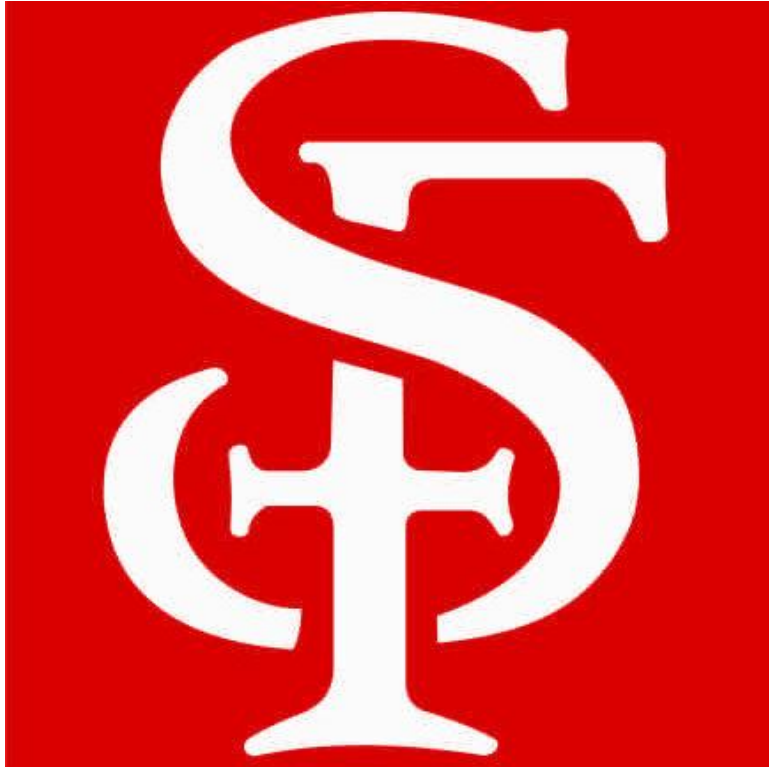


2023-2024 Pre-Kindergarten Supplement Handbook



**St. Francis de Sales
Central Catholic School**

We are here to serve; not to be served!

St. Francis de Sales Central Catholic School
41 Guthrie Lane
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RIGHT TO AMEND

St. Francis de Sales Central Catholic School Administration reserves the right to amend this handbook.

Notice of amendments will be made available to parents.

PRE-KINDERGARTEN INTRODUCTION

SUPPLEMENT HANDBOOK OVERVIEW

This is a supplemental document to the St. Francis de Sales Central Catholic School Parent & Student Handbook. Please refer to the Parent & Student Handbook for all of our policies and procedures. This supplemental document is meant to specifically address the needs of the St. Francis de Sales Central Catholic School PK Program.

MISSION STATEMENT

The mission of St. Francis de Sales Central Catholic School is the lifelong, holistic formation of each person according to the Good News of Jesus Christ through faith community experience, academic excellence, and quality religious education. In collaboration as Christians, we commit ourselves “to serve; not to be served.”

EARLY CHILDHOOD PHILOSOPHY

St. Francis de Sales Central Catholic School Early Childhood programs provide opportunities to help our youngest learners develop a stronger, balanced foundation for spiritual, academic, and social skills. With parents and school as partners, it serves as a transition from home to school where young children can develop the fundamental basic skills necessary for success throughout their academic life. A loving and caring atmosphere will prevail at all times.

GENERAL INFORMATION

Ages of Children Served

2-5

Capacity

112

Days and Hours of Operation

The standard (instructional) hours for students are from 7:50 a.m. - 2:30 p.m. These hours vary on non-standard school days (i.e. 2-hour delays, 2-hour early dismissals, etc.).

Morning Drop off begins at 7:00 a.m. Parents are encouraged to arrive with their child(ren) no later than 7:50 a.m. as this will ensure classroom efficiency to begin the day. Dismissal is from 2:30-3:00.

Children who are not picked-up during the 30-minute dismissal time frame will transition to our Keepers (after-school) program. Keepers is available from 3:00 p.m. - 5:30 p.m.

PK Department Chair

Kendra Sainato - ksainato@sfccs.org

PK Administrator

Barb Been - bbeen@sfccs.org

SFdSCCS Principal

Arthur Moore - amoore@sfccs.org

PRE-KINDERGARTEN COMMUNICATION

Parents are invited to communicate with teachers through email, handwritten notes, messages left in the office, Remind app messages, or appointments. Under normal circumstances, parents who email or leave messages should anticipate a reply to come within 24 hours. If an email is sent after 3:00 p.m. on a Friday, a response may not be received until Monday afternoon. Parents are asked not to contact the teachers at home. If a parent or teacher concern cannot be resolved between the two parties, the PK Department Chair and/or the PK Administrator will become involved. Under normal circumstances, a parent should not bypass a teacher and go directly to the school administration.

The complete communication chain is as follows:

Parent > Teacher > PK Department Chair > PK Administrator > Principal

In the event of an emergency where it is imperative to get a message to the PK staff immediately, please contact the school's main line at (304) 291-5070, and the PK staff will be notified.

FORMS OF COMMUNICATION

School Website: <http://stfrancismorgantown.com>

The school website includes the school year calendar, access to individual teacher websites and emails, information on current events, and details regarding FACTS and tuition information.

Teacher Webpages

Each grade level has a class webpage, which can be accessed through the school website. Parents are encouraged to check the class webpage weekly for information about upcoming events and activities.

Email

Parents are informed of events and school-wide information through school emails. Teachers may also use email to communicate with families.

Remind App

The PK department requires that at least one parent downloads, joins the appropriate PK classroom, and remains active on the Remind app. This is the primary communication tool that teachers use to communicate with parents.

Daily Communication

All PK students have a school folder that is sent home daily, which needs to be checked and returned the following school day.

In the PK2 classrooms, daily communication sheets will also be sent home in your child's school folder. In the PK3 classroom, teachers will send a class update daily via the Remind app.

Parental Involvement/Conferences

Parents are the primary educators of their child(ren). Respectful parental involvement and communication are wholeheartedly encouraged. In PK, optional conferences will be offered for each family during the school year. All families have the right to additional face-to-face conferences with their child(ren)'s teacher. These conferences should be scheduled through the child(ren)'s teacher to ensure availability and readiness; drop-in conferences are not permitted.

PRE-KINDERGARTEN PROGRAM DESCRIPTIONS

PROGRAM OVERVIEW

The activity of our preschool is designed to meet the individual needs of the children intellectually, physically, socially, and emotionally. Each student will receive individual attention; therefore, providing an education that meets the student where they are.

Young children learn through creative play and active exploration and manipulation of their environment. Concrete experiences contribute to concept development in the preschool-aged child. Creative play is a powerful tool for your child. This age is best for self-discovery, self-realization, and confidence. Play is a major vehicle for the development of the whole child in all areas: spiritual, cognitive, social, emotional, and physical. Our program provides a variety of developmentally appropriate activities and materials and encourages children to be actively involved in the learning process. Our goals are to plan and restructure play experiences in a loving and safe environment, which will aid in the enhancement and facilitation of growth and development for each child.

FIELD TRIPS

Field trips are privileges planned by classroom teachers and approved by the school administration with educational purposes as the primary objective. Field trips are considered an extension of the school day, and the PK Behavior Policy will apply. At SFdSCCS, field trips begin at the PK4 level. The school may utilize county bus services for field trips. Siblings of any age are not permitted on PK field trips.

HOT LUNCH PROGRAM

All students at St. Francis are eligible for nutritious food, milk, and juice through the cafeteria. Hot lunch is included in tuition in PK2 through PK3 classrooms and available for purchase in the PK4 classrooms for \$2.00 a lunch. Students may also pack their own lunch each day.

Parents are billed monthly through FACTS. To apply for free lunch, please request the application form through the main school office or cafeteria manager. The Free Program does not discriminate on the basis of gender, race, ethnicity, or religion.

SNACKS

Children are permitted to bring simple, nutritious snacks. Appropriate snacks will be communicated through the teacher.

Students in PK2 through PK3 will be provided with school snacks as part of the student tuition. Students in PK4 may bring in their own morning/afternoon snacks, or families may opt to pay a monthly \$25 snack fee to have school snacks provided for their child. This monthly fee will be billed through the family FACTS SIS account.

BIRTHDAY CELEBRATIONS AT SCHOOL

Student birthdays may be celebrated with a small treat in the classroom setting under the guidance of the classroom teacher. If food is brought into the classroom for sharing among children, it must be either commercially prepared or prepackaged food in factory-sealed containers. Please check with your child's teacher for specific guidelines and birthday celebration coordination.

Invitations for birthday parties outside of school should be sent to the homes of the students via mail or email unless an invitation is being given to every student in the entire class. If every student in the class will receive a birthday invitation, then the teacher can distribute the invitations in student folders.

PERSONAL ITEMS

We encourage that all toys and other personal items remain at home, as we would not want them to become lost, broken, or mixed in with the PK equipment. The school is not liable for any damaged or lost personal items brought in by students.

PRE-KINDERGARTEN UNIFORM

Uniform combinations include:

Top	Bottom
Red polo	khaki pants/shorts/skort OR black pants/shorts/skort
White polo	khaki pants/shorts/skort OR black pants/shorts/skort
Black polo	khaki pants/shorts/skort
Red & black plaid jumper / skirt	white socks and black playground shorts OR black socks and black playground shorts OR black or white tights white blouse (no logo required) OR red/white/black polo
Black jumper	white socks and black playground shorts OR black socks and black playground shorts OR black or white tights white blouse (no logo required) OR red/white/black polo
Khaki jumper	white socks and black playground shorts OR black socks and black playground shorts OR black or white tights white blouse (no logo required) OR red/white/black polo

***- Dates for wearing shorts will be announced at a later date -
- Pre-K students are not required to have a SFdSCCS logoed shirt -***

Every uniform combination also includes:

- solid black or white socks/tights only (must be visible above the shoe) (no logos or emblems)
- solid black shoes (including soles, stitching, logos, etc.)
- Crocs and sandals are not allowed.

Additional items may include:

- Red, Black, or White sweaters or sweater vests (no hoods)
- red, black, or white hair accessories: plain headbands, barrettes, clips, small bows
- religious medal
- Girls: post earrings

PRE-KINDERGARTEN STUDENT RESPONSIBILITIES AND BEHAVIOR

PK ENROLLMENT

SFdSCCS is unable to admit any student that has past behavior or disciplinary issues in either a public or private school.

Due to the age and developmental needs of the students, SFdSCCS PK students are enrolled on a thirty-day trial period. The PK staff's observations and documentation during the trial period serve as the final assessment of the student's readiness for the program. There will be teacher/parent meetings and communication if a student is not developmentally able to complete the SFdSCCS PK program.

St. Francis de Sales Central Catholic School reserves the right to a required withdrawal of a child for any of the following reasons:

1. Violation of the Behavior Policy outlined in the Pre-Kindergarten Supplement Handbook
2. Failure of parent/guardian to return any required documents.
3. SFdSCCS administrative team deems continuation in the program is not achievable due to the level of services required for the child.

If termination becomes necessary, the parent/guardian will receive written and/or verbal notification by SFdSCCS administration, and the timing of termination will be at the discretion of SFdSCCS administration.

PK ATTENDANCE

PK attendance is as follows:

- For PK2A, PK2B, and PK3: All spots are Full-Time spots, and all have the same tuition amount. These spots are five days a week and the same hours as the rest of SFdSCCS. Families can choose to bring their student(s) on the days of their choosing. It should be noted that these classrooms run on a schedule, and it is encouraged that those students in these classrooms be dropped off by 8:15 am on the days that they are attending to give all students the best learning experience.
- PK4: All spots are Full-Time. The SFdSCCS PK4 is collaborative with Monongalia County, and all PK4 students are expected to attend, minimally, during the collaborative hours, which are 7:50 am until 12:20 pm Monday - Friday. For students who do not attend during those hours, they will be counted absent. Please refer to the main SFdSCCS Parent and Student Handbook for the rest of the attendance policy that will apply to PK4 in regard to excused and unexcused absences.

STUDENT RESPONSIBILITIES

In all areas of learning, discipline must be considered in the development of children. Growth in self-control and loving respect for others is encouraged. To achieve this, 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:

- will be truthful.
- will be respectful and courteous towards teachers and adults.
- will refrain from harassment of any kind.
- will use appropriate language.
- will speak respectfully to and about others.
- will respect all school and personal property.

PK BEHAVIOR GUIDELINES

In helping to direct the child toward self-control, the following guidance techniques are used in accordance with the age and stage of the child.

1. Simple rules are taught to the children and promote an understanding of appropriate behavior.
2. Positive statements are used in giving direction to behavior.
3. Redirection is provided by teachers.
4. The child is given opportunities to make choices and solve problems.
5. Suggestions are given to prevent conflicts.
6. Unacceptable behavior is clearly stated, and the child is told what is acceptable. Approval of acceptable behavior is clearly expressed.

Despite the best attention to guidance, young children may become frustrated, overstimulated, or confused, resulting in challenging behavior. A child may be removed to cool down and reduce the stress level they are feeling. If a child's behavior becomes a safety issue, a child may be taken to our PK admin staff, and a parent may be called at their discretion.

BITING

Children biting other children is an indication of their developmental age and not in any way a reflection of child-rearing practices. Children bite for many reasons, including frustration, gain a reaction, and/or lack of language and social skills required for a particular situation. Although it is not uncommon for very young children to bite, it is a behavior taken very seriously and is strongly discouraged. Even though biting is a natural and inevitable occurrence in a young PK classroom, the most teachers can do is prepare for biting, maintain perspective once it is happening, and do all they can to minimize the occurrence. In the event of a biting incident, the teachers will check for broken skin. All bites, whether the skin is broken or unbroken, will be washed with soap and water. A cold compress will be applied to the bitten area. The teacher will inform the school nurse to visit the student and check the bite. The lead teacher will communicate with both the family of the child that was bitten as well as with the parent of the child who bit. A record of all biting incidents will be kept. This is especially useful in determining any patterns of biting behavior and in anticipating incidents and preventing them. The teacher will remind the biter that we only bite food, not people, and remove the student from the area for no longer than the child's age (i.e., two-year-old = 2 minutes).

When a child bites three times on a given day, the child's parents will be called, and the child must be picked up from the school immediately. This is to prevent further incidents and to calm the biter.

For recurring biting incidents, the child's parents, classroom teacher, and PK Department Chair will meet to discuss the behavior and potential strategies. Any additional biting incidents that occur for a student after a two-week window from the implementation of the behavior plan will then be addressed by the Behavior Policy.

When a student demonstrates unacceptable behavior, progressive action to correct the student will occur. First, parents will be contacted, and a meeting with the teacher may be required to discuss the behavior and potential strategies. If the unacceptable behavior continues, the parents, teacher, and PK Department Chair will be required to meet and create a behavior plan. If the unacceptable behaviors continue after a two-week window from the implementation of the behavior plan, then the parents, teacher, and school administration will meet to discuss the enrollment status of the student. Students who fail to behave accordingly will not be permitted to continue in the program.

Please note that inappropriate behavior deemed severe will bypass the above procedures and be reported directly to the school administration for disciplinary action and consequences.

MINOR, MODERATE, AND SEVERE BEHAVIORS

Minor age-appropriate behavior problems will be corrected immediately. Usually, this requires no further action unless these behaviors become persistent. If so, a parent conference may be required.

Moderate behavior issues require a report and a parent signature. Moderate behaviors include but are not limited to, hitting, biting, pushing, kicking, spitting, temper tantrums, running away from staff, self-harm, and/or not following classroom routines and rules.

Repeated moderate incidents will lead to a parent conference with the PK Department Chair. At the conference, the problem will be defined, and goals of appropriate behavior will be established in a behavior plan, which will be reevaluated at the two-week mark.

Severe behavior is any action that results in injury to another child, staff member, or self. Severe behaviors include but are not limited to, hitting, biting, kicking, throwing chairs, self-harm, or other physical behavior that results in injury. Inappropriate language, or actions, such as threats or severe verbal aggression, or lack of empathy, are also severe behaviors.

When a child becomes verbally or physically aggressive, we intervene immediately, and parents will be called by the PK Department Chair/Administrator to arrange pick-up. Severe behavior will lead to a conference with the parents, teacher, and school administration to discuss the enrollment status of the student.

INCIDENT REPORTS

Families receive incident reports when a child displays inappropriate behavior or an injury has occurred. One copy will also be placed in the child's school file.

PRE-KINDERGARTEN DROP-OFF/PICK-UP

Pre-Kindergarten families will have access to the front loop of the school for drop-off and pick-up. Pre-K families may drop-off students between the hours of 7:00-7:50 AM. Families bring their child to the Pre-K entrance, where they will be asked to sign in their child. After 7:50 AM, families will need to ring the PreK entrance doorbell to gain access to the entryway, where a PreK faculty member will meet them, and the student will be signed in.

REMINDERS

1. **No double-parking on the curb (*blocking cars along the curb from getting out*)**
2. **No parking in reserved spots nor next to reserved spots (*parking only along the yellow curb*)**
3. **Failure to comply with these procedures will lead to notice from administration and may have further consequences.**

ARRIVAL PROCEDURES (PreK)

Option One - Express Drop-Off

1. Enter the front circle/loop
2. Pull around the loop as far as possible to allow the most vehicles into the drop-off circle at one time as possible.
3. Once your car has stopped, bring your child into the school through the PreK entrance, sign your child in, and promptly return to your vehicle.
4. Exit slowly from the circle through the North End and turn right to exit St. Francis de Sales Central Catholic School.

Option Two

For those who wish to take more time when dropping their child off, or if you plan to speak with a teacher:

1. Park in the lower lot.
2. Walk up the concrete stairs to the main PreK entrance.

Drop off during early hours

During the hours of 7:00-7:50 AM, children will be with one of the Pre-K Teacher's Aides. At 7:50 AM, the children will enter the classrooms to begin their morning routine.

PICK-UP PROCEDURES (PreK)

Option One - Express Pick-Up

1. Enter the front circle/loop
2. Pull around the loop as far as possible to allow the most vehicles into the drop-off circle at one time as possible.
3. Once your car has stopped, enter the school through the PreK entrance, sign your child out, and promptly return to your vehicle.
4. Exit slowly from the circle through the North End and turn right to exit St. Francis de Sales Central Catholic School.

Option Two

For those who wish to take more time when picking up their child, if arriving before 2:30 pm, or if you plan to speak with a teacher and/or staff member:

1. Park in the lower lot.
2. Walk up the concrete stairs and enter the school through the PreK entrance to sign your child out of his or her classroom.

Departure

Pre-K Parents may begin using the front circle/loop 2:30-3:00 PM. Parents will then walk to the Pre-K entrance, where they will be asked to sign out their child. Children being picked up from Keepers will also need to be signed out from the main PreK entrance. Older siblings of PreK to Kindergarten students attending Keepers will be signed out by Keepers staff and sent to the PreK wing to meet parents/guardians.

PARENT/STUDENT SEPARATION

The staff is trained in this area and will guide you if your child has difficulty transitioning from you to the classroom. To ease the transition when you drop off your child, it is best to give them a big kiss and a big hug, tell them you love them, and that you will be back to pick them up, and then leave. We know it is heartbreaking, but separation anxiety is normal. The longer you stay, the longer it is drawn out. We always have an extra person on hand to help the child and lovingly calm them down. Usually, after the first couple of weeks, the children are accustomed to their new surroundings, and the issue subsides.

EXTENDED CARE

KEEPERS

Morning Drop off begins at 7:00 a.m., and afternoon pick-up ends at 3:00 p.m. After-school care is available from 3:00 p.m. - 5:30 p.m. The cost of after-school care is included in the PK2 and PK3 tuition. The cost for after-school care for PK4 students is \$12.50 a day. There is no special enrollment needed. All SFdSCCS students are eligible for this program. At 3:00 pm, any student who has not been picked up will automatically be scanned into the Keepers program. No student will be permitted to sit in the front office to await pick-up, even if a parent is just a few minutes past 3:00 pm. The school's license requires that all students remaining past the designated end of school day become the responsibility of the Keepers program. **Families who pick up their child(ren) from Keepers after 5:30 will be charged a \$25 fee per student, which will be taken from the family FACTS account.**

EXTENDED CARE POLICIES & PROCEDURES

Pick-up after school from 3:00 pm until 5:30 pm will take place from the Cafeteria vestibule. A Keepers Staff member will be there to check for approved adults wishing to pick up a child(ren). Children will not be released to anyone other than legal guardians unless prior arrangements with the school have been made. All authorized persons must be entered into the school's Student Information System and listed under emergency contacts. An ID will be required, and each person will also be scanned into the OptView System.

PK students will remain in classrooms in the PK wing. Students will be offered a light snack while in attendance. This program will be staffed by young adults and provide a safe and flexible atmosphere. Students will be encouraged to be outdoors as much as possible, weather permitting. During inclement weather, indoor games, books, and movies will be available.

Keepers will follow the school's **Health and Safety policies** and will also conduct the same safety drills from time to time as they are already familiar with during the school hours. It is imperative that the children have a plan in place during the after-care hours as well.

Medical and health-related issues will be addressed in the same manner they are during school hours. Any student requiring special medical care (i.e. diabetics or seizure disorder) will be attended to according to the established medical plan on file. Although during the after-care program hours, there is no RN available, the Extended Care Director has been trained by the school's nurse on each individual child's needs and has completed a state licensing Medication Administration course, and the PK administrator are the only two persons allowed to administer medication during the aftercare program. EPI pens and Inhalers do not fall under this category, and any adult in charge of the care and keeping of children who should require this can administer these types of life-saving medications.

EXTENDED CARE BEHAVIOR

Children are expected to follow the school's rules and code of conduct during the after-school program as well. The Interns will first attempt to resolve any small issues of concern by reminding the child(ren) of the rules. Any child who chooses otherwise will then be referred to the Extended Care Director. If there is a need for higher admin involvement, the school administration will then be notified. Please refer to the Behavior and Discipline section of the handbook for specific instances and procedures regarding behaviors that could result in suspension and expulsion.

EXTENDED CARE COMMUNICATION

Please contact the Extended Care Director with initial concerns or questions regarding the Keepers program. If you do not find resolution or satisfaction after contacting the Extended Care Director, then please contact either Barb Been at bbeen@sfccs.org and/or Eddie Swierkos at eswierkos@sfccs.org.

HEALTH & SAFETY

ILLNESS POLICY

When a child becomes ill at school, the office will call the parent and ask that the child be taken home. Children with a temperature of $\geq 100.5^{\circ}$ or, who have vomited, must be sent home immediately.

Parents must keep their child home when the child is ill. If the child has a fever, vomiting, or diarrhea, they need to stay home for 24 hours after the fever breaks or the last incident occurs.

Notify the school of any serious illness (asthma, allergies, etc.) and ensure all information is documented on the child's medical forms, accompanied by an official letter from the doctor indicating diagnoses. Send in a written explanation, including a doctor's note where applicable:

- following any absences;
- if the child is to be late due to an appointment;
- if the child must be excused from school before dismissal time;
- if the child is not to take part in physical education or outside recess
- parents must sign a medical release form in the office prior to administering any medication.
- all medication must be in the original container with the child's name clearly indicated.

MEDICATION ADMINISTRATION

DISPENSING MEDICATION

1. Giving medication is the primary responsibility of the parent/guardian. Therefore, medications should, as much as possible, be given before and/or after school. If a medication must be given during school hours, school personnel will assist in the administration of the medication. However, school personnel are not responsible for giving missed or late home doses of medicine.
2. If a child requires any medication during school hours, the parent/guardian must bring or have the child bring medication to the nurse or designee before the school day begins along with a note signed by the parent/guardian, and the child's physician.
3. **PRESCRIPTION MEDICATION:**
 - a. Medication will only be given when the school has received the Medication Form signed by the physician and parent/guardian.
 - b. The medication must be in the original container from the pharmacy
 - c. The dosage must be the same on the container, and the permission slip
 - d. Medication for 30 days is the maximum supply students may bring to school
 - e. If a child's medication or dosage changes, it is important that the parent/guardian send a new Medication Form signed by the physician and parent/guardian, and in the original container from the pharmacy. Additional forms are available at the school.
4. **NONPRESCRIPTION MEDICATION:**
 - a. Medication will only be given when the school has received the Medication Form signed by the parent/guardian and the primary physician.
 - b. The medication must be in the original container and labeled with the child's name.
 - c. The dosage must be age-appropriate, unless otherwise indicated by a physician.
 - d. If the child's medication or dosage changes, it is important to send a new Medication Form or signed note by the parent/guardian. Additional forms are available at the school.
5. **DO NOT:**

- a. Do not send medication with the child in boxes, baggies, or envelopes. School personnel will not give medication that is not in the original container and labeled.
 - b. Do not send any medication with a child to school unless there is also a written permission slip. This guideline includes Tylenol, cough drops, nose sprays, cold medications, skin creams, sore throat gum, drops, or sprays.
6. CALL THE SCHOOL NURSE OR DESIGNEE AT SCHOOL REGARDING THE FOLLOWING:
- a. Injectable Medications- A dose must remain at school at all times.
 - b. Inhaled Medications- If a child must carry; a written physician’s order must be sent stating the need.
 - c. Medication that must be taken all year (Ritalin, Dexedrin, etc.) Please provide a maximum supply of 30 days
 - d. Medication with aspirin or aspirin products-The Medication Form must be signed by the physician and parent/guardian because of the possibility of Reye’s syndrome. It is recommended that aspirin-free products be considered.
7. The school accepts no responsibility for accidental or unexplained “self-medication” by a child or for loss or misuse of medication carried by a child.

If you have additional questions or concerns, please call the school nurse. In the event that the school nurse is unavailable to administer the medication, the PK Department Chair will administer the required medication.

ACCIDENTS

Parents are called immediately if any child is involved in an accident that requires further medical treatment. For minor accidents such as minor scrapes and cuts, parents will be notified via the “Accident Report,” which will be sent home with the child or via a Remind app message from the classroom teacher.

ALLERGY POLICY

The school recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. The school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of this policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse. Training is updated as needed.

Students who require Epi-pens for allergies must leave one Epi-pen with the school nurse and one with the classroom teacher.

FOOD ALLERGY DISCLAIMER

While SFdSCCS strives to ensure the safety of all students, please be advised that our menu items may contain allergens, may have come in contact with items containing allergens, and may be subject to contamination or cross-contamination with certain allergens during the manufacturing process. In addition to our cafeteria items and PTO-provided snacks for select occasions throughout the year, our campus permits students to bring cold lunches and snacks from home. As a result of any number of factors that are beyond the control of our faculty and staff, SFCCS cannot guarantee an environment free from any particular food allergen.

Parents concerned with food allergies need to be aware of these possibilities and are encouraged to inform both the school nurse and their student's teacher(s) of their child's specific needs. If a student will be eating school-provided foods, it is the responsibility of the parents to review the menu and make an informed decision as to whether their child will be eating school-supplied food or bringing food from home on any given day. Our cafeteria (as well as the PTO in providing snacks for select occasions) will continue to serve foods that are purported to be peanut/tree nut free. However, any such food is subject to the possibility of contamination or cross-contamination, as discussed in this disclaimer.

Because of the diverse nature of allergies present within our school community, parents of students with particular allergenic dietary requirements are responsible for ensuring that their child is provided with meals and snacks suitable for their needs. SFdSCCS will not assume liability for adverse reactions to foods consumed or other food items with which students may come into contact while on our campus.

TOILETING & DIAPERING PROCEDURES

The faculty and staff are trained on proper diapering procedures outlined by the Monongalia County Health Department. Signs outlining these recommended procedures are posted in each classroom's changing station. Individual toileting plans are created to meet the needs of students in all classrooms. Teachers and parents will create an outline of specific needs for each child.

Parents are responsible for providing diapers or pull-ups and wipes to meet their child's needs each week. Diaper cream must be provided in the original container with specific instructions for application and can be administered during changing times.

Medicated/Prescription diaper cream requires the following:

- a. Medication will only be given when the school has received the Medication Form signed by the physician and parent/guardian.
- b. The medication must be in the original container from the pharmacy
- c. The dosage must be the same on the container and the Medication Form.

POTTY TRAINING

When you feel your child is ready for potty training, we ask that you begin teaching at home. PK teachers and staff will follow through and encourage your child while they are in our care.

- The child must be showing signs of readiness and able to control their bladder and bowel movements.
- The child must be kept in a pull-up during training until the parent and teacher mutually agree to transition to underwear.
- Please keep in mind that the high activity level during the school day may distract your child from responding to the urge to use the potty more so than at home.
- PK teachers and staff will never put a child on the potty unless the child is willing.
- PK teachers and staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Please send your child to school with uniform-compliant loose-fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.
- The child will be encouraged to use the potty every 30 minutes.
- Parents are required to supply pull-ups/wipes and extra clothing (including socks) daily.
- A pull-up or diaper will be put on the child during nap time until fully potty trained.
- We encourage every child to begin potty training before transitioning to the PK3 classroom.
- We encourage every child to be fully potty trained before transitioning into the PK4 classroom.

SUNSCREEN

Parents/Guardians are responsible for sun screening their children before dropping them off at school. The parents and guardians are responsible for supplying name-labeled sunscreen for their child to the classroom teacher. The PK teachers and staff will reapply sunscreen on their students after first recess and before the transition to Keepers.

CHILD ADVOCACY & MANDATED REPORTING

Any person who has reasonable cause to suspect that a child is neglected or abused, or observes a child being subjected to conditions that are likely to result in abuse or neglect, is required by West Virginia Law to report it. A "child" is defined as any person under eighteen years of age. It is the responsibility of the teacher, staff member, coach, tutor, or activity coordinator to report such suspicion to the principal. It is the responsibility of the principal to make a report to Child Protective Services in accordance with State Law. Any person acting in good faith under this law is immune from civil and criminal liability for making this report.

CHILD CUSTODY

Parents must provide up-to-date information regarding the custody of their child(ren). If parents are separated or divorced, all legal documentation ordered by the court regarding the custody and visitation rights of each parent must be provided to SFdSCCS. Documents must contain the court's stamp or signatures of both parties.