

# ELC Parent Handbook

## 2022-2023

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“Let the children come to Me” Matthew 19:14

## **MISSION STATEMENT**

St. Louis Catholic School and ELC partners with families to form disciples of Christ in spirit, mind and body through faith formation, rigorous academics and service to the community.

## **PURPOSE AND PHILOSOPHY**

At St. Louis Catholic Early Learning Center, we believe that all children are a gift from God and therefore it is our responsibility to provide them with a safe, positive and loving environment. Our program promotes and supports the positive development of the whole child. We encourage communication, cooperation and respect, along with laughter, friendship and kindness. We strongly believe that a child's first years are the most important years in their development and future success. At St. Louis ELC your child will have many opportunities to explore, create, and problem-solve in a nurturing and engaging Catholic environment. Our program follows the Archdiocese of Denver preschool curriculum guidelines which may be found at [www.archden.org](http://www.archden.org) (follow the Catholic Schools link).

## **TUITION POLICY**

Tuition is paid through the FACTS payment program in ten or twelve monthly payments, semi-annually or annually. The tuition remains the same regardless of out of school breaks or number of weeks in the month. Credits or refunds will not be given for days that your child is absent. There are no make-up days for absences. There is no reduction of tuition for absence, holidays, snow days or other vacation periods.

## **AGES OF CHILDREN ACCEPTED**

Preschool - three years of age by October 1st.

Pre-Kindergarten - four years of age by October 1st.

**No exceptions**

## **HOURS OF OPERATION**

Half-Day Program 8:00am - 12:00pm

Full-Day Program 8:00am - 3:00pm

The ELC doors will be opened at 7:55am **school starts at 8:00am**

A calendar will be available outlining school closure days, including holidays.

## **DAILY SCHEDULE**

Children spend their day with teacher guided whole-group and small group learning activities. They participate in prayer, morning circle, snack, quiet reading, indoor and outdoor play.

## **ACADEMICS**

### **PRESCHOOL CURRICULUM**

The Preschool program is for **children 3 years of age by October 1st**. Our Preschool's theme based curriculum provides religion in all subjects, pre-reading, pre-writing, pre-math, language, music and movement, art, social and emotional guidance and self-help skills.

**Religion** helps in the development of a positive self-image in relation to our loving God.

Focuses are on Bible stories, prayer and activities to support the Catholic faith.

**Pre-reading** skills are taught through a print rich environment, story time, rhyming, matching, letter and name recognition.

**Pre-math** skills are taught by understanding colors, shapes, counting skills, classifying, size differentiation, patterns and numeral recognition.

**Pre-writing** encourages fine muscle development and coordination and helps children in learning to write. Activities include tracing and writing letters, manipulative and sensory play.

### **PRE-K CURRICULUM**

The PreK program is for **children 4 years of age by October 1st**. The PreK's theme based units build on the skills taught in the Preschool program to begin to develop their school readiness. Our PreK program offers a greater opportunity for formal learning in small and large group activities. Social and emotional development emphasizes positive behavior.

**Religion** helps in the development of a positive self-image in relation to our loving God.

Focuses are on Bible stories, prayer and activities to support the Catholic faith.

**Language and Literacy** activities include listening, speaking and thinking, letter recognition, phonemic awareness, letter and name writing, word recognition and emergent literacy. Our PreK program uses the Learning Without Tears curriculum.

**Math** skills in PreK include knowledge of colors, shapes, classifying, size differentiation, numeral recognition, quantitative concepts and number writing,

**Social Studies** is learned through appropriate behavior, classroom expectations, respect for others, holidays, traditions, seasons and cultural differences.

**Science** awareness is encouraged through observation, discovery, questioning and guessing of the indoor and outdoor environment and hands-on group science activities.

Children will participate weekly in Music, Art and Physical Education.

### **(Archdiocesan Policy 4120)**

The faculty and students shall participate in daily prayer, regularly scheduled liturgies and other devotions. The school will provide liturgy on holy days and at least once a week. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Benediction, and May Crowning should be provided. No principal, teacher or student will be exempt from participation in religious observances that are deemed part of the school program

Teachers encourage the social and emotional development of sharing and turn-taking. Through independent play, children learn the social and emotional skills necessary to help them to make friends, cooperate, communicate and problem solve.

## **ATTENDANCE**

### **(Archdiocesan Policy 2120)**

Students are required by law to attend school punctually and regularly. Medical and dental appointments should be made for out-of-school time when possible. If at all possible, please schedule vacations around weekends instead of having a student miss a full week and subsequently fall behind in his/her studies.

No child may leave the school premises during school hours without written permission from a parent/guardian notifying the teacher and school office. Parents/guardians must sign their child in/out at the school office if arriving late or leaving early.

### **ABSENT STUDENTS**

For the welfare of the child, when a student is absent, please call or email the school office or email your child's teacher by 8:30am each day of absence. You may leave a message on the school voicemail if you call before the start of the school. If we fail to receive a call, the school office will call the parent/guardian. A written statement giving reasons for absence must be brought to the student's teacher upon the student's return.

If your child will miss school for an extended period of time, please contact your child's teacher. If your child is absent due to an illness please let us know your child's symptoms in order to help track illnesses. There are no make-up days for absences.

### **DROP OFF AND PICK UP**

Parents/Guardians are required to walk the child into the classroom before school and meet their child in the classroom after school. Only authorized adults on the child's emergency card, who are 18 or older will be authorized to sign children in and out of preschool. Additionally, we require a photo ID before releasing your child to any person that may not be familiar to the staff or Director. Colorado Child Care regulations require that an adult sign children in and out of school each day. Child's name, date, time and full/legible signature is required. The ELC cannot deny the release of a child to his/her parent/guardian or their appointee without a written court order. Parents/Guardians are expected to follow all traffic laws and to park their car legally to drop off and pick up their child.

### **LATE PICK-UP**

Parents/Guardians are expected to pick their child up at dismissal time. In the event that a child remains at school after the school closes for the day a staff member will call both parents at home and work and all authorized emergency contacts. If this is unsuccessful, the staff member will contact the local police department and your child will be released to their care.

## **SCHOOL CLOSURE/ ADVERSE WEATHER CONDITIONS**

### **(Archdiocesan Policy 1270)**

A decision to close the school will ultimately come from the pastor. A recommendation to close the school will be made to the pastor by the principal. Local television stations will be notified of the closure. A notification of closure will be posted on the school website, school Facebook page and sent via text/email.

When closures exceed a reasonable number of days, the Office of Catholic Schools may require that days be added to the calendar in order to maintain the level of instruction.

St. Louis Early Learning Center will follow the same snow closures and delayed Starts as St. Louis Catholic School. St. Louis will exercise a late start instead of a full closure as much as possible. Late start will begin at 9:30am.

Parents may use their own discretion when making weather related decisions. If you feel that conditions are too hazardous, you may choose not to bring your child to school, or you may pick your child up from school early due to changing weather conditions.

## **COMMUNICATION**

- Informational fliers and weekly newsletters will be prepared each week and emailed to the school parent/guardian.
- RenWeb ParentsWeb® email and Flocknote® text and email are used.
- Individual teachers may send classroom newsletters, fliers and forms as needed.
- Information about the school may be placed in the weekly church bulletin and the school website.
- The principal/director is available to meet with parents/guardians, students, teachers, parish members and community members on issues that involve the success of St. Louis Catholic School and ELC.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held in the first and third trimesters. Conferences are to inform parents/guardians of their child's academic and social/emotional progress as well as behavior trends. We value our partnership with the parents/guardians in educating your child. We welcome your questions and concerns at any time during the school year.

## **DISCIPLINE**

### **DISCIPLINE POLICY**

St. Louis Early Learning Center advocates a positive approach to discipline. Teachers cultivate a positive relationship with the child and family as well as creating a socially and emotionally respectful learning environment in the classroom. Each teacher continuously demonstrates positive interactions with each child.

We implement teaching strategies that support positive behavior, prosocial peer interaction and social and emotional skills that are necessary for the child to learn to manage their emotions and behaviors in a positive way.

Teachers provide positive guidance for children by:

- Using encouraging statements to recognize positive behaviors.
- Teacher relocation in the classroom to be closer to a child who may need support.
- Redirecting a child to a more positive activity.
- Encouraging children to communicate with one another about their feelings or needs.
- Providing children steps to follow when trying to solve a problem or conflict.
- Providing a quiet area where a child can safely work through strong feelings for a short period of time.

If a child needs extra support to reduce problem behavior we will strive to work with the family to provide an individualized social and emotional behavior plan with the intent to reduce challenging behavior and prevent suspension and/or expulsion.

### **SUSPENSION AND EXPULSION POLICY**

If a child's behavior is of concern, teachers will document the behavior and begin communication with the family to understand the child's individual needs and challenges. We will work together to evaluate the needs in the context of our program. If the negative behavior continues we may ask the family to engage and work with a social worker or other early childhood professional to assist in developing a plan to correct the behavior issues.

In the event a child's behavior should escalate to endanger the health and safety of themselves, other classmates or faculty that warrants suspension and/or expulsion from the center the following procedure will be implemented:

- Parent Conference - the parents of the child, teachers and Director will meet to discuss the behaviors of concern the child is exhibiting. We will form a plan that is mutually agreeable in order to alter the negative/unsafe behavior. The behavior plan will be implemented in the classroom. A determined amount of time will be given for improvement.
- Early Dismissal - If there is no improvement in the child's behavior and the child continues to be disruptive and/or unsafe behavior continues the parent will be called to pick up their child and the child will be sent home for the remainder of the day.
- Suspension - Should the behavior continue, the child may be suspended from attending school for a period determined by the Director. It will be the parent's responsibility to arrange for alternate care during the suspension period.
- Expulsion - If the behavior continues or escalates St. Louis Early Learning Center will discuss if we are the best program for the child and ask that the child be removed from our program.

While St. Louis Early Learning Center will attempt to make a reasonable effort to work with the parents and the child on the existing behavior issues prior to suspension and/or expulsion, the

early learning center reserves the right to suspend or expel a child without notice if circumstances warrant immediate suspension or expulsion.

### **WITHDRAWAL/DISENROLLMENT**

St. Louis Early Learning Center will make every effort to meet the needs of each child enrolled in our program. We will communicate and work with parents if there are any concerns. However, we recognize that our program may not be the best fit for all children. In these instances St. Louis ELC reserves the right to terminate the enrollment of a child. If parents/guardians decide that St. Louis Early Learning Center is no longer an option for their child please begin by talking with your child's teacher and Director. We will make every effort to resolve any issues. If however, you decide to withdraw your child from St. Louis ELC we ask that you give a **one week** notice and **all** tuition obligations are met.

Disenrollment may also occur if a parent fails to meet their obligations as set forth by St. Louis Catholic School including but not limited to:

- Nonpayment or persistent late payment of fees.
- Failure to adhere to Health and Human Services regulations and St. Louis policies including signing in and out.
- Disregarding policies and procedures of the program.
- Inappropriate behavior while on St. Louis Catholic Parish property.

### **HEALTH & SAFETY**

#### **ACCIDENTS**

##### **(Archdiocesan Policy 2220)**

Principals, teachers, secretaries, and others are responsible for the handling of accidents and sudden illness occurring at school and during school-sponsored activities.

The procedure for responding to an acute illness or injury is: · Call 911 and give the student immediate and temporary first aid care if necessary.

- Notify the child's parents/guardians.
- Request direction from parents/guardians.
- Provide first aid to protect life and wait until professional treatment can be secured.
- Maintain accurate "Child Emergency Cards" in the school office.
- Transportation of a sick child can be by parents/guardians or ambulance. No school personnel may transport a child.
- An Injury/Accident Report must be completed and filed in the school office.
- The school reserves the right to act as deemed necessary by the principal or principal's designee in a life-threatening situation.
- Students taken out of the school will require parent/guardian indicating so on the office checkout form.

#### **HEALTH CARE PLAN**

It is state law that any child with diabetes, seizures, severe allergies or asthma must have a Health Care Plan in their file at school. The Health Care Plan must be completed, including

authorized providers signature and date by your child's medical provider. Parents must supply the ELC with any medications required by the Health Care Plan on or before the child's first day of school.

### **HEALTH STATEMENT/ IMMUNIZATION RECORD**

State licensing requires that a copy of your child's Health Statement and Immunization Record dated and signed by their physician. Each student's file will be updated annually. You will be notified when it is time for renewal. These forms must be turned in on or before your child's start date in order to attend their class.

### **ILLNESS**

It is important to keep your child at home if they are ill in order to maintain the health of the other students and staff. You should keep your child home if they are showing the following signs or symptoms: fever of 101 degrees or higher, diarrhea, vomiting, unexplained rash, red and itchy eyes with discharge, discolored discharge from eyes or nose, excessive coughing, lethargic behavior that limits student participation. Students who become ill during the school day or show any of the above symptoms will be removed from the classroom and made as comfortable as possible. A parent/guardian will be notified to pick their child up immediately. In the event that a parent cannot be reached the child's emergency contact person will be contacted to pick the child up.

Please contact the ELC if your child has contracted a contagious disease such as chicken pox, strep throat, pink eye, lice, ringworm, flu symptoms etc. so that we can keep other parents informed. Your child's confidentiality will be maintained. If your child contracts or is exposed to a communicable disease, including: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis and giardia, they may only return to the program with a doctor's note. Children who are exempt from immunizations may not attend school in the event of an outbreak.

**Children may not return to school until they have been symptom free, without the use of over the counter medication, for 24 hours.**

### **MEDICATION ADMINISTRATION AND STORAGE**

#### **MEDICATIONS GIVEN AT SCHOOL**

#### **(Archdiocesan Policy 2240)**

No medication, including aspirin, cough-and-cold medication, decongestants, lip balms, skin cream or other over-the-counter prescription medications shall be administered by any school personnel except under the following conditions:

A. Written orders from an authorized prescriber (*Appendix SS, License Authorized Prescribing Practitioner*) shall be on file at the school, stating:

- Student's name
- Name of medication



- Proper dosage of medication
- Purpose of medication
- Time of day/circumstances in which medication is to be administered
- Anticipated number of days the medication must be administered
- Possible side effects
- Storage instructions

B. Whenever possible, the parent/guardian is requested to be present to administer the medication.

C. If the parent/guardian is unable to be present, only a Registered Nurse (RN) or trained personnel to whom an RN has delegated the task of administering medication (*Appendix QQ, Medication Skills Checklist*) may administer the medication according to the authorized prescriber written instructions. In such a case, the parent/guardian **must** submit a written request to the school to provide the medication (*Appendix I, Authorization to Administer Medication*).

D. The medication must be brought in a container appropriately labeled by a pharmacy or authorized prescriber. These medications shall be safeguarded at school to avoid ingestion by the wrong child. Medications must be kept in a secure place to which students do not have access.

E. The person trained and delegated to administer medication is to keep a daily log of medicine administered (*Appendix NN, Medication Administration Daily Log; Appendix PP, Medication Error Report*). Individual records of such medications administered.

Medication regulations are established by the Colorado Department of Human Services - Division of Childcare. Medication refers to skin cream, lip balm over the counter drugs, prescription drugs, homeopathic and alternative medicine, vitamins, and some health drinks and foods. Medications must be given directly to a teacher and will then be stored in a childproof cabinet designated for this purpose. To be in compliance with Section 12-38-132, CRS of the Nurse Practice Act, all medications must be in their original containers with the child's name and exact dosage to be given and must also be accompanied by a medication form signed by the health care professional. Teachers that are Medication Administration certified will administer medicine. Whenever possible, the parent/guardian should administer the medication at home or should be present to administer the medication at school.

Conditions such as severe allergies, asthma and seizures need to have a healthcare plan from the healthcare professional along with the appropriate medications to administer to the child. A CDPHE Medication Form with all state required information filled out by a physician and signed by the parent/guardian. Medication must be in its original container with the prescription label and original packaging attached. Medication must be given directly to a Director or teacher Medication must have a current expiration date

Medication is stored in a locked box at the ELC. At no time should a child have medication on his/her person or belongings. Many medications that seem harmless to your child may cause allergic reactions or damage to other children.

**OTHER ITEMS-** Children cannot bring medicine, such as cough drops, vitamins or aspirin from home. Additionally, children cannot bring chapstick, lotion or hand sanitizer from home. These

items can only be applied to your child by a teacher if they have written permission from an authorized medical provider.

## **EMERGENCY PLAN AND PROCEDURES**

In all situations, our primary focus is to protect our students and staff from injury and harm.

### **EVACUATIONS**

If there is a significant danger such as a fire, smoke, gas leak, chemical spill or bomb threat inside the early learning center, located at 841 Grant Avenue, Louisville, Co, the students and staff will evacuate the building and move to a safe location. Students are directed to leave the building and assemble at a designated site outside.

### **EMERGENCY EVACUATION LOCATIONS:**

Children will be moved to an evacuation location site in the event that the early learning center building is damaged or considered unsafe. The staff and students would need to immediately relocate to a different building.

#### **In-Neighborhood Evacuation Site:**

St. Louis Catholic Church 925 Grant Avenue Louisville, CO 80027

#### **Out-of Neighborhood Evacuation Site:**

Louisville Public Library 951 Spruce Street Louisville, CO 80027

### **FAMILY REUNIFICATION PLAN**

The intent of the Family Reunification Plan is to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the early learning center facility or grounds is rendered unsafe and a remote evacuation site is needed.

In the event of an emergency evacuation from St. Louis Early Learning Center, 841 Grant Avenue, all teachers are instructed to bring a cell phone, classroom attendance sheets, student emergency information and first aid kit. Classroom teachers will take attendance before evacuating the early learning center and again when they have reached the evacuation site to account for all of the children.

The Director will place a sign of the location of the evacuation site and contact information on the early learning center door if the situation allows. The Director will bring the Sign-In/Out book to the site with the Student Emergency Information book. The Director is also responsible for the safe evacuation of children with disabilities and those with access or functional needs.

Parents will be notified by email and/or text message of the evacuation, the evacuation site and procedures for picking up their children. In the event of a send failure, student/parent contact information is located on each student's emergency information form. Parents will be notified by cell phone of the evacuation, the evacuation site, and the procedures for picking up their child.

Children will be signed-out only to persons authorized to pick-up on the child's Emergency Information form. Staff will check ID's if necessary.

### **Fire Evacuation Procedures**

- Activate fire alarm or otherwise alert staff that there is a fire
- Gather children and take a headcount
- Evacuate the building quickly and calmly
- Take attendance sheets and emergency/first aid bag
- If caught in smoke, have everyone drop to hands and knees and crawl to exit. If necessary, have a staff person check areas where children may be located or hiding before leaving the building.
- Report any missing children to the Director immediately
- Gather in designated meeting location outside and account for all children and staff
- Call 911 from outside of building
- Do not re-enter building until cleared by fire department

### **Fire Drills are practiced monthly**

### **LOCKDOWN**

A lockdown will occur in a situation when there is a significant risk or dangerous person that may cause a threat to students. **Lockdown drills are practiced quarterly.**

### **LOCKDOWN AND HIDE**

Lockdown and Hide procedures occur when there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, active shooter, hostage incidents, violence or civil disturbance. The staff will lock the doors and place children in the safest place possible that can be locked.

### **Lockdown and Hide Procedure**

- Law enforcement will be contacted immediately
- Lock doors, turn off the lights, shut the blinds and windows
- Account for all students, bring classroom roster and first aid bag
- All students and staff inside locked building will seek shelter in a room or office out of sight
- Have children sit down against an interior wall Ignore all bells and alarms unless otherwise instructed (intruders often set off alarms)
- Stay quiet and still as possible
- Outdoor activities are to move away from the building and seek shelter
- All exterior and interior doors locked
- No access in/out of the building
- No Exceptions
- No dismissal until the situation is resolved and law enforcement have given the all clear

## **SECURED PERIMETER**

The perimeter of the building will be secured when a situation is occurring outside of the building that may cause a threat to students.

### **Secured Perimeter Procedure**

- All children outside the building will return to classrooms
- All exterior doors closed and locked
- All classroom blinds closed
- Access in/out of the building will be controlled by administrative staff
- Normal educational programs continue
- Students will only be released to parents or emergency contact(s) with proper photo ID

## **CHILDREN WITH DISABILITIES AND THOSE WITH ACCESS AND FUNCTIONAL NEEDS**

In the event of an emergency or emergency evacuation the Director of the center is responsible for the safety of children with disabilities and those with access and functional needs. The Director must take any medications or supplies needed for such children. Children with disabilities and those with access and functional needs shall participate in all emergency drills conducted by the early learning center.

## **THREATENING WEATHER CONDITIONS**

### **SHELTER IN PLACE**

Shelter-In-place occurs when a dangerous weather event or tornado is reported. **Tornado Drills are practiced monthly from March to May.**

### **Shelter-In-Place Procedure**

- Staff monitor the weather
- Outdoor activities come inside the building
- Take attendance to ensure all students are present
- Staff and students will take shelter away from glass, in the ELC basement and in a protected position
- Students will only be released to parents or emergency contact(s) once imminent danger has passed

## **EXCESSIVE COLD**

When the temperature outside is between 20 and 31 degrees, children will go outside on a reduced time schedule unless surfaces are icy or the children do not have appropriate clothing for the weather conditions. When the temperature is below 20 degrees, children will not go outside. Children are encouraged to bring and wear cold weather appropriate clothing such as hats, coats, snow pants, mittens and boots. In the event that the weather keeps the children inside, indoor gross motor activities will provided

## **EXCESSIVE HEAT**

When the temperature outside is between 90 and 95 degrees, the children will not be outside for periods longer than 15 minutes. When the temperature rises above 95 degrees, children will not go outside. Teachers will check the temperature of the equipment and make a determination whether it is safe to play on the equipment. Children are encouraged to bring and wear hats and/or sunglasses, and water bottles (labeled with their name) for outside time. In the event that the weather keeps the children inside, indoor gross motor activities will be provided.

## **FIELD TRIPS/SPECIAL ACTIVITIES**

To enhance the St. Louis Early Learning Center program, in school field trips are occasionally offered depending on the individual classroom. Parents will be notified in advance. Verbal permission will not be accepted. If parents/guardians elect not to have their child attend the in school field trip, the child must stay home that day. Any costs associated with the in school field trip are the responsibility of the parents/guardians. The staff/child ratio will be maintained at all times and staff must have the children's emergency information, first aid kit and any necessary child's medication with them. Children who do not normally attend school on the day of the field trip or special activity are welcome to join. The Colorado Department of Public Health requires that snacks that are provided for special activities must consist only of foods that are prepackaged and prepared for commercial sources.

## **OTHER POLICY AND PROCEDURES**

### **CHILDREN WITH SPECIAL NEEDS**

Students shall not be denied admission to an Archdiocesan school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care and/or make reasonable accommodations for the child with special needs. Per Archdiocesan policy, a student shall not be admitted unless he/she is deemed to have reasonable hope of completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation established in advance. St. Louis Catholic School will work closely with the student's family to determine the best and most reasonable solution for supporting the student on a case-by-case basis.

### **LOST CHILD POLICY**

In the unlikely event that a child should become lost or missing at the ELC the following procedure will be followed:

- The school office is contacted
- All available personnel will check the building and outdoor areas
- The child's parents will be contacted
- The police will be contacted

## **MEDIA POLICY/TECHNOLOGY/TELEVISION**

Video's/DVD's are only shown for educational purposes or on special occasions. With parental permission, children may watch no more than 30 minutes of G-rated media once a week. All media is developmentally and educationally appropriate and the early childhood staff will remain with the class during viewing. A quiet activity will be provided if a child chooses not to watch or does not have permission to watch the video or DVD. At no time do the children watch regular television while at St. Louis Early Learning Center. Computer and tablet time will be limited to 15-minute, non-consecutive increments not to exceed 30 minutes per day. (Regulation 7.702.58B4) No food will be served while any media is being viewed.

**MONEY-** Please do not send money to school with your child. If there is money that needs to be collected for a field trip or special activity, all funds will be collected by a teacher from the parent/guardian prior to the field trip or special activity.

## **MONITORING CHILDREN**

Safety is a priority at St. Louis Early Learning Center. Early Childhood staff monitor children by sight and sound at all times during the school day, during co-curricular activities with the St. Louis Catholic School, and at any other times during which the ELC accepts responsibility for supervision. Student headcounts are taken before and after moving from one area to another area. Students are also taught appropriate safety behavior to become positive participants in their own safety as well.

## **REPORTING CHILD ABUSE**

Colorado State Law requires anyone who works with children, including volunteers, to report suspected signs of child abuse and neglect. All St. Louis ELC staff members are mandated reporters and are legally required to report any suspicion of neglect or abuse to Boulder County Child Welfare. St. Louis ELC and the Department of Social Services keep reports, questions, concerns, conversations and documentation regarding suspected abuse or neglect anonymous and confidential. If a parent suspects child abuse they may report it to the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS or 1-844-264-5437.

## **SUNSCREEN POLICY**

Sunscreen must be applied to your child at home, prior to the start of school. If a parent/guardian wants sunscreen applied to their child in the full-day program the parent/guardian must supply the sunscreen for the school and be labeled with the child's first and last name. Parent/Guardian will sign a permission slip to apply sunscreen at school for a full-day program only. Parents can choose to provide sun protection clothing vs. sunscreen lotion. If a parent prefers sun protection clothing then the parent will need to send those items to school.

**TOYS-** Toys are not to be brought from home unless approved by a teacher for special activities. Toys are easily broken or lost and sharing can pose a problem.

## **SNACKS AND MEALS**

**A morning snack WILL BE provided by each child's family.** The Colorado Department of Public Health requires that snacks provided for children **OTHER** than their own child, (ie parties and birthdays) consist only of foods that are prepackaged and prepared from commercial sources.

**LUNCH TIME** is from 11:15 to 12:00 p.m. The Preschool class eats lunch in their classroom. The PreK class eats lunch in the school cafeteria. Your child can purchase a hot lunch from the cafeteria for \$5.00 or bring a cold lunch from home. Please do not pack any sugary drinks. A water bottle is preferred. Milk can be purchased from the cafeteria for .25 cents. A hot lunch menu is sent home with each student at the beginning of the month and is posted in the ELC entrance.

## **REST TIME**

Children enrolled in a Full-day program have a rest/nap period in the afternoon. Each child has their own rest mat, which is provided by the school. Parents need to provide a loose-fitting crib sheet and a blanket for their child. Children may bring **ONE** stuffed animal for rest time. These items will be sent home weekly to be laundered. Please return your child's nap items on the first day of the week your child attends school. Children are encouraged to rest their bodies for 30 minutes. Children are given quiet activities such as books, coloring and puzzles if they do not fall asleep.

## **UNIFORMS**

- **SHIRTS-** cobalt blue **with school logo**
  - Polo short sleeve with logo (may be worn over long sleeve shirt or dress)
  - Polo long sleeve shirt
  - Sweatshirt
- **PANTS-** pants, skirts or dresses that are easy for toileting, comfortable and appropriate for play
  - Shorts can be worn during first and third trimesters
- **SHOES-** dress shoes or tennis shoes appropriate for running and exercising
  - No fashion boots or flip-flops
  - Snow boots can be worn to school but students must change out of them when at school
- No make up this includes chapstick
- No jewelry as it can cause choking and other safety issues. PLEASE leave ALL jewelry at home.
- **HAIR-** must be of a color that one could be born with. No unusual hairstyles or hair dye will be allowed. In all cases, hair is to be kept neat and clean. For girls tied back and out of the face. For boys short hair, above the collar of the shirt and above the ears.

## **VOLUNTEERS**

### **VISITORS**

All visitors to St. Louis Early Learning Center are required to check in at the main school office, 925 Grant Avenue, upon arrival to sign in and get a visitors badge.

### **Volunteers**

St. Louis Catholic School depends on volunteers to help in the following areas: playground, lunchroom and kitchen help, room parents, chaperone field trips or dances, PTO functions and projects, teacher aides, school improvements, Scholar groups for students, and other areas not listed. **All families are required to volunteer at least 20 hours per year.** We depend upon your generosity in giving of your time to make St. Louis Catholic School a success!

All volunteers or visitors must check in at the main office. For safety and security reasons, each person is required to sign in at the office when entering and leaving the building for any reason. All visitors and/or volunteers are required to wear a designated badge. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer at the school should not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process. Please keep in mind that morning drop off is an extremely busy time for teachers and they are not available for conferences at this time unless the conference was pre-arranged.

### **Volunteer Requirements**

**Code of Conduct Policy must be read and signed** - All St. Louis volunteers MUST read the Denver Archdiocese's *Code of Conduct Policy*. The acknowledgement form must be signed electronically during the online registration with *Virtus* or can be printed and sent to the school office.

**Volunteer Worker Hold Harmless Agreement must be read and signed every year** - Every volunteer MUST fill out, sign and return a *Volunteer Worker Hold Harmless Agreement*. Please print, sign and return to the school office. Additional copies are available at the front office

**A Criminal Background Check must be updated every five years** - All St. Louis Catholic School teachers, parents, volunteers, staff members, custodians, substitute teachers, athletic coaches, (persons who work directly or indirectly with youth) etc., MUST have a background check completed every 5 years. If this is needed, an email address is required in order for the background check form to be sent to the volunteer directly. You will receive an email from Selection.com with the background check attached.

**Safe Environment Training Class is required every five years** - Any person who will have



contact with children of any Catholic school/parish in the Archdiocese of Denver is required to take the Archdiocese of Denver Safe Environment Training. You will be prompted to sign up for the Safe Environment class when you set up your *Virtus* account. If you attended this class more than 5 years ago, you will be required to complete an online refresher course through *Virtus*.

### **HOW TO FILE A COMPLAINT**

If you have concerns or complaints about our facility, we ask that you go to the Director then the Principal to address and rectify your concerns or complaints.

If you have concerns regarding a violation of a licensing regulation please contact the Department of Human Services:

Colorado Department of Human Services  
1575 Sherman Street, 1st Floor  
Denver, CO 80203-1714  
303-866-5958