

# St. Cletus School Early Childhood Handbook

## **Discipline**

Creating a safe environment for all is our number one priority. A positive behavior system will be implemented into the classroom. A daily behavior chart will be sent home. Daily behavior issues will be dealt with through redirection or time away from the group. Continuous behavior issues will result in parent contact. Behaviors causing bodily harm to other students or any faculty and staff members, may result in suspension from school for a given period of time. This will be left to the administration's discretion.

In cases of severe and continuous inappropriate behavior, and where proper interventions have been applied, disenrollment from our program may be possible.

## **Self- Care/Toilet Use**

Students are expected to feed and dress themselves. Students must be completely potty trained, completely out of diapers or pull ups and including the ability to manipulate clothing and clean themselves. In the event of a bathroom accident, students must be able to change themselves. When a child has a solid accident, a family member must be called to school to change the child. Once a child has had three solid accidents at school, the child will be asked to stay home for a given period of time to work on potty training at home. Subsequent accidents upon return to school will result in parent contact.

Excessive wet accidents may require parent contact and time at home to complete potty training.

## **Illness Policy**

Parents should keep a child home if any of the following conditions exist:

1. Fever: (at present or within the last 24 hours) A child will be sent home if our thermometer shows they have a fever.
2. Diarrhea: Three (3) or more watery stools in a 24 hour period.
3. Vomiting: Vomiting within the past 24 hour period. Students who vomit at school will be sent home.
4. Rash: Body rashes not obviously associated with heat or allergic reaction.
5. Sore Throat: If associated with fever or swollen glands in the neck.
6. Severe Coughing: Episodes which may lead to gagging, vomiting or difficulty breathing.
7. Pink Eye: Pink or red eye(s) which may be swollen with white or yellowish discharge, until on antibiotics for 24 hours.
8. Untreated Scabies, Head Lice or the presence of nits: May return after treatment and removal of nits.
9. Ring Worm: A fungal infection of the scalp or skin. Child may return after treatment by a health care provider has begun.

10. Impetigo: May return 24 hours after treatment is initiated.

11. Other: Any contagious disease, illness or health condition. May return based on doctor's recommendation.

## **Snack**

A snack calendar will be sent home on a monthly basis. Each child will be given a day. Students must bring snack for their entire class on the designated day.

We ask that snacks not be excessively sugary or large. Individually wrapped bags of chips, cookies, or crackers work best. Also acceptable snacks would include cheese sticks, fruit, or gummy fruit snacks. Capri Suns, juice boxes, or small bottles of water are acceptable for drinks.

Please do not send multiple snacks for one day.

Extra snack left over will be kept in the classroom in the case that a child should forget their snack day.

Please also include any napkins, cups, or utensils needed for your snack.

## **Birthday Celebrations**

Birthdays will be incorporated into our monthly snack calendar. Students will be assigned to bring snack either on their birthday or as close as possible.

A birthday snack may be a baked good or treat of the child's choosing. It should not be a second meal. Birthday snack occurs within the regular school day and parents are not to attend. Cakes must be pre-cut and utensils, napkins, or plates must also be provided to accompany your selected snack.

The cafeteria hosts birthday lunch once a month on a predetermined day for all students celebrating their birthday within that month. Parents will be included for birthday lunch in the cafeteria. Notices will be sent home in advance to sign up for cafeteria birthday lunch.

## **Lunch**

Students may choose to purchase a lunch from school and will be provided a milk. Students may also bring a lunch from home. Soft drinks and candy may not be included in a child's lunch from home. Candy in purchased lunchables must be removed. Lunch provided from home must be well balanced. Any lunch sent from home which contains snacks only will be returned and the child will be required to purchase a lunch from the cafeteria.

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**PARENTAL ACKNOWLEDGEMENTS**

I acknowledge that my child, \_\_\_\_\_, has received a current copy of the St. Cletus School Early Childhood Handbook. I agree to abide by the policies and regulations enforced by the school and affirm my support of their implementation.

\_\_\_\_\_

Parent/Guardian Signature      Date

\_\_\_\_\_

Parent/Guardian Signature      Date