

One and Two Year~Old Nursery And Three and Four Year~Old Pre~K Handbook of Policies

HOLY SAVIOR CATHOLIC SCHOOL
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<https://www.plusportals.com/holysavior>

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MISSION STATEMENT

Excellence In **A**cademics + A **G**od-**L**oving **CATHOLIC** **E**nvironment = **S**uccess

Holy Savior Catholic School believes and recognizes its responsibility of cultivating and fostering in every child entrusted to its care, the best religious habits, practices and attitudes.

SCHOOL PHILOSOPHY

The primary purpose of Holy Savior Elementary School is the Catholic education of the children in the community; complementing education in the various academic subjects with an emphasis on Language Arts and Math...

Christian education takes in the whole aggregate of human life, physical and spiritual, intellectual and moral, individual, domestic and social...

Pope Pius XI

The program of Holy Savior Elementary School is planned to give the training that fosters healthy development of the individual from Nursery to Eighth grade level, through close association with parents and community.

The worth of each individual entitles him to an education. We consider parents to be, in order of time and importance, the first educator, but they require the greater resources of groups. Thus, teachers maintain a position of authority which is exercised with Christian love, and cooperation from the parents.

Teachers are also responsible to society, which places upon them the care of educating the young and of making them worthy citizens, honest and devoted to the general welfare.

The faculty of Holy Savior believes that the school's program should be based on the worth and dignity of the child as he develops into an active participant in our democratic society. He should be taught in an atmosphere in which he can develop as a child of God and as a social human being; an atmosphere in which the child is made aware of God in himself and his classmates through respect for himself and others. In this development, the teacher is the leader and guide, setting good examples by reflecting in his personal and professional life a commitment to Gospel values and Christian tradition.

The faculty of Holy Savior believes that the child must experience success and a feeling of security and affection:

That, the child must be motivated and guided in acquiring skills, virtue and habits of heart and mind required to address with Christian insight the multiple problems of injustice which face individuals in our pluralistic society.

That, the child must be provided with learning experiences which enable students to transfer principles and generalizations developed in school to situations outside of the school...

That, the child should be provided with opportunities to speak, write, and compute with Christian attitudes; encouraged to critical thinking and decision making; motivated to intellectual curiosity that will lead him to discovering and developing his potential as he increasingly understands and appreciates the accomplishments of others...

That, the school must foster the apostolic consciousness of students by encouraging them to join in experimental learning activities that give witness to Christian justice and love...

That, each child is capable of growth and development and, that our teaching should reflect a conscientious and sustained effort to keep abreast of the time in the development of educational trends...

THE HISTORY OF HOLY SAVIOR CATHOLIC SCHOOL

A vow was fulfilled giving birth to Catholic education in Holy Savior Parish in 1879. Because his parishioners were spared during the 1878 yellow fever epidemic, Father Peter Letilly invited the Congregation of the Immaculate Conception to send a few Sisters to Lockport to open a school.

On May 1, 1879, formal classes began in a little cottage on Tenth and Vacherie Streets. Within a few years the school moved to a new building facing the "public road" (Main Street) and advertised under the name Convent of the Immaculate Conception, offering besides Religion, all the basics, plus French, Music, and Fancy Work. Boys and girls attended, but were in separate classrooms and play areas. Many of the girls boarded.

A hurricane destroyed that school in 1893. While waiting for the new one to be built on the same spot, the school again used the original cottage, but this time the sisters moved their convent to a house across the street since their enrollment had increased to about 80. The new school was occupied in 1899.

Archbishop James Hubert Blenk requested that the school become a parochial one instead of private and that it be located on church property. The nuns sold the new school on Main Street almost immediately. The school moved back to the cottage until the completion of St. Sauveur School in 1911. By this time the enrollment had reached 110, so the move to this spacious three-story structure was a joyous one. It afforded living quarters for the sisters on the third floor, plus large classrooms on the second floor, and an auditorium and bathroom facilities on the ground floor.

During the next thirty years, the educational program continued to offer the same subjects, but began to move toward a high school curriculum. A few students graduated each year from 1918 on, but State accreditation was being sought so graduates could qualify for college with a Holy Savior diploma. Accreditation was achieved in 1930. More high school courses were added, a library was organized, a Mother's Club came into being, and enrollment picked up.

Expansion became necessary, and, in 1940 Holy Savior High School was built, providing a Chemistry and Physics lab, a centralized library, a commercial lab, a principal's office, and several more classrooms. The school was really a full-fledged high school now and moved forward to excel in athletics, music rallies, and various extracurricular activities. In 1951 Monsignor Dominic Perino donated funds for a gymnasium. That same year a new convent was built, freeing the third floor of the old building for use as classrooms. Some years after this however, the third floor was condemned as unsafe. Thoughts again turned to erecting a new school.

Plans were at blueprint stage when the Archdiocese decided that this central and south Lafourche area needed a Diocesan School, so the new school was constructed for this purpose. The doors to Holy Savior Central High School opened in the fall of 1964 to students from Raceland to Golden Meadow. With an excellent faculty headed by Mr. Richard Champagne, the first lay principal ever appointed by the Archdiocese, Holy Savior continued to offer exceptional Christian opportunities, and, in 1970, the Southern Association of Secondary Schools accredited the school.

For the first time in its 93-year history, Holy Savior suffered a setback. Rising costs and decreasing enrollment made it necessary to close the high school. Students, parents, and friends tried desperately to raise the necessary funds, but in June 1972, the high school closed.

The elementary school was continued with Ms. Marie Toups as principal and grades 1 through 6 moved into the building which has been built to house the high school. The following year in 1973, Mr. Edward Daigle was appointed principal, and a part-time kindergarten as well as seventh grade was added to the school. In 1981 a deaf education program staffed by the School Sisters of Notre Dame became a part of Holy Savior School. Because of declining enrollment, the seventh grade was discontinued in 1983.

In 1986 Ms. Rhea Dill was appointed principal. During her tenure the school opened a Louisiana licensed full or part-time Nursery School. The seventh grade was added again in the 1998-1999 school year. That same year the Diocese of Houma-Thibodaux approved expansion to include eighth grade for the 2000-2001 school year. At the close of the 1999-2000 school year Ms. Rhea Dill retired and Mr. Gerard Rodrigue, Jr. was appointed principal for the 2000-2001 school year. Mr. Rodrigue was principal from 2000-2006. Mrs. Marie Annette Parfait was appointed principal in 2006. Ms. Parfait was principal from 2006-2011. Mr. Blaine Degruise was appointed principal for the 2011-2012 school year and the 2012-2013 school year. Mrs. Tricia Thibodaux was appointed principal for the 2013-2014 school year.

Holy Savior Catholic School currently includes a nursery program through eighth grade with a State approved curriculum and certified teachers in kindergarten through eighth grade. The educational program contains daily religious instruction, a strong emphasis on Language Arts and Math, and many other excellent curricular and co-curricular offerings. The Holy Savior Community looks to the future with hope and anticipates that central Lafourche families will continue to avail themselves of the privileged opportunity of "The Holy Savior School Experience."

NON-DISCRIMINATION POLICY

Holy Savior does not discriminate on the basis of race, color, creed, sex, disabilities, ancestry, whether a child is being breastfeed, or national origin in its education program, activities, or employment practices.

ADMISSION POLICY

1. Eligibility Requirements:

Nursery 1: Child must be 1 years old by September 30th. Any child turning one prior to September 30th can enter the program on the first day of school. Any child turning one on October 1st or later may enter the 1 year old program on their birthday (not prior).

Nursery 2: Child must be 2 years old by September 30th. Any child turning two prior to September 30th can enter the program on the first day of school. Any child turning two on October 1st or later may enter the 2 year old program on their birthday (not prior).

Pre-K 3: Child must be 3 years old by September 30th to enter the program. This age requirement is listed in the Non Public School Bulletin 741, which lists all the policies we must adhere to.

Pre-K 4: Child must be 4 years old by September 30th to enter the program. This age requirement is listed in the Non Public School Bulletin 741, which lists all the policies we must adhere to.

- 2.** Must have proper immunizations as required by Louisiana Health Department.
- 3.** Child must be potty-trained to enter the three or four year old program.

The education of your child is a partnership between the school and parents, who are the first educators of your child. If that partnership is broken in the opinion of the administration, the school reserves the right to ask the parent to withdraw their child.

TUITION

Tuition rates are fixed each year by the Holy Savior School Board. If you feel that you are unable to meet tuition costs or it causes a hardship to your family, tuition reduction application forms can be obtained through the school office upon request at the time of registration. An anonymous committee reviews all applications and the information is kept in strict confidence. Tuition assistance is available to those families who qualify.

Tuition payment plans allow families to finance tuition through a bank plan chosen by the Diocese of Houma-Thibodaux. The total amount of tuition may be paid directly to the school if a payment plan is not needed. An explanation of the agreement can be received through the school office.

School tuition policy:

If a tuition loan is more than 10 days late, an email will be sent by the principal as a reminder that the loan is late. If a loan is 30 days delinquent, parents will be notified by a letter that the delinquent balance must be paid in full. Arrangements for payment in full must be made within 7 days. Failure to comply may result in the child being dropped from the school enrollment. If a parent/guardian withdraws a child from school or if the child is not allowed to return to school due to outstanding tuition bills, the parent/guardian is responsible for any debts through the date the child is officially dropped from the school enrollment. A child will not be re-admitted for the spring semester if all outstanding bills have not been paid at that time. A student will not be allowed to participate in the end-of-the-year awards' program if the school is owed money for any unpaid bills. A child will not be accepted for the upcoming year if tuition and any outstanding bills are not paid.

Partial refunds on tuition are payable as follows after school begins:

Weeks 1-4	75%
Weeks 5-9	50%
Weeks 10-13	20%
After 13 weeks	0%

Registration, Book, Facility, Supply, and Technology fees are non-refundable. The out-of-parish fee is treated as tuition. Refunds are payable within thirty (30) days after withdrawal.

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction, or refund of tuition or applicable fees.

Tuition payment plans allow families to finance tuition through a bank plan chosen by the Diocese of Houma-Thibodaux. The total amount of tuition may be paid directly to the school if a payment plan is not needed. An explanation of the agreement can be received through the school office.

MINIMUM CHILD TO STAFF RATIOS

Type I Center

Ages Of Children	Ratio
Infants under 1 year	5:1
1 year	7:1
2 years	11:1
3 years	13:1
4 years	15:1
5 years	20:1
6 years and up	25:1

DISCLOSURE OF INFORMATION POLICY

Holy Savior parents can receive information from the Louisiana Department of Education's Licensing Division on the availability of licensing surveys/inspections, regulations and information regarding early learning centers at the Louisiana Department of Education's website: www.louisianabelieves.com.

COMPLAINT POLICY

At the conclusion of each licensing visit when an area of non-compliance with the licensing regulations is noted, a Statement of Deficiencies is given to your child care provider. The Statement of Deficiencies may be found on the Department of Education's Web site at www.louisianabelieves.com. A hard copy of the Statement of Deficiencies may be obtained by submitting a request to: Department of Education, Division of Licensing Post Office Box 4249 Baton Rouge, LA 70821 FAX: (225)342-2498 If you would like additional information on how to view or obtain copies of the statement of deficiencies, please contact the Licensing office at (225)342-9905. You may also contact the Licensing Division if you have any significant, unresolved licensing complaints.

STUDENT RECORDS

1. At the time of registration the following is required:
 - a. *Baptism Record (Catholics)*
 - b. *Birth Certificate*
 - c. *Copy of Social Security Card*
 - d. *Proof of Immunization*
 - e. *Registration Fee*

NURSERY AND PRE-K HOURS

8:30 a.m. – 3:15 p.m.

ATTENDANCE

1. The school day begins at 8:30 a.m.
2. Students arriving later than 8:32 a.m. must be signed in at the office before reporting to their classroom.
3. Students are not allowed to make-up days missed.

PARENTAL ACCESS POLICY

Parents are allowed to visit the center anytime during the school's regular hours of operation when students are present. Parents must first report to the office for the safety of all students.

ELECTRONIC DEVICE POLICY

- Electronic device activities for students under the age of two are prohibited.
- Time allowed for electronic device activities for students over the age of two shall not exceed 2 hours per day.

COMPUTER PRACTICES POLICY

- All computers that allow students internet access are equipped with filtering software that limits access by the students to inappropriate web sites, e-mails, and instant messaging.

PROGRAMS, MOVIES, AND VIDEO GAMES POLICY

- All television, video, DVD, or other programming shall be suitable for the youngest student present in the classroom.
- 'PG' programming or its television equivalent shall not be shown to students under the age of 5. Any programming with a rating more restrictive than 'PG' or violent content is prohibited.
- All video games shall be suitable for the youngest student with access to the games. 'E10' rated games shall be permitted for students ages 10 years and older. All 'T' and 'M' rated games are prohibited.

SLEEP/REST

- Children under the age of 4 shall have rest time of at least 75 minutes.

ARRIVAL/DISMISSAL

Arrival:

1. Morning arrivals – Nursery 1 and 2 car riders – Parents are asked to park in the teachers' parking lot and enter the building through the main door with the entrance buzzer. Parents must get a visitor tag from the office and walk their child to their classroom. **Please do not park in the horseshoe.**
2. Morning arrivals - Pre-K 3 and 4 car riders must use the Church Street entrance.
3. **Parents will be able to accompany their child to the classroom through the month of August to help them adjust to the new school schedule. After the Labor Day Holiday, Pre-K 3 and 4 students will be escorted to their classroom in by older students and teachers from the school.** If you are bringing your child to their class during the month of August, **you must park past the entrance of the cafeteria parking lot** (near the softball fields).
4. Parking is allowed along the curb of the school side of Church Street only through Labor Day. For safety reasons, Pre-K3 and Pre-K4 parents are not allowed to park in the teachers' parking lot.
5. There is a teacher on duty at the Church Street drop off area and in your child's classroom at 8:00 a.m. No student is allowed on campus prior to 8:00 a.m., unless they are attending morning care.

Dismissal:

1. Afternoon dismissal is in the horseshoe on School Street for car riders. Students will be loaded from the middle hall unless it is raining. ****If it is raining at afternoon dismissal time, students will be loaded into cars from the last hall. This is the hall closest to the Pre-K 4 classroom.**
2. Nursery and Pre-K dismissal time is from 3:15 – 3:30 p.m. It is important that you pick up your child at this time, so we will be finished before the school buses arrive.
3. A parent may request their Nursery and Pre-K student be sent to car line on Church Street with their older sibling.
4. Teachers will be available to load the children into the cars.

Rainy Day Arrival and Dismissal

Arrival:

1. If it is raining, you are allowed to use the horseshoe on School Street. Please follow the rainy day dismissal procedures found on the school's plus portal page.
2. There is a teacher on duty to unload your child from the car.

Dismissal:

1. In the afternoon we ask you to pick up your child earlier on rainy days.
2. We will start loading the children at 3:00 p.m. in order to be finished before school buses arrive (if your child does not have an older sibling).
3. Parents who requested that their child be dismissed with their older sibling, will be brought to meet their sibling at 3:00 p.m. in the Pre-K 4 hallway (third hallway).

Due to COVID-19, all Nursery – Pre-K 4 students are to be dropped off and escorted to the teacher on duty in the middle hall. The teacher will take your child's temperature and ask the COVID checklist provided by Thibodaux Regional Medical Center. TRMC is our hospital affiliate and resource for COVID questions and directives handed down from the CDC.

Severe Weather Dismissal/Closings

You will be notified via email or text if school is closed due to severe weather. Please watch the local TV stations for any announcement of school closure.

MORNING CARE AND AFTERCARE PROGRAM

1. Morning care is provided from 6:30 a.m. until 8:00 a.m. Breakfast is not included in the morning care billing. If your child eats breakfast, the amount of \$2.00 will be deducted from their lunch account.
2. After school care is provided to students at a daily rate until 5:30 p.m. each day. Students are provided with light snacks. Rates are nominal and payment is expected monthly. Parents who do not pick their child up by 5:30 p.m. will be assessed a \$1 per minute per child for every minute passed 5:30 p.m.
3. **Contact numbers should be numbers where you can be reached during the day. If your contact number changes at any time during the school year, please notify the school as soon as possible.**

Payment is expected each month in the payment envelopes provided by the school. You may send a lump sum and charges will be deducted each month. Payment for continuing care services are expected to stay current. If payments are not made in a timely manner, students may not be allowed to attend until full payment is made.

DRESS CODE

1. Nursery and Pre-K students are not required to wear uniforms, but may be worn if desired.
2. Reasonable play clothes must be worn.
3. **No body suits are allowed.**
4. Casual, closed, soft-soled shoes such as Keds or tennis shoes must be worn. **Boots, sandals, high tops, flip-flops, crocs, open-back shoes and dress shoes are not allowed.** Socks must be worn with shoes.
5. Cleanliness must be observed at all times.
6. **Earrings:** Only close button type earrings are allowed; No hoops, dangles or wires. Boys are not allowed to wear earrings.
7. **Bright Accessories:** These are not allowed. This includes seasonal pins, necklaces, artificial nails of any kind, and nail polish.
8. **Hair:** Hair is to be worn in its natural color in a neat, reasonable fashion at all times. Boy's hair should not touch collar. Fad hairstyles, coloring/dyeing, or hi-lighting is not allowed.
9. **Tattoos and body pierced ornaments** are not allowed, except earrings as defined above.

PERSONAL BELONGINGS

1. Please label **all** of your child's clothes, sweaters, coats, school bags, etc. with his or her full name. Labeling your child's items will help to not have as many lost or misplaced items.
2. We will need to keep an extra set of clothes at school for your child. It would be best to provide a t-shirt, long

pants, underwear and socks. Please put your child's name on these items and put them in a Ziploc bag.

CAFETERIA PROGRAM

Lunch Money:

The payment method for lunch for the current school year is outlined below. If the following payment plan causes a hardship, please contact Mrs. Stacy Dupre, cafeteria manager, immediately.

The payment method for the school year will be as follows:

Payment Option # 1 (Full payment) will be due **August 5th**.

Payment Option #2 (2 payments) will be due **August 5th** and **December 1st**.

Payment Option #3 (Online payments).

Payment Site: **www.schoolcafe.org** You will need your child's student ID number in order to make a payment to his/her lunch account using this website. New parents will receive their number on Orientation Night. Returning parents are to use the current number assigned to their child in order to make payments.

Payment Plan for the 2020-2021 School Year

Cost: **Breakfast \$2.00 Reduced Breakfast \$.30 Lunch \$3.00 Reduced Lunch \$.40**

Grade	Days	Payment Option #1 (Full Payment) Due before August 14th	Payment Option #2 (2 Payments) Due before August 14th & December 1st	
			Payment 1	Payment 2
3 Day Nursery (M,W, F)	104	\$312.00	\$156.00	\$156.00
3 Day Nursery (T, W, Th)	102	\$306.00	\$153.00	\$153.00
5 Day Nursery	173	\$519.00	\$259.50	\$259.50
Kindergarten	172	\$516.00	\$258.00	\$258.00
1 st through 5 th Grade	174	\$522.00	\$261.00	\$261.00

1. If your child is absent on any day, you can fill out a form at the end of the school year to have a refund mailed to you, or it will automatically roll over into the students' account for the next school year.
2. You may mail lunch payments, drop it at the school office, or bring it to Orientation Night. You may also pay online.
3. All lunches are approved through the Dietary Department of the Archdiocese of New Orleans.
4. If you have any questions—please feel free to call the school cafeteria at 532-3284 and speak to Mrs. Stacy Dupre, Cafeteria Manager.
5. Breakfast is optional, but available to all students for an additional cost. ***Students must be at school before 8:15 a.m. to eat breakfast.*** Breakfast is also available to students who attend the morning care program. Students in Nursery and Pre-K are served a morning snack around 9 a.m.
6. Nursery one and two students will be fed a hot lunch in their classroom at approximately 11:00 a. m. Pre-K 3 and 4 students will go to lunch at approximately 10:30 a.m. They will return to their room at approximately 11:00 a.m.
7. Snack is served around 2:00 p.m. The afternoon snack consists of a carton of juice and cookies or crackers.
8. All students must participate in the lunch program except for those considered to have serious health problem and have been ordered by a physician to have meals brought to school. A student who requires special meals must have a doctor complete the meal modification form. The form can be found on the school's plus portal page. Under no circumstances will a student choose not to eat meals served in the cafeteria for any other reason.
9. **Any child who has an allergy to milk or any other food product must have a note from the doctor to keep in his/her records in the office. This note must be updated annually.**

SAFETY DRILLS

Safety drills include fire, tornado (serious weather), and lock-down for the safety of everyone in the school building. **Fire drills** are practiced on a monthly basis during the school. (August through May). **Tornado drills** are conducted once a month in the months of March, April, and May. The various drills are explained to the students at the beginning of each school year. If the school campus has to be evacuated, we will proceed to the **Lockport Fire Department (non-fire evacuation) or the Lockport KC Home (fire evacuation)**. In the event of an evacuation, parents will be notified through the school's text and phone alert system.

MEDICATION

Short-term medication (of any type) will not be administered at school. If the medication must be given for short-term use, parents must check in at the office to administer medication to their child.

Long-term medication (asthma, Ritalin, etc.) may be administered only after the child's physician completes the necessary paper work. These forms are available through the school office upon request. It is the parent's responsibility to obtain the required forms, have them completed by the doctor, and returned to the school office. **This form needs to be submitted each new school year to the office. For safety reasons, long-term medication must be brought to the office by parents and never by the student.** No medication of any form (prescription or non-prescription) is allowed on a student's person **at any time**.

SEARCHES

Administration reserves the right to search accessories (bags), clothing, or personal property at any time for pertinent reasons.

INSURANCE

A limited student accident insurance plan provides coverage for 9 school months from the time students leave home for school to the time he/she returns home from school and while attending all school functions. The school supplies parents with the claim form when needed and therefore only acts as a medium and assumes no liability. This policy is intended to be supplemental in nature.

ACCIDENT/ILLNESS

Every effort will be made to contact a parent or guardian when a child is involved in an accident or becomes ill. Parents are required to sign students out from the office if the child must leave school.

Nursery and Pre-K parents are required to sign an incident report form if your child is involved in or sent home because of an accident, injury, illness, etc.

As mandated by the Louisiana Department of Education, parents are notified immediately in the following circumstances:

- Blood not contained in an adhesive strip
- Head, neck, or eye injury (will be contacted within 30 minutes of incident)
- Human bite that breaks the skin
- Animal bite
- Impaled object
- Broken or dislodged teeth
- Allergic reaction skin changes (rash, spots, swelling)
- Unusual breathing
- Symptoms of dehydration
- Temperature reading over 101° oral or 100° axillary; or
- Injury or illness requiring professional medical attention

No student is allowed to attend school with the following symptoms: fever above 99 degrees, stomach virus, vomiting, diarrhea, etc. If your child is sent home with any of these symptoms, he/she will not be allowed to

return to school until they have been symptom free and no temperature reading over 101° oral or 100° axillary for **24 hours**.

COMMUNICATIONS, ACTIVITIES, AND PARENT ORGANIZATIONS

School Board

The School Board is consultative in nature and operates in the policy-making process by formulating, adapting but never enacting policy. The board is not responsible for the general operation of the school facility. That is the role of the school administration. Members of the council are the Pastor of Holy Savior Parish, the principal of Holy Savior Catholic School, parents (no more than 40% of membership), Alums/Parents of Alums, Community Leaders, Educators, and Parishioners.

Parent Teacher Activities Committee (P.T.C)

The Parent-Teacher Club is open to all parents and faculty members of Holy Savior Catholic School. The officers consist of President, Vice-President, Secretary and Treasurer. The primary purpose of the club is to encourage and develop a cooperative relationship between home and school. The club plans, organizes, and implements projects and activities which benefit both the school and student body.

Classroom

1. Teachers use a skill building curriculum designed to teach major concepts and skills.
2. Students under the age of two shall be provided a minimum of 60 minutes of play time per day. Students two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.
3. Check your child's schoolbag daily for important notes.
4. Show-n-Tell - Your child will have show-n-tell on a designated day each week.
5. Rewards - Your child will be rewarded with stickers for good work, good eating habits, and nap-time habits.
6. Notes from home - When you send a note to school concerning your child, please place it in the folder or binder provided for your child.
7. Book Orders/Book Fairs - Book orders are sent home for your consideration and two Book Fairs are held in the library during the year.
8. Birthdays - On your child's birthday, you may send refreshments for your child's classmates. Please ask ahead of time and your child's teacher will tell you how many are needed on that day. **The school cannot give out other parent/student information such as addresses and phone numbers for invitations of any kind; however we will pass invitations out to all classmates if you provide them to us.**
9. School Parties - Halloween, Christmas, Valentine, and Easter.
The teacher may contact you during the year to send what is needed for these parties.
10. Monthly Calendar - Important dates and happenings are listed in the calendar and weekly update. The monthly calendars are posted on the school's plus portal page at the beginning of the month. Calendars and weekly updates are sent home through email.
11. The school lunch menu will be sent home at the beginning of each month. It is also posted on the school's plus portal page.

School

1. P.T.C. Meetings – the P.T.C. Activities Committee, composed of elected representatives meet on a monthly basis. All parents are invited and encouraged to attend.
2. PTC and School Fundraisers –Mardi Gras Masquerade, popcorn sales, etc.
3. Yearbook - In the spring you are given the opportunity to purchase a school yearbook.
4. School Pictures- Individual Pictures, Class Pictures, Spring Pictures, Santa Pictures and Grandparents' Day Pictures are taken during the year.
5. Catholic Schools' Week- Activities are scheduled for the students throughout the week, this is normally scheduled the last week of January.
6. Drug Prevention Week – On Wednesday of Red Ribbon Week your child is asked to wear red to school.
7. Special Events - Throughout the year a variety of activities are held in the school gym. On occasion

Nursery and Pre-K students are included in these events (such as the Living Rosary, Living Way of the Cross) when they are geared to their age group. If your child does not attend school on that particular date, you and your child are invited to attend.

8. Pre-K 3 and Pre-K 4 will attend Mass weekly beginning on August 15th.
9. **Parental Involvement Policy:** Parents are invited to attend all programs that the Nursery and Pre-K students participate in such as the Christmas Play, Library Book Fair, Parent/Grandparent Lunch, and the end of the year promotion ceremony. Parents are also encouraged to attend student orientation that is held each year prior to school starting.
10. Visitors/Parents – All parents and visitors **must** report to the office upon entering the building to sign in and receive a visitor's tag. All outside doors are locked for safety reasons. Parents must use the door with the buzzer to enter the building.
11. Appointments/Conferences - These should always be made through the office whether it is to meet with the teachers or administration. Please try not to call the administration or teachers at their homes.
12. Guardianship - Guardianship of students who are of divorced parents should furnish the school a copy of the custody section of a court order to be retained in the child's cumulative folder in the office. If a court order specifies any other pertinent information, a copy should be given to the school.
13. **In those cases where parents are divorced or legally separated, a child will be released only to the parent awarded legal custody. It is the responsibility of the parent who is the legal guardian to provide the school office with a certified copy of the court order granting legal custody to that parent. The custodial parent is responsible for making arrangements with the school concerning who is to pick up the child.**
14. **Every student must have a Pick-Up Permission and/or Restriction form filled out and turned in to the office each year.**

Nursery and Pre-K School Behavior Management Policy

A Nursery and Pre-K Discipline and Biting Policy is in place to address student behavioral issues.

CODE OF CONDUCT

Holy Savior Catholic School believes that school is a place for teaching and learning, where students have the right to feel safe, secure and supported. To provide this supportive learning environment, students and others must foster respect among all members of the school community. Our school code of conduct is based on Catholic beliefs that are fundamental to the well-being of both the individual and society and that we are all responsible for the choices we make. This code encourages students to recognize and respect diversity and individual differences. We expect our students to maintain and encourage high standards of personal conduct. These include honesty, discipline, integrity, respect and consideration, ethics and values.

PURPOSE OF DISCIPLINARY MEASURES

Catholic Schools strive to teach students self-discipline. When this is lacking, external discipline is sometimes required in order to help the students understand the error of conduct, to discourage repeated acts of the same kind, and to deter other students from similar misbehavior. Every teacher shares in the responsibility of correcting and disciplining a student who is out of order.

METHODS OF DISCIPLINE

All methods of discipline in Holy Savior Catholic School take into account the dignity of all individuals. Verbal and physical measures which publicly embarrass, humiliate, or ridicule students are avoided. Also prohibited are depriving students of lunch or snack and physical punishment such as spanking or kneeling.

In order to eliminate undesirable behavior in Nursery and Pre-K school students, the teacher will:

1. Ignore the undesirable behavior whenever possible and call attention to desirable behavior with verbal praise.
2. If it is not possible to ignore the undesirable behavior, the teacher will explain to the child that the action will not be tolerated. The teacher should explain a more acceptable way of behaving.

3. If the child persists in exhibiting the undesirable behavior after being corrected verbally, he/she should be placed in “time out” (in the classroom where they can be supervised). “Time out” length will be based on the age of the child and shall not exceed 1 minute per year of the student’s age (no more than 3 times for the same behavior in 1 day). “Time out” shall not be used for children under the age of 2.
4. If the child persists in exhibiting the undesirable behavior after 3 times in “time out”, he/she should be taken to speak to the Principal.
5. Teachers will refrain from making derogatory remarks in the presence of the children about family members of the children in their care or about the children themselves.
6. Teachers will not allow a child or group of children to discipline another child.
7. The teacher will keep a child/children who have been removed from the group for disciplinary reasons in their sight.
8. The teacher will never deprive a child a meal or part of a meal for disciplinary reasons.
9. The Principal will determine whether the parents should be called or whether more “time out” interventions should be used.
10. Teachers will never allow a student to be bullied by another child.

Corporal punishment will never be utilized as a means of dealing with Nursery and Pre-K students at Holy Savior Catholic School. Physical and corporal punishment which includes, but is not limited to yelling, verbal abuse, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position will never be used to discipline a child.

NURSERY AND PRE-K BITING POLICY

Children biting other children are unavoidable occurrences in a nursery, especially with toddlers. It is a common happening in any child care program. When it happens, and sometimes continues, it can be scary, frustrating, and stressful for children, parents, and the staff. Every child in a toddler nursery is a potential biter and will potentially be bit. It is important to understand that because a child bites, it does not mean that the child is ‘mean’ or ‘bad’ or that the parents of the child who bites are ‘bad’ parents or they are not doing their job as parents to make this stop happening. Biting is purely a sign of the developmental age of the child. It is a development phenomena – it often happens at predictable times for predictable reasons tied to children’s ages and stages.

Why do they bite?

Every child is different. Some bite more than others; or some may not bite at all. A nursery school setting is where the biting derives its significance. If a child has not really been around other children very much, he probably would not bite because neither the cause for biting or opportunities have presented themselves. There is always the possibility that any child, including your own, can be either a biter or be bitten. Nursery school presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may want that one particular toy. The children are learning how to live in a community setting. Sometimes that is not easy. Biting is not something to blame on the child, parents, or caregivers. Confidentiality will be our policy with biting incidents.

There are many possible reasons as to why a toddler may bite:

1. *Teething.*
2. *Impulsiveness and lack of control.* Toddlers sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather exploring their world.
3. *Making an impact.* Sometimes children will bite to see what reactions happen.
4. *Excitement and overstimulation.* Simply being very excited can be a reason a child may bite. Very young children don’t have the same control over their emotions and behaviors as some preschoolers do.
5. *Frustration.* Frustrations can be over a variety of reasons – wanting a toy someone else has, not having the skills needed to do something or say something, or wanting a caregiver’s attentions. Toddlers are simply lacking the language and social skills necessary to express all their needs, desires, and problems. Biting will often be the quickest and easiest way of communicating for them.

What do the teachers do in response to children who bite?

It is our job to provide a safe setting in which no child needs to hurt another. The name of the child who bites will not be released because it serves no useful purpose and can make a difficult situation even more difficult. There are several things the teachers do to assess the biting situation and what can be done to prevent it from happening again. Teachers will try to minimize the behavior by:

- Letting the biting child know in words and manner that biting is unacceptable.
Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The teachers will tell the child that “Biting hurts” and the focus of caring attention is on the bitten child. The biter is talked to on a level that he/she can understand. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language if the child is able. The child who is bitten will be taken to receive First Aid (clean and disinfect wound area). The incident will be logged and documented in the Daily Incident Log and the parent/guardian of both children will be contacted.
- Examining the context in which the biting occurred and looking for patterns. Was it crowded? Too many toys? Was the biting child getting hungry/tired/frustrated/sick?
- The teachers will keep track of every occurrence, including attempted bites, and note location, time, participants, and circumstances.

ABUSE AND NEGLECT POLICY

It is the policy of Holy Savior Catholic School to report all suspected cases of child abuse and/or neglect to the proper authorities immediately.

1. All Nursery and Pre-K personnel are mandated reporters in cases of suspected child abuse and/or neglect.
2. All unusual occurrences will be documented by the teacher in the “Daily Incident Log”.
3. Concerns will be discussed with the principal.
4. If a teacher suspects that a child is being neglected or abused, it will be documented in the log and reported to the principal immediately.
5. The principal will immediately report all suspected cases of abuse and/or neglect to the Louisiana Child Protection Statewide Hotline at 1-855-4LA-KIDS.

HAND WASHING PROCEDURE

All Nursery and Pre-K Personnel are to thoroughly wash their hands after each time they help/assist children with body fluids.

Staff and children shall wash their hands at least at the following times:

- Upon entering the center
- Before preparing or serving meals
- After toileting
- Before and after eating snacks
- Anytime hands become soiled with body fluids (urine, stool, saliva, blood, and nasal discharge)

Procedures shall ensure the school staff teaches students the use of running water, soap, and single use of disposable towels.

Hands shall be washed and scrubbed for at least 10 seconds with soap and running water.

EXCLUSION CRITERIA OF ILLNESSES (Louisiana Department of Health and Hospitals)

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

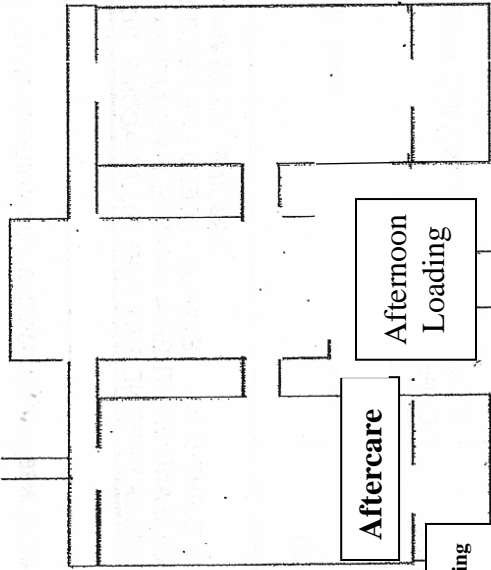
Teacher's
Parking

NO UNLOADING

Church St.

PARKING UNLOADING NO PARKING NO PARKING

Teacher on duty



Aftercare

Afternoon
Loading

Rainy Day Loading and Unloading

PARKING PERMITTED

Horseshoe

School St.

School Map