



HOLY FAMILY

— PRE - K 3 —
EARLY LEARNING CENTER

Parent Handbook

Revised July 2020

Holy Family Pre-K 3 was founded in 1980 and is Licensed by Louisiana State Department of Education under a Type I License, approved by Louisiana Department of Health and a member of the Child Care Association of Louisiana (CCAL)

Holy Family Pre-K3 does not discriminate on the basis of race, color, creed, sex, handicapping condition, ancestry, national or ethnic origin or whether the child is being breastfed in administration of our educational policies, admission policies, or other school-administered programs.

415 North Jefferson Avenue
Port Allen, La. 70767

prek3@hfspa.com
www.holyfamilypreschool3.com

Dear Parents,

This handbook has been compiled especially for the families of the Pre-K 3 Program at Holy Family. We hope it will be helpful and reassuring as you navigate your new relationship with our school. At Holy Family Pre-K 3, our focus is on the development of the child as a whole. Your child will be loved and cared for while growing emotionally and mentally. We aim to assist them in developing a life-long love of learning that will set them up for a lifetime of success. We are indebted to you for giving us the opportunity to share in the development of your child.

Please read the handbook in its entirety, then sign the agreement and return to school. Should you have any questions or concerns, please speak to the Director.

Sincerely,
Holy Family Pre-K 3 Committee

Holy Family Pre-K 3 ministry is to foster in each child:

An awareness of God in every living thing

The development of a positive attitude toward school and learning

The healthy understanding of emotions and feelings

The ability to cooperate with and respect others

*And Jesus said "Let the little children come to me, and do not prevent them."
(Matthew 19:14)*

INTRODUCTION

In developing the rules and policies for Holy Family Pre-K 3, we have tried to be as explicit as possible. Please be aware, however, that during the school year new and unusual situations may arise. The director will have the authority to use her discretion in any unforeseen circumstances. Additionally, the school retains the right to amend this handbook at any time for just cause.

MISSION STATEMENT

The Mission of Holy Family Pre-K 3 is to develop a community which reflects Christ's presence in our daily thoughts, words and actions. We seek to provide an educational foundation that encourages our students to develop to their maximum potential.

PHILOSOPHY OF EDUCATION

As educators in a Catholic school, we dedicate ourselves to establishing moral values through a program of instruction that develops and forms each child mentally, physically, and spiritually, both as an individual and a member of our faith community.

Enrollment

Holy Family Pre-K 3 is licensed for a maximum capacity of 33 students. We maintain a staff to student ratio in accordance with the Louisiana Department of Education's mandates. Open House is typically held at the end of January or beginning of February for the following school year. Registration will be open during the month of February and applications will be accepted until all openings have been filled.

Admissions Policy

1. Holy Family Pre-K 3 enrollment is open to all qualified students regardless of race, sex or national origin.
2. The Holy Family Pre-K 3 Advisory Board is responsible for the establishment of policy regulating the admission of students applying for Holy Family Pre-K 3 relative to space available.
3. The director and pastor are responsible for the implementation of the established admissions policies.
4. Students entering Pre-K 3 must be three years old by December 31st. Students **MUST BE POTTY TRAINED**, pull-ups will not be permitted.
5. All Students **MUST BE IMMUNIZED** and up to date upon acceptance.

School Hours

Students may arrive as early at 7:10 a.m. Early arrivals must wait off campus (outside gated area). Morning assembly will start at 7:45 a.m. most mornings. Students should be at school by 8:00 in order to minimize disruptions in the morning schedule. Dismissal is 2:00 - 2:15 p.m. Extended care will begin at 2:15 and end at 5:30 on all regular school days. For all late departures, both regular dismissal and after care, a fee of \$1.00 per minute will be due at pick up and payable in cash.

Visitors or Volunteers

Parents and other visitors must sign in and out upon arrival and departure. A sign in binder will be available for your convenience. Please include name, date of visit, arrival and departure times, and the purpose of the visit. All visitors and independent contractors must be accompanied by a staff member, not otherwise counted in child to staff ratios, at all times while on the premises unless said individual provides documentation of a fingerprint based satisfactory criminal background check dated prior to the individuals presence at the center. Any individual who is not a staff member will not be allowed in the restroom area while in use by any child other than their own.

School Holidays

Pre-K 3 follows Holy Family School holidays and WBR closings, with the exception of conference days and early dismissal days. A list of all school holidays will be given at the Parent Meeting in August.

Requirements For Entrance

The following forms must be completed and returned to the school on or before the scheduled Open House.

- Application (Filled out completely and including the following: medical release, pick up authorization, topical ointment permission, non-vehicular authorization and promotional publication/photography policy)
- Birth Certificate
- Baptismal Certificate (if applicable)
- Immunization Record (filled out by child's doctor and submitted prior to first day of school); ***Children who are not immunized and up to date on all immunizations will not be accepted into the program. Computer print outs are not acceptable.***
- Master Emergency Card (Place an asterisk beside the first contact person)
- Parent Handbook Agreement signed by both parents/guardians
- Any applicable court or custody documents for separated or divorced families

All new students are accepted on a probational basis in order to determine if Holy Family Pre-K 3 can meet the needs of the student. The complete and open disclosure of health and behavioral history is required. The school reserves the right to accept or reject any applicant and to determine whether a child should remain in the program.

Transportation

Each parent must provide transportation for their child. Carpools may be arranged by parents, but the school must have a written list of children in the carpool and any drivers. No one will be allowed to pick up the child from school unless we have written authorization from the parent or guardian. The center shall verify the identity of the authorized person prior to releasing the child. Phoning the school to let us know that someone other than those listed on the pick up form is acceptable as long as it is followed up with written authorization via text message or email. Any additions or deletions to the pick up list shall be signed and dated by the parent. The school **must have written permission** to release your child to someone other than those on the pickup list.

Tuition and Fees

Tuition rates and all fees for Holy Family Pre-K3 are determined on an annual basis. Although monthly payments are accepted, tuition and lunch/snack payments are considered annual fees. In order to provide our families with an alternative to annual payments in full, we have broken down the annual costs into monthly installments. After care fees are strictly on a month by month basis, depending on enrollment.

All registration fees are payable at the time of registration, while student and maintenance fees and any other fees, are payable prior to the start of the school year. All fees, in accordance to Diocesan policy, are non-refundable. Late fees will accumulate at \$25/month when paid after the due date.

If a parent voluntarily removes their child after acceptance, the parent will remain indebted to the program as follows:

- *Should a child be removed after the Parent Meeting, parents are obligated to fulfill 50% of the annual tuition cost.*
- *Should a child be removed prior to November 1st, parents will be obligated to fulfill 25% of the remaining annual balance.*
- *Should a child be removed from the program after November 1st, parents will be obligated to fulfill the entire annual tuition.*

Should any balances remain at the end of the school year, your child will not be accepted into Holy Family School the following school year until the balance is paid in full.

2020-2021 Fee Schedule:

Registration Fee: A fee of \$185.00 is due upon registration. **(Non-refundable)**.

Student & Maintenance Fees: A fee of \$255.00 is due by July 15th and should be mailed to the Pre-K 3. **(Non-refundable)**

Tuition: \$4,150.00 annually
(monthly installments of \$415.00 from August to May)

Lunch/Snack Fee: Lunch is a required contracted meal through the Diocese. A satellite fee of \$65.00 per child is charged to Pre-K 3 monthly. Credit is not given for days unattended. Snacks will also be provided from this fee.

Make all checks or money orders payable to Holy Family Pre-K 3. **We will not accept cash for any payments besides late fees.**

Monthly tuition payments are due by the 15th of the month. Tuition is considered late if not received by the 15th, and a late fee of \$25.00 will be added to the monthly tuition payment. If tuition is more than two weeks past due (after the 15th), your child will not be allowed to attend school until the balance is paid in full. Tuition payments should be placed in your child's tuition card and returned to school in their folder or handed to a staff member.

* Tuition and lunch fees are due for all children even when they are absent or when school is closed due to natural disasters or holidays.

*If any NSF (insufficient check) is returned to the school (for any reason) you will be charged a fee of \$30.00. After two returned checks, we will require all future payments via money order.

*Any child that is not enrolled in extended care and has not been picked up by 2:15, will be assessed a fee of \$1.00 per minute late charge. Any child that is enrolled in extended care and has not been picked up by 5:30 will be charged a \$1.00 per minute late charge. This should be paid in cash at the time of arrival. If not paid at time of arrival, you will receive a weekly notice and it must be paid by the time tuition is due the next month. **Late payments must be paid in cash as they are given to the staff on duty.**

Extended Care (Cub Care)

Cub Care will begin at 2:15 p.m. and end at 5:30 p.m. on the days that school will be in session. You must register your child for Cub Care prior to attendance to ensure all staff to student ratios are maintained.

Registration fee: A \$55.00 registration fee is due when your child is accepted into the Cub Care program. **(Non-refundable)**

Tuition: \$135.00 monthly (August – May)

*Tuition for Cub Care should be included in Pre-K 3 tuition. If possible, please write only one check including Pre-K 3 tuition, Lunch and Cub Care fees.

*All policies and procedures for Cub Care remain the same as those during the regular school day at Holy Family Pre-K 3.

Lunch and Snacks

Lunch will be provided by Holy Family School Cafeteria. Cafeteria services are provided through the Federal and Diocesan School Service Programs. The school's food service manager is responsible for ensuring that Federal and Diocesan guidelines are met with regard to food selection and preparation. **Pre-K 3, Pre-K 4 and Kindergarten students are required to participate in the lunch program.** All payments are to be included with tuition payments. In compliance with Diocesan policy, students are not permitted to charge meals or extras.

If a child is allergic to certain food or milk products, a doctor's note and diagnosis is to be submitted to the cafeteria manager and the school office. Please obtain a "Diet Prescription for Meals at School" form from a staff member. Parents should also communicate these allergies to their children.

School will provide a minimum of two snacks each day. All students will receive at least one morning snack and the Cub Care children will receive a second snack after nap time.

Rest Time

Children under the age of 4 shall have daily rest time of at least 75 minutes in programs operating more than 5 hours per day. The children are not required to sleep, but they must remain quiet and on their mat so as to not disturb the other children. If a child cannot remain quiet and repeatedly disturbs the rest time of the other children, arrangements will be made with the parent for the child to be picked up before nap time begins.

Rest Time will be from 12:00 - 2:00 everyday. No one will be allowed to pick up during these hours, as it is disruptive to the resting children.

Home and School Communication

Please remember that the teacher's first duty is to the children. She will be happy to talk to you about your child's progress at a scheduled time. If there is a problem with your child's behavior during the day, you will be informed at pickup or beforehand. Should you need to contact your child's teacher, please email her at prek3@hfspa.com and put the staff member's name in the subject box.

Please do not contact any staff member on Facebook or any other public forum as it is strictly prohibited. Holy Family Pre-K 3 staff are not allowed to be "friends" with the parents or guardians of the children currently enrolled in the program. Holy Family Pre-K 3 does have a Facebook page and we often post events and activities throughout our day. Should you wish to view these, please like our Facebook page.

Each month you will receive a newsletter and calendar via email informing you of the upcoming activities, events, field trips, units and concepts being taught. Please take the time to review this information and add any dates to your calendar.

Service Hours Program

Each family is required to provide 16 service hours each school year. (4 of those for the Parent Workday and 4 of those for the Bear Fair). Families with children enrolled in both Pre-K 3 and HFS may combine service hours. Our goal is to promote community, commitment, and service to the school and parish. With the exception of Bear Fair hours, the fee for service hours not completed is \$25.00 per hour. **Should you miss the Bear Fair, you will be assessed a fee of \$100.00 for each incomplete hour.**

Service hours may be obtained in various ways throughout the school year. Planning, contributing and assisting with parties and events are a great way to fulfill hours. At times, staff members may need items cut out for art projects, we may need maintenance done around the school, or we may need assistance with a particular task. All of these are ways in which service hours may be fulfilled. Serving in the cafeteria is also a great way to obtain your required hours.

School Uniform Code

All students must wear school uniforms daily. The Pre-K 3 uniform consists of a navy t-shirt which can be worn with any bottoms. Students may also wear the HFS uniform (girls: HFS skirt with navy banded shirt; boys: HFS gray uniform shirts with navy shorts or pants).

Please be selective as to the type of clothing you choose for your child as some buttons are very difficult for young children to manage. Elastic waistbands should be worn when possible. Please also keep in mind that your child will be painting and using other art media every day, and their clothing may be stained. Tennis shoes must be worn at all times (**velcro is preferred**). For safety reasons, we do not allow **coats with draw strings**. Pre-K 3 uniform sweatshirts can be purchased through the school. **PLEASE LABEL ALL OUTERWEAR!**

Please bring a complete change of clothing for your child (including underwear and socks). All articles of clothing should be labeled and placed in a **gallon ziplock bag** with your child's name on the outside of bag. This will be left at school at all times for emergencies. If clothes are soiled, they will be sent home for laundering. Please return to school the following day, as we do not have extra clothing available.

Curriculum

The Pre-K 3 program is designed to encourage the growth and development of children in many different ways. We strive to improve each child's cognitive, socio-emotional, physical and spiritual growth. Each day will bring the opportunity for learning through playing, exploring, expressing ideas and being creative. We follow The Creative Curriculum which utilizes thematic units and learning centers (listed below) that will encourage your child's learning throughout the year.

Learning Centers:

- *Dramatic Play
- *Art
- *Writing
- *Sensory Experiences
- *Blocks
- *Books/Reading
- *Bible/Religion
- *Manipulative table
- *Science and Nature
- *Math
- *Puppets
- *Music
- *Foreign Language (Spanish)
- *Technology

Additionally, we utilize the "Handwriting Without Tears" curriculum which incorporates a fun, hands-on approach to developing good motor skills and learning correct letter formation. It also emphasizes crucial social, physical, emotional and language skills.

Spiritual Development

Religious studies are integrated throughout the entire day at Pre-K 3. Our students discover God as their Father and Jesus as their friend. The children express their love for God through prayer, songs, finger plays and art projects. They become familiar with various Bible stories, prayers, virtues, and liturgical seasons through the Pre-K 3 program. We utilize "The Beginner's Bible" series by ZONDER Kidz to enforce our Religion units.

Enrichment

Numerous enrichment opportunities are made available during the school year. In addition to scheduling classroom enrichment which corresponds to our units, the WBRP Library visits once a month. We schedule Community Helpers that come visit and educate the students on their

professions. Additionally, throughout the year, we schedule special guests that come and offer entertainment for the children.

Outdoor Play

Children ages two and above shall be provided a minimum of 60 minutes of physical activity per day. This includes a combination of both teacher led and free play. Our educational program emphasizes the importance of play, as essential skills necessary for thinking and leadership are experienced through play. Outdoor play is critical for young children in early childhood because it offers them the opportunity to explore, take-risks safely, and develop fine and gross motor skills. Additionally, outdoor play allows children to exercise while discovering nature and stimulating creativity. Our playground offers each child a safe and secure environment to experience these elements through safe elevated platforms for sliding, climbing, and socializing. Open spaces give children the opportunity to jump, skip, run, and roll. Weather permitting, the children will have daily opportunities to play outside. Providing that the temperature remains above 40 degrees, we will continue outdoor play time during the winter months. It is imperative that you dress your child accordingly.

Mosquito Policy

The Environmental Protection Agency recommends that bug spray be removed with soap and water once inside, therefore we will not spray children prior to outdoor play. This would be a time consuming task that would take away from our instructional time. Should you wish for your child to wear bug spray, you may choose to apply prior to dropping off.

Personal Items

Your child will need a rest mat (red and blue 1-inch kinder mat) with slip cover and a beach towel the size of the mat to use as a blanket. Mats and towels will be sent home every Friday to be washed and sterilized and returned to school on Monday. **Everything your child brings to school needs to be labeled.**

Children are not allowed to bring personal items, such as toys, books, or candy to school. We will assign a child as “Star of the Week” for each week we attend school. During this time, the student will be allowed to bring an item for Show and Tell. We ask that your child bring only **ONE item** for Show and Tell. Please do not allow your child bring ropes, whistles, guns, knives or any other weapon. Cowboy hats with strings are not allowed, due to safety concerns.

Birthdays/Holidays

We do enjoy celebrating the children's birthdays by allowing parents to bring simple refreshments to share with the class. We typically serve these refreshments during morning snack at 8:40 am or after lunch. ***PLEASE BE AWARE THAT DUE TO STATE HEALTH REGULATIONS, WE ARE NOT ALLOWED TO SERVE HOME BAKED GOODIES. PLEASE ONLY BRING STORE BOUGHT ITEMS THAT ARE UNOPENED. ALSO, WE ABIDE BY A STRICT "NO PEANUT BUTTER POLICY".*** Additionally, we ask that no gifts or hard candy be distributed at school. Siblings are not permitted to attend class celebrations or parties. This allows your child to have your undivided attention and minimizes the distraction of added children to the class. In addition, issues of safety and liability require compliance. We appreciate your cooperation with this policy.

Visitors on Campus

Parents are allowed to visit the center anytime during regular hours of operation and when children are present. All persons arriving on Holy Family campus for personal or business matters are to sign the log book, recording purpose and time on campus. Unidentified persons on campus are not allowed.

Independent Contractors, including but not limited to therapeutic professionals, shall fill out an information form that includes the person's name, address, phone number, a list of duties performed while present and documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises.

Discipline Policy

Students frequently have more than one choice of action in the class and on the playground. The school has been structured in such a way as to eliminate possible conflicts. When conflicts do occur, we assist the children in dealing with the natural consequences of their behavior. Accepting the consequences of their actions helps children make the connection between their behavior and the effect on them and others. For example, if a child chooses to use the end of a paint brush inappropriately, such as poking another child with it, then the paint brush would be taken away from that child. Discussions of why the behavior was inappropriate will follow.

There are times, however, when behavioral issues require that the child be removed from the group and be placed in the Safe Place. If problematic behavior continues, the child's parent(s) will be informed. If the behavior continually persists, the child's parent(s) may be called to come pick him/her up from school.

No child will ever be subjected to any of the following:

- * physical or corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- * verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children.
- * the threat of a prohibited action even if there is no intent to follow through with the threat.
- * being disciplined or bullied by another child.
- * being restrained by devices such as high chairs or feeding tables for disciplinary reasons.
- * having active playtime withheld for disciplinary purposes, except timeout may be used during active play time for an infraction during the playtime.
- *Cruel, severe, unusual, or unnecessary punishment will not be inflicted.
- *No corporal punishment will be used.

Times Outs shall take place within the sight of staff. The length of each time out shall be based on the age of the child and shall not exceed 1 minute per year of age.

Inappropriate and uncontrollable behavior unbecoming of a student or their family in a Catholic school **will not be tolerated**. It is the parent’s responsibility to offer complete cooperation with the school in order to resolve discipline problems with their child. Cooperation between home and school is vital to the success of your child. If all attempts to correct the behavior have been unsuccessful, withdrawal from the program may be necessary. The circumstance will be evaluated by the Pastor and Director and a final decision will be made.

Guidelines for Biting Behavior

All children will be made aware that biting is not an acceptable behavior at Holy Family Pre-K 3. Both children involved in the incident will be sent to the Director. The Director will examine the area of the bite and determine whether or not the skin has been broken. The area will be thoroughly cleaned with soap and water. *If the skin is broken, both parents will be notified by phone. We will not disclose the other child’s name to either parent.* If the skin is not broken, a biting incident form will be completed and sent home with each child. If a parent cannot be reached by phone, (when the skin is broken) a biting incident form will be sent home with the child. After treating the injury, comforting the children, etc., the children will be questioned about the circumstances leading to the incident. The children will be made aware that biting is never an acceptable behavior. The Director will offer acceptable ways of resolving problems without resorting to biting. Depending upon the age of the child and the circumstances leading to the incident, the child will receive either a verbal reprimand or a time out in the classroom/office. **Any child who habitually bites other children will be dismissed from Holy Family Pre-K 3.**

Donations

We graciously accept used toys and books in good condition. We also accept monetary donations. A receipt for donations will be given upon request.

Computer & Electronic Policy

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- * Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.
- * Computer access for children is always supervised by a staff member and is solely used for academic purposes.
- * All programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- * All television, video and DVD programming shall be suitable for the youngest child present and shall only be "G" rated.

Health Regulations

School is a place for healthy children. Please keep your child home if he/she has a cold, temperature above or below normal, skin eruptions, or sore/discharging eyes. **A child must be symptom and fever free (WITHOUT MEDICATION) for at least 24 hours before returning to school.**

Any skin rash (**ESPECIALLY MOLLUSCUM**) or eye discharge must be seen by a physician. Prior to returning to school, the child should obtain a note from the physician which states the location of the rash/discharge and that the child is not contagious.

If a child becomes ill during school, parent(s) will be called to pick up the child. As mandated by state law, all head injuries will be immediately reported to the child's parent. If such a situation arises, we ask that the parent sign documentation of the incident at pickup.

In case of contagious diseases, please follow your physician's advice in returning your child to school. Please call the school immediately if a child is diagnosed with any contagious disease.

Refer to the Chart below for additional reasons that children should remain home.

Illness/Symptom	Exclude Until
Meningococcal disease (Neisseria meningitis)	Well with proof of noncarriage*
Hib disease (hemophilus)	Well with proof of noncarriage*
Diarrhea (two or more loose stools or over and above what is normal for that child).	Diarrhea resolved or is controlled (Contained in diaper or toilet)
Fever of unknown origin (100°F oral or 101°F rectal or higher) some behavioral signs of illness.	Fever resolved or cleared by child's physician or health department
Chicken pox	Skin lesions (blisters) Scabbed over completely
Hepatitis A	One week after illness started and fever gone
AIDS (or HIV infection)	Until child's health, neurologic development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons**, including the child's physician, chosen by the child's parent or guardian and the director
Undiagnosed generalized rash	Well or cleared by child's physician
Any child with a sudden onset of vomiting, irritability, or excessive sleepiness.	Evaluated and cleared by child's physician

*Proof of Noncarriage. Either by completion of appropriate drug regimen of Rifampin or by a negative throat culture obtained after completion of treatment for meningitis.

Extended Illness

In the event of a child's extended absence due to illness, requests for tuition assistance will be reviewed by the Pastor and the Director.

Medication

Holy Family Pre-K 3 follows a **“No Medication Policy”**. Only topical ointments such as Neosporin or Benadryl will be applied with parental permission. In order for Pre-K 3 staff to administer any required life-sustaining medications such as Epi-pens or asthma inhalers, a **Medical Authorization Form** is required and includes written authorization including child's name, medication name, dates to be given, time to be given, dosage and signature of parent. Please request form from a staff member.

In the event of an accident or emergency, every effort will be made to notify parents immediately. If parents cannot be reached, school staff will secure necessary medical attention.

The State of Louisiana requires that all children obtain a medical certificate signed by a physician each year before the child can be admitted to school (immunization record). Additionally, all parents are required to complete an **Emergency Card** to be kept on file.

Inappropriate Behavior

The school has a zero tolerance policy for inappropriate behavior of parents or other family members. Children will be dismissed from the program if family members fail to handle themselves in an appropriate manner. This policy also applies to behavior reflected on social media and any other internet forums.

Inclement Weather

During times of extreme weather (hurricanes, floods, ice, snow) we will observe the schedule established by the West Baton Rouge Parish School System with regard to opening and closing. We also follow Holy Family School closings.

Emergency Procedures

Emergency Dismissal

At the beginning of the year, parents will complete an emergency form. This will be used to contact parents in the event of emergency dismissals due to weather conditions, a crisis, or hazardous condition, etc. In the event of an EMERGENCY EVACUATION, each parent will first be notified via telephone using the number on the child's emergency card. Our backup method for contacting parents will be email.

Chemical Spills

In the event of a chemical spill in the area of Holy Family School, the decision to evacuate or proceed with shelter-in-place procedures will be made by the appropriate authorities.

Crisis Management

A Crisis Management Plan is in place to address various situations of crisis. Parents should seek up-to-date information and instructions via radio or television. Should the decision to evacuate be deemed necessary, we will be instructed to bring the students to one of the following locations: Holy Family Church, Jubilee Hall, or the Port Allen Community Center. All children will be fully supervised. If the problem is temporary in nature, students will be returned to school once the all-clear signal has been given. If students are unable to return to campus, parents will be notified through the news media. Parents are not permitted to remove students during transfer and evacuation procedures.

Lockdown

In the event of a lockdown, you will be notified no later than afternoon pick-up.

Peanut Butter Policy

Holy Family Pre-K 3 follows a strict “peanut butter free” policy. Please remember this when bringing party foods. ***PLEASE ALSO BE AWARE THAT DUE TO STATE HEALTH REGULATIONS, WE ARE NOT ALLOWED TO SERVE HOME BAKED GOODIES. PLEASE ONLY BRING STORE BOUGHT ITEMS THAT ARE UNOPENED.***

Abuse and Neglect

Employees of Holy Family Pre-K 3 are required by state law to immediately report any suspected abuse to the Louisiana Child Protection Statewide Hotline at 1-855-4LA-KIDS (1-855-452-5437). We are not to delay the reporting of suspected abuse or neglect to the Child Protection statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations.

Promotional Publication Policy

Throughout the school year, photographs and video images are taken at school events. These photographs are used in print and electronic media publications for our school and community. Articles, photographs, videos and student work may be submitted to promote school events and special accomplishments. No payment is attached to such usage.

The media sources used by Holy Family Pre-K 3 include, but are not limited to, The Westside Journal, The Catholic Commentator, Holy Family Church Parish bulletin and web pages, Holy Family Pre-K 3 web pages and other local news agencies.

If you do not grant permission for your child to be included in this policy, please notify us in writing.

Complaint Procedure

In the event that you have concerns about the school or your child, we recommend the following steps for resolving complaints in this order:

Step 1: Make an appointment to speak with the child's teacher about the issue. Many issues can be resolved at this level and are often the result of miscommunication or misunderstandings. If this conference fails to resolve the issue then the parent(s) should:

Step 2: Speak with the School Director about the complaint. Director may be reached at (225) 343-6541 or prek3@hfspa.com. If the issue is still unresolved:

Step 3: Speak with the Pastor. If after speaking with the Pastor, the issue remains unresolved to the parent's satisfaction then the parent(s):

Step 4: Shall be advised of the licensing authority of the Bureau and shall be given the current telephone number and address of the Bureau and advised that they may call or write the Bureau should they have significant, unresolved licensing complaints.

Holy Family Tax ID Number

Holy Family Pre-K 3 is tax deductible as childcare. Our tax ID number is 72-6012449. We are a non-profit organization.



Parent Handbook Acknowledgment Form

Child's Name: _____

Please sign below indicating that you have read and understand the policies stated in the Holy Family Pre-K 3 Parent Handbook and that you will abide by all policies and procedures. A signature of both parents is required, as applicable.

Mother's Name (Print): _____

Mother's Signature: _____

Date: _____

Father's Name (Print): _____

Father's Signature: _____

Date: _____

PLEASE SIGN AND RETURN THIS PAGE