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 and to the school principal/director who in turn will call the Vicar General. At that point, confidentiality must be respected.

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

WELLNESS POLICY

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

value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

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

MEDICATION ADMINISTRATION OVERVIEW

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

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

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

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/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.

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 indicates in writing that the student cannot do this.

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

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

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

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

Parents will always be contacted in incidents of soiling.

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

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

USE OF CRUTCHES

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without an order form from a LHCP, the parent will be called to take the student home.

USE OF MICROWAVE OVEN

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

LIFE THREATENING ALLERGY

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

All schools must provide an annual in-service, educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

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

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

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their

religious tenets or practices must produce a notarized Certificate of Religious Exemption form (Appendix F-18), which will be retained in the student health record.

- ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- b. Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

Lice Treatment Checklist

- Check all members of the family for lice or nits
- Wash hair with regular shampoo, use no conditioner
- Apply lice treatment, follow instructions precisely
- Remove ALL nits
- Delouse combs, brushes, headbands, hats, etc.
- Launder sheets, pillowcases, clothing
- Hot dry or dry clean blankets, bedspreads, etc.

- Vacuum carpets and furniture
- Inform school and parents of others in contact with your child
- Retreat in 7 days
- Inspect hair every three days during lice season or lice alerts

Lice season is usually fall to the first freeze and again as the weather warms; however, lice can occur at any time during the year. Be observant

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

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

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

FIRE/EMERGENCY DRILLS

Fire exit plans are posted in each classroom and teachers practice evacuation procedures with their students.

Fire drills are conducted in accordance with Virginia Code and the Fire Prevention Code. There is one fire drill within the first 10 days of school, a second fire drill within the first 20 days of school, and one fire drill every month thereafter.

Students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in your class line facing away from the building.
5. Return to the building when the signal is given.

A Tornado drill is typically held in March in accordance with the statewide tornado drill. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in a single file.
3. Sit, face the wall, and put your hands over your head.
4. Return to the classroom when the signal is given.

The Basilica School of St. Mary has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In order to comply with Virginia Code and the Standards of Accreditation, two lock-down drills will be held in the first 20 days of school - one of these must occur in September. Two additional lock-down drills will occur during the remainder of the school year - one must occur in January. Pre-Kindergarten and Kindergarten are exempt from lock-down drills during the first 60 days of school.

SEXUAL HARASSMENT - STUDENTS

Sexuality affects all aspects of the person including, in a general way, the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavor to provide for their students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to, and including, expulsion.

Sexual harassment is defined as any unwelcome sexual advance, 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, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes.

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or

aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

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

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

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

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

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

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

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation. Hazing is prohibited. School personnel will not tolerate any hazing on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g., principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

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

- a. Consequences for students who engage in hazing shall depend on the results of the investigation and may include:
 - i. Counseling
 - ii. A parent conference
 - iii. Detention
 - iv. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

The Basilica School of Saint Mary School has an AHERA (Asbestos Hazard Emergency Response Act) Management Plan on file in the office.

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before

the late 1970s contains some asbestos. Intact and undisturbed, asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every 3 years, The Basilica School of Saint Mary has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The Basilica School of St. Mary Asbestos Management Plan has several on-going requirements.

It is the intention of The Basilica School of St. Mary to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. The Principal, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at 703-549-1646.

VIDEO SURVEILLANCE CAMERAS

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

- a. At the discretion of the principal/director or his/her designee, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

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

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

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

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

VIII. CHILDREN WITH DISABILITIES

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

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

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

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

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

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

IX. PROGRAM INFORMATION

LICENSING INFORMATION

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

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

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

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

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

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

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

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

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496

(757) 491-3990

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

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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

X. APPENDICES

Diocesan Forms:

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

Signature Page

[Insert Signature Page here – Mandatory]

PRESCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

(Parent's Signature)

(Printed Name)

(Date)