

**NOTRE DAME CATHOLIC SCHOOL
EARLY LEARNING CENTER
License # 46302
2011-2012**

**The contents of this portion of the PARENT/STUDENT HANDBOOK are applicable particularly to the students in the Early Learning Center, whether in preschool, prekindergarten, kindergarten, or any child care program.
*Portions printed in italics indicate school policy.***

PHILOSOPHY

The philosophy and program goals of Notre Dame Early Learning Center will meet the unique needs of all children by providing:

- ❖ A Catholic Christian environment, that accepts children for who they are, acknowledges, and values the diversity that each child brings to the Early Learning Center
- ❖ Small and large group activities that give the children the opportunity to expand new ways of thinking, decision making, and problem solving and creating a desire to learn
- ❖ Developmentally appropriate and traditional activities that foster intellectual, language, physical, creative, and social/emotional development

ADMINISTRATIVE STAFF

Father Michael Gass, Pastor
Charlene M. Molis, Principal
Joan Martinez, ELC Director

Teacher, group leaders, and other staff members meet the licensing requirements of the State of Colorado.

COLORADO DEPARTMENT OF HUMAN SERVICES

In addition to being part of the Notre Dame Catholic School, the Early Learning Center is licensed by the State of Colorado Department of Human Services. The Early Learning center must comply with regulations relating to adult/child ratios, health and safety practices, staff requirements and qualifications and record keeping.

PRESCHOOL & PRE-KINDERGARTEN

Learning experiences for young children make a significant difference in their success in school. The preschool and prekindergarten programs at Notre Dame are an integral part of the entire curriculum. They form the first level of the Archdiocese of Denver's curriculum and the basis for future learning.

Preschool provides the transition from home to the school. Our preschool program includes introduction to the basic elements of religious education, language development, personal-social development, cultural awareness, art and music experiences, motor skill development, and math/science readiness as children learn through play.

Prekindergarten provides further development of the elements to which children have been introduced in preschool.

The Scope and Sequence of the Early Childhood Curriculum are available at the ELC Office.

Parent and Teacher Conferences are held twice a year, in the fall and in the spring.

KINDERGARTEN

The kindergarten program is one in which a wide variety of activities are provided to develop the readiness skills for reading, writing, math, and computer. Religious development and Catholic living are integrated aspects of our kindergarten program. A happy child who is eager to learn, who has a positive self-image, and who is developing good social skills is an important goal for the kindergarten year.

Parent and Teacher Conferences are held twice a year, in the fall and in the spring.

EXTENDED CARE

The children of working parents will experience fun, safe, stimulating, and age appropriate activities. Program activities include: crafts, games, homework assistance, outdoor activities, and nutritious snacks. We are open on most school holidays if numbers warrant being open. Students are escorted to the Early Learning Center after the school dismissal time by ELC staff.

There are many athletic events and extra curricular activities sponsored by Notre Dame Catholic School. Parents should inform the ELC in writing if their child will participate in school sponsored extra-curricular activities during the After School Care program.

GENERAL DAILY PROGRAM

Balancing activities and events through the day is the key to a successful program. Early childhood education often shows learning looking more like play. What may look like "Play" is actually a child's "Work." This "work" provides an opportunity for a child to recreate experiences that help children to understand the world around them. When you look at our classrooms and observe children building with blocks, dressing up, painting, playing in sand or water and doing many other activities, you will

see that learning is in progress. We are laying the beginning foundations for math, science, reading skills, and learning how to think instead of what to think. This approach is developmentally appropriate for young children.

CHILDREN WITH SPECIAL NEEDS

Acceptance to Notre Dame will be based on an individual basis; the administration of the Notre Dame Catholic School will determine if the child can be safely and adequately cared for.

REGISTRATION

Notre Dame Early Learning Center accepts children from the ages of 3 years by October 1st and able to use the restroom independently, through the age of 14 or completion of 8th grade.

HOURS

The ELC Is open from 7:00 a.m. until 6:00 p.m. Monday through Friday with the exclusion of Holidays. Under no circumstances, will we provide care before 7:00 a.m. or after 6:00 p.m.

LATE PICK UP FEES

A late charge of \$1.00 per minute will be added for every minute a parent arrives after closing time to pick up their child. Payment is due when you pick up your child. Abuse of the late fee, may result in the child being expelled. When a child is not picked up by 7:00 p.m., local authorities will be notified after calls to parents/guardians have failed.

CLOSING PROCEDURES

Late children are kept in the reception/office area of the ELC. Once the last child has left, the building is checked thoroughly for children, left belongings, and it is then locked and secured.

DAILY ATTENDANCE

Daily attendance is taken in the office, as well as in the classroom when the children arrive. As children leave, they are checked-off this list. Special instructions will be listed by the child's name. This includes:

- ❖ Participation in after school activities
- ❖ Being picked up by someone other than a parent and/or guardian
- ❖ Notes on the child's day and behavior
- ❖ Medication or other matter to be sent home
- ❖ Other pertinent information

SUPERVISION OF CHILDREN

Children enrolled in any Early Learning Center program are under the direct supervision of staff at all times. When parents arrive and leave the Center, make sure that you close the door and gate behind you. Parents are responsible for supervising their children in the ELC and on the

playground after they have signed the child out and after the child has been dismissed from class. It is extremely important that parents are careful about accompanying their children out of the Center and into their car. Children are welcome to play on the playground equipment at the ELC under their parents' supervision. The playground will be closed during dismissal times. The children are well versed in the rules and safety guideline. If a parent is in doubt, ask a staff member. Throughout the year, the children will take, well-supervised walks around the school, church, and religious education buildings. The walks are short and well suited to the child's age and abilities and are supervised by staff members.

Parents must sign their child in and make sure that the teacher has greeted the child and is aware of his or her arrival into the classroom. When parents arrive to pick up their child, they must sign the child out and be sure the teacher is aware that the child and parent are leaving for the day.

ARRIVAL & DISMISSAL

An adult must accompany all children to and from the Center and sign the child in. The same applies when picking up children. *They must be signed out by their parent or legal guardian. No one under the age of 18 can sign a child out.* Children by law cannot sign themselves in or out. Older siblings must also be 18 to sign the child out.

Authorization sheets, which give permission for someone other than a parent/guardian to pick up their child, are available at the ELC office. These forms must be completed and kept on file at the ELC. If possible, please use only those people you have listed on this form. Please send us a note or call if other arrangements have been made. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the registrar's office. The Notre Dame Catholic School will not be held responsible for failing to honor arrangements that have not been made known. We cannot refuse a parent the right to take their child from the Notre Dame Catholic School without a signed and dated Court Order. Photo identification will be required to pick up the child.

When the grade school is dismissed, ELC staff members will meet the school-aged children at the school and escort them to the ELC. It is the parent's responsibility to inform the ELC of any changes in a child's schedule or if child is absent. When children are involved in after school activities and sports, a written note from parent/guardian should be on file with us listing dates, times etc. that children will be away from the Center, as well as a statement of who will be escorting child to and from the events.

WITHDRAWALS

A written notice of 30 days must be given to the ELC or a full month's tuition will be assessed. All financial obligations must be current before any records will be released to any forwarding school.

We reserve the right to withdraw services at any time for a child who hinders the safety of other children or staff members.

TELEVISION & VIDEO VIEWING

Our program does not include regular television and video viewing. Occasionally, children may have the option of watching a program or video specifically designed for the interest and benefit of children. Only "G" movies are shown.

NEWSLETTER & POLICY CHANGES

The ELC sends out newsletters every month. The school office publishes a weekly update through FastDirect. The ELC's newsletter contains dates, events, and special days that will occur during the course of the month. Please take time to read the newsletter for upcoming events and to see what your child's teacher has planned for the month. The weekly updates from the school office contain information about what is happening in the school community during the next week. Parents will be contacted at the beginning of the year with information as to how to get activated on FastDirect.

Parents will be notified in writing of any changes in services, procedures, or policies at the ELC so that they may decide whether the ELC continues to meet the needs of their children.

Personal Items

Bringing a stuffed animal, doll or blanket at the beginning of the school year while child is adjusting to the newness of the Center and naptime is okay. Please do not send toys. Exception: Show and Tell days. Please do not send candy with your child or in their lunch.

An individual cubby will be provided for the preschool, prekindergarten and kindergarten daycare children for their personal items. Children are taught to respect other's property, although this does not assure that items will not be missing. Please do not send valuables. We cannot be responsible if toys are lost or broken. Please label all items sent in with your child's name. This includes: coats, mittens, boots, Toys blankets, and lunch boxes. Money must be left in the office in an envelope with the child's name on it.

If problems arise, your child may be asked not to bring future toys. No toys resembling a weapon will be allowed.

CHILD CARE PAYMENTS

Child care payments must be paid in full by the first of each month. Payments may be brought or mailed to the Early Learning Center office. There will be a 5% late fee assessed for child care fees not paid on time (8th of each month). There is a \$20.00 charge for returned checks. Any future payments must be made in cash or by money order.

If childcare payments fall two months in arrears, your child will not be allowed to return until payments are current.

Childcare payments must be made separate from other payments such as school tuition, field trips, or hot lunch.

In case of extended absence from child care for vacation or extended illness: parents have the option of paying the regular fee to keep a space or may withdraw the child with the understanding that re-entry will be on a space available basis.

Child care Rates are subject to change.

PARKING

Vehicles entering the Center parking area will enter through the north driveway. Please exercise good judgment when in our parking lot. A parent/guardian, who leaves an unrestrained, unattended child in an automobile with the car engine running or not, is placing that child and others in harm's way. Such an act is criminally negligent. **NO** child should be left unsupervised.

It is imperative that all drivers follow these rules:

- ❖ ***Never leave the car running, even if simply dropping in to leave or pick up a child.***
- ❖ ***Never leave unattended children in the car.***
- ❖ ***Never leave your car unlocked.***
- ❖ ***Drive with extreme care in the parking lot at all times. Over the summer, day care children will be riding bikes, using roller blades, and walking from the ELC to the playing fields. Watch out for them! They do not watch out for you very well.***
- ❖ ***Observe the posted STOP signs.***
- ❖ ***Park appropriately.***
- ❖ ***Be patient.***

LUNCH & SNACK

Parents are responsible for providing the child with a nutritious sack lunch. The ELC does not have facilities for warming lunches or refrigeration.

The Center provides both a healthy morning and afternoon snack for the children in preschool. Parents with children in the pre-kindergarten program will be asked to provide snacks on a rotation basis for their child's class. Milk is provided by the Center, at no additional cost, and is available for both snacks and lunch. Due to allergies to peanuts, the Center does not serve peanut butter snacks. Please inform us of any food allergies that your child has.

If child fails to bring a healthy lunch, one will be provided at the parent's expense.

PHYSICAL & IMMUNIZATION STATEMENTS

All children attending the Early Learning Center are required by Colorado State Law to have up-to-date immunization records and health statements on file at the Center at all times. The health statement should include any health conditions, allergies, medications taken, and dietary limitations. This statement will need to be updated on yearly. It is the parent's responsibility to keep the ELC informed of any changes to the child's health. The health statement is due every year until the completion of first grade or age seven (7). A statement is then necessary every three (3) years. If the administration has reason to suspect that a child participating in the program may have a condition potentially hazardous to others, or finds the child's general condition indicates the need for such examination a statement may be requested. The immunization record is a separate form that must also be kept current. The immunization record and health statement are two separate forms and both must be on record and current.

Children, who do not comply with this law, will not be permitted to attend until information is current.

SUMMER PROGRAM

Throughout the summer, many events are planned. We schedule these interesting, fun activities to make your child's summer vacation special and relaxing. Events include: swimming lessons, roller-skating, bowling, cooking, vacation bible school, weekly trips, arts & crafts, water days, bike days, presentations by visitors, gymnastics and much more.

Information regarding the Summer Program may be obtained from Ms. Martinez at the ELC Office.

FIELD TRIPS

Field trips are carefully planned for the education and enjoyment of the children. A field trip fee is collected for each trip, which includes the cost of transportation. Children are expected to follow bus safety rules. Each child's emergency forms will be taken on the trip.

Permission slips are sent home for each trip, in accordance with Archdiocesan Policy. No child may participate in the field trip without the

official signed permission form on file. No verbal permission can be given. All students are required to ride to and from the field trip in school sponsored transportation. Parents, who volunteer as chaperones, should not bring siblings on the field trip since their function is supervision of the students on the trip. If non-chaperone parents take part in the field trip, siblings are to ride with parents in their own transportation.

Parents who serve as volunteers or chaperones must have attended a SAFE ENVIRONMENT training class sponsored by the Archdiocese of Denver and completed a background check before they will be permitted to chaperone or volunteer.

Parents are responsible for providing the Center with a car seat for children 4 years and younger and less than 40 pounds. All other children will be required to wear seatbelts while being transported. If you arrive late, after your child's class has left the Center for a field trip, your child will join another class until his or her group returns.

PARENT DONATIONS & FUND RAISER

We welcome donations of almost any kind! Things that you throw away can often be used for all sorts of activities. Your child's teacher can provide you with suggestions of needed materials.

The ELC participates in the Parent and Teacher Association's annual fundraisers. The Parent And Teacher Committee (P.A.T.) is a group composed of volunteer parents whose objective is to promote and enhance community awareness of the Center. Meetings are on a regular monthly basis and are published in the school calendar and on the web site.

ALLERGIES

The ELC has children with moderate to severe allergies to food and other air borne substances. Please be aware of posted signs in classrooms and check with classroom teachers and or the office staff before sending in treats. Allergies may include perfumes, animals, peanuts, peanut butter, chocolate, and milk.

The Early Learning Center Extended Care programs will be closed on:

- ❖ New Year's Day
- ❖ Martin Luther King Day
- ❖ President's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Archdiocesan In-service days (to be announced)
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving and the following Friday

- ❖ Christmas Eve and Christmas Day
- ❖ Cleaning Days (to be announced)

INCLEMENT WEATHER/SCHOOL CLOSURE

If the Notre Dame Catholic School closes due to inclement weather and/or other emergencies, information will be broadcast over the following Radio/TV stations:

KOA Radio-AM 850
 KCNC TV-CHANNEL 4
 FOX – CHANNEL 31

KUSA TV-CHANNEL 9
 KMGH TV-CHANNEL 7

A message will also be posted through FastDirect and appear on the Notre Dame School website at www.notredamedenver.org.

At times, the weather at Notre Dame will be such that the administration will decide to hold school, while weather in other parts of Metro Denver will be such that it would be imprudent for parents to drive or send children to school. Parents should make their decision based on what is most prudent for them and their children. Preschool, prekindergarten and kindergarten classes will follow the school schedule, and will not meet if school is closed.

When the weather becomes excessively hot, the children are outside no longer than 45 minutes. There are frequent cooling down periods and liquid refreshments provided to them. Sunscreen will be applied provided there is a signed permission slip on file along with the sunscreen.

CHILD ABUSE & NEGLECT

It is required by law, that any and all incidents of suspected child abuse and/or neglect of a child be reported to the Colorado Department of Human Services for investigation (Denver: 303-727-3000). It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred in such a case. As a parent of a child in licensed childcare, you may report any suspected child abuse by calling the Child Abuse Hotline at 720-944-3000.

If you wish to make a complaint or have a concern regarding your provider, you may call the Public Health Inspection Division at 303-285-4075, or Colorado Department of Human Services at 303-866-5958.

Examples of situations that would be reported by Notre Dame Catholic School staff, include, but are not limited to the following:

- ❖ Marks or bruises on a child that are unexplained or seem unlikely to have occurred as a result of the explanation given
- ❖ Marks or bruises on a child caused by disciplining a child
- ❖ Reports by the child of abusive neglectful treatment or observations by staff members of harsh, abusive or neglectful treatment of a child

- ❖ Failure by the parent to obtain appropriate medical care for a child
- ❖ Observations by staff members of inappropriate sexual behavior of a child
- ❖ Observation by staff members of possible neglect of appropriate hygiene and/or provision of appropriate clothing, food, and shelter for the child

REST TIME

All children enrolled at the ELC during the early afternoon hours will have a nap or rest period. The length of the rest time will depend on age and the needs of your child and Colorado Department of Human Services regulations. The Center will provide the children with an individual resting mat. Parents are asked to provide a sheet and blanket for their child. The child may bring a small stuffed toy to snuggle with during the rest time.

LOST & FOUND

There will be a box with Lost and Found items in the ELC office. Please check this on a regular basis for missing items. All articles not claimed are given to charity.

BIRTHDAYS & HOLIDAYS

You are welcome to send in cupcakes, cookies, or a special treat to share with your child's classmates on birthdays and holidays. Please let your child's teacher know in advance that you will be bringing a treat and check to see if there are food allergies in the class.

CLOTHING & OUTDOOR PLAY

The preschool, prekindergarten children are not required to wear uniforms, however, we do require them to dress appropriately in comfortable and durable clothing that is washable. Any given day at the ELC includes outdoor time and messy art activities. The following are some guidelines when dressing your children for school:

- ❖ **No fad hairstyles, this includes, but is not limited to unusual haircut styles or shaved (bare skin) heads.**
- ❖ Please use good judgment in selecting modest and weather appropriate attire for your child
- ❖ When wearing dresses, the girls should have a pair of shorts on underneath for comfort and health reasons
- ❖ Tee shirts and shorts are fine for both boys and girls
- ❖ Make sure to send children with a light jacket or sweatshirt, and when needed, sunscreen them in the morning
- ❖ Please send your child in coats, boots, mittens, etc. when the weather is cold
- ❖ Athletic shoes, though not required, are the best shoes for the children to wear when playing on the equipment. Sandals, especially slip-ons or thongs, are not permitted. During gym class, "Specials," athletic shoes are required

- ❖ Simple jewelry, though permitted by school policy, should be avoided for young children. Necklaces could be caught on climbing equipment and young children could choke on the small pieces. Remind your child not to put things in their mouths, both for sanitary and safety reasons
- ❖ A change of clothing should be kept in child's cubby or back pack in case of soiling accidents which include: painting, toileting accidents, etc. The Center will allow children to change themselves or parents will be notified to come and change the child. The Center has a limited amount of clothing on hand.

The After School Care children (Grade School) may bring a change of clothes to change into. This will prolong the life of the uniform due to messy activities and outdoor play. Please send a jacket everyday as we go outdoors when possible.

PARENT INVOLVEMENT & VISITORS

Families are expected to volunteer 20 hours per year to the school. Please submit your hours either electronically or hardcopy to Mrs. Cook in the school office.

You are welcome to visit your child's classroom. This also allows you the opportunity to observe your child's social/emotional and educational growth. These visits are special for both parent and child. You will be well rewarded when your child sees the value you place on his/her education. Parents may visit the Early Learning Center, either by appointment or on a drop in basis, by first checking in at the office.

Visitors will be asked to sign in and will be escorted through the building. If need be, 911 will be called and visitor and unauthorized person(s) will be asked to leave.

EMERGENCY & SAFETY PROCEDURES

Cameras have been installed at exit doors on the main floor at the ELC. Security locks have also been installed, so that the staff can monitor visitors and students.

In any emergency at the ELC and School requiring the evacuation of the building, occupants of the Notre Dame Catholic School will evacuate to an area designated by the administration of Notre Dame Catholic School. The preschool will evacuate to the Church Rectory and the pre-kindergarten and kindergarten will evacuate to Children's Haven located at 2600 S. Sheridan Blvd. Supervising teachers will take attendance to be sure all children are accounted for. Attendance for the Early Learning Center is to be reported to Ms. Martinez.

In a life threatening emergency involving a child, Notre Dame will call 911. Parents will then be called. If a hospital is not listed on the Emergency

Information Sheet, the paramedics will choose the hospital. All expenses incurred for emergency care are the parent or guardian's responsibility.

Fire drills, Duck and Cover drills, and Tornado Warning drills are held on a regular basis with the children.

Parents are to provide the ELC and School with the required information on the Emergency Contact Forms completed by parents and returned to the school at the beginning of the school year. It is imperative that we are notified immediately if there are changes in this information. Parents are encouraged to bring to our attention any suggestions or concerns they may have regarding the safety of our children.

Small scrapes, bumps and bruises, though traumatic to the child, will be cleaned and first aid given. Parents will be notified of injury when child is picked up at the end of the day.

EXPECTATIONS OF CHILDREN

Our expectations are based on those of Notre Dame Catholic School. Children are expected to treat all persons with consideration and respect. They also have the right to expect to be treated with the same consideration and respect.

Parents are responsible for the conduct and behavior of their children and the consequences of misconduct or misbehavior. If a child causes damage to the Center's property, the parents will be required to pay the cost of the damage.

- ❖ Good manners are expected in speech and action.
- ❖ Be respectful of each other and all adults in the Center and School
- ❖ Respect the property of others
- ❖ Speak quietly in the building
- ❖ Do not leave the Center premises during the day without permission
- ❖ Refrain from chewing gum
- ❖ Refrain from running in the Center
- ❖ Take responsibility for your own actions

The following behaviors may result in suspension and/or expulsion:

- ❖ Fighting or hurting others
- ❖ Refusal to obey a staff member
- ❖ Stealing and lying
- ❖ Destruction of school or personal property
- ❖ Disrespect
- ❖ Threatening an adult or fellow student
- ❖ Profane, obscene, or suggestive language or gestures
- ❖ Possession of a weapon

- ❖ Behavior that jeopardizes the health, safety, learning, or welfare of others
- ❖ Biting

Decisions regarding suspension or expulsion are made by the principal.

DISCIPLINARY ACTIONS

At any time when there is group involvement during play, the need for problem solving will present itself. It is our belief that positive guidance will help children to behave responsibly through the following ways:

- ❖ Redirection
- ❖ Advanced planning to prevent problems
- ❖ Positive encouragement and reinforcement
- ❖ Rules that are understandable and consistent
- ❖ Natural consequences that are fair and logical
- ❖ Behavior modeling that is appropriate

When consequences are required, they are given as reminders in a simple and quick manner. Time-outs are necessary at times, and they will be apart from the group for an age-appropriate time. Children will be respected and treated with concern. They will be asked to recount what has happened and all parties will have their chance to explain. At times, the child may need to be removed from the situation, to the office, for their time out. The child will then be returned to try again. We will always try to recognize positive behavior, while ignoring the negative, when safety concerns are not an issue. If safety concerns become an issue and behaviors do not improve, we will require a conference with the parent on an individual basis to determine the next step. At no time, do we use corporal punishment.

MEDICATION

A consulting licensed registered nurse is on staff. In addition, licensed registered nurses are available as volunteers at most student functions.

Medications of all kinds, both prescription and non-prescription, can be administered by the daycare staff only when they include the written order by a physician. This includes Tylenol, aspirin, decongestants, cough drops, sunscreen, etc. Parents may administer medication to their child at the ELC office.

If your physician prescribes an over-the-counter medication, please ask him/her to write the prescription on a prescription form or to call the pharmacy. A regular prescription label can then be placed on the medication at the pharmacy. You may also ask the doctor to fax the information to the school office (303.937.4868) and it will then be attached

to your child's medication. All medications brought to the Center must be in an appropriately labeled container.

Written instructions for medication need to include:

- ❖ *Child's name*
- ❖ *Name of Drug*
- ❖ *Dosage*
- ❖ *Purpose of medication*
- ❖ *Time and days medications is to be given*
- ❖ *Anticipated number of days it must be given*
- ❖ *Possible side effects*
- ❖ *Storage instructions*

All medication must be brought to the ELC office for proper storage. No child may keep medication on their person or in their cubby, lunch box, etc. ELC personnel must administer medication. Any medication found on a child will be taken to the ELC office and the parents will be notified.

Children who have chronic problems, i.e., recurring headaches, should have a prescription labeled medication on hand at the ELC office to be used as the need arises.

If a child has a condition that might require medication on an emergency basis, (e.g., allergic reaction to food and insect bites/stings; asthma attack, etc.), the child's family shall provide all necessary information and training or instruction to the ELC personnel who might be responsible for administering such medication or carrying out such medical procedures.

HEALTH

Please do not send sick children to school. However, if in the opinion of the teaching staff or administration, your child is sick, we will call you to come and pick up your child. Your child will be isolated from the other children until you arrive. The following criteria will be considered when determining if your child must go home:

- ❖ *Fever of 100 degrees or more*
- ❖ *Inflammation of the eyes (excessive redness, glassy or discharge)*
- ❖ *Vomiting*
- ❖ *More than one incident of diarrhea or loose stool which is not contained within clothing (communicable disease as defined by the Department of Health Services Center for Disease Control)*
- ❖ *Unknown rash*
- ❖ *Excessive nasal discharge, especially if yellow or greenish, since this indicates infection*
- ❖ *Pain*
- ❖ *Is tired*

If your child is sent home due to illness, he/she cannot return to school and daycare until he/she has been free from symptoms for 24 hours without the use of a fever reducer. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether your child is ready to return:

- ❖ Mood, appetite, behavior and activity are again normal*
- ❖ No fever for 24 hours without a fever reducer*
- ❖ Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of strep)*
- ❖ Vomiting, diarrhea cleared for 24 hours*
- ❖ Frequent coughing, excessive nasal discharges resolved*
- ❖ Pain (earache, cramps, headache, etc.) resolved*

It is your responsibility to notify the school if your child has a communicable disease, such as measles, mumps, chicken pox, head lice, etc. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all communicable diseases and a note will be posted for parents when there has been exposure to a communicable illness.

PARENT/GUARDIAN RESPONSE FORM

For all parents or guardians from Preschool through 8th grade.

I have read the Notre Dame Catholic School Parent/Student Handbook and agree to be governed by the policies and procedures contained herein. The specific Archdiocesan policies identified in this handbook are summaries only. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modification, change, interpretation and elimination at any time by the school at its sole discretion, without notice. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

Check if you give approval for the following:

My child may use the Internet according to the norms in this handbook.

My child's name may be used in media and social media publications directly relating to Notre Dame Catholic School; including Facebook.

My child's picture may be used in media and social media publications directly relating to Notre Dame Catholic School; including Facebook.

Parent/Guardian Signature

Date

Student Signature

Grade

Date

All response forms must be signed by a parent. Students in grades 5, 6, 7 and 8 are to sign their own signature after reading the Handbook. This form must be returned to the school office on or before October 1, 2011.