

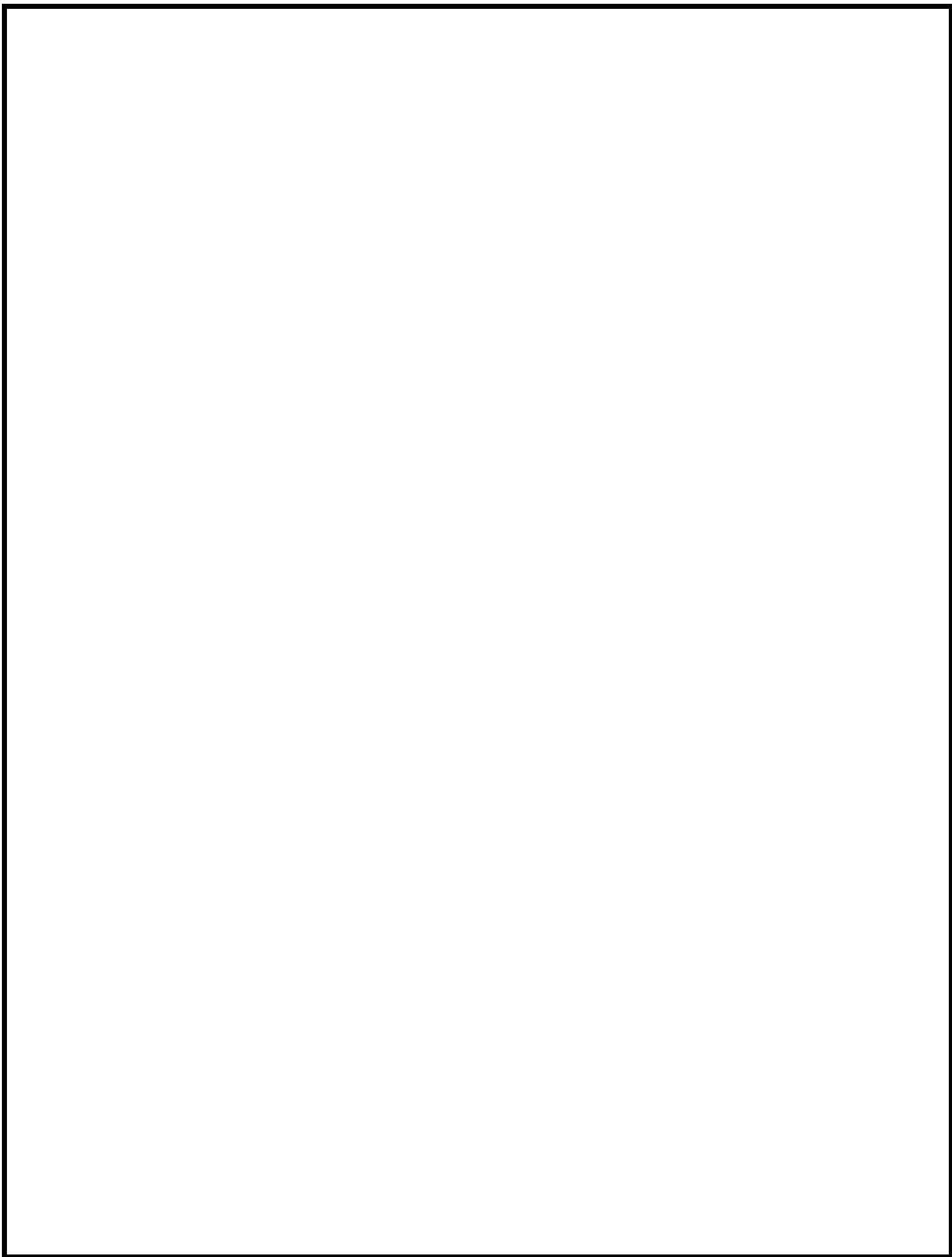
Little Saints Learning Center

St. Paul's Episcopal School

Parent / Student Handbook

2019-2020

**6249 Canal Blvd.
New Orleans, LA 70124
504-488-1319
www.stpauls-lakeview.org**



2019-2020 Little Saints Learning Center Handbook

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MISSION STATEMENT AND PHILOSOPHY

Mission Statement

St. Paul's Episcopal School is dedicated to instilling in our children strength of intellect and strength of character in a Christian environment that is positive, respectful, and familial. We encourage our students to strive to do their best, to be compassionate, and to appreciate and preserve the beauty of life.

Philosophy

St. Paul's Episcopal School is an outreach of St. Paul's Episcopal Church. The school community consists of teachers and administrators, children, parents, grandparents, church members, and friends. We serve children of all socio-economic groups, races, and religions because we want our children to see and recognize the beauty inherent in a richly varied and diverse world.

At St. Paul's, we educate children in an atmosphere that is close-knit and nurturing, without undue pressures or competitiveness. It is this atmosphere that allows us to develop the full potential that exists within each child.

We teach a curriculum that gives our students the knowledge and skills to perform at a high academic level and to thrive in a technological and rapidly-changing world. Just as importantly, we believe we must instill in our children at an early age a sense of the joy of learning, so that they will not only become good students but lifelong learners.

Intellectual development is vital. Equally vital is the development of moral character. Integrity. Respect. Kindness. Service. Accountability to self, family, and community. These are the ideals we teach our children, and these are the behaviors we expect.

We support the structure in which learning can take place, but we allow for the freedom in which discovery can happen. Our school life is rich with music, art, and opportunities for play. These, too, are necessary to lead our children toward discovering and appreciating their own unique gifts and contributions. We encourage every student to participate fully in the life of St. Paul's.

ST. PAUL'S EPISCOPAL SCHOOL: SUSTAINABILITY STATEMENT

St. Paul's Episcopal School commits to embrace a global understanding of the social, economic, and environmental impact of the use of our resources as they relate to the sustainability of water, food, environment and energy, and the reduction of waste.

ST. PAUL'S EPISCOPAL SCHOOL: DIVERSITY STATEMENT

St. Paul's Episcopal School, in support of its mission, commits to the cultivation of a diverse community, honoring the unique differences of all. We embrace and celebrate diversity as essential to learning and to making positive contributions to the world.

AN EQUAL OPPORTUNITY LEARNING CENTER

St. Paul's Episcopal School admits students of any race, religion, national and ethnic origin, sex, sexual orientation, gender identity, or disability to all the rights, privileges, programs, and activities generally made available to students at our school.

St. Paul's does not discriminate on the basis of race, religion, national and ethnic origin, sex, sexual orientation, gender identity, or disability in violation of state or federal law or regulations in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

St. Paul's does not discriminate against any person in employment, or otherwise because of race, religion, national and ethnic origin, sex, sexual orientation, gender identity, or disability in violation of existing state or federal law or regulations.

ARRIVAL / DISMISSAL INFORMATION

LITTLE SAINTS

Little Saints Learning Center Hours

Students are to arrive at school between 7:30 AM and 8:30 AM. Dismissal time is 3:15 PM on Monday through Thursday and 2:30 PM on Friday. You may not drop your child off earlier than 7:30 AM. After Care hours are 3:30 PM – 5:30 PM Monday through Thursday and 2:30 PM – 5:30 PM on Friday. **CHILDREN MUST ARRIVE TO SCHOOL BY 10:30 AM OR THEY MAY NOT COME FOR THE DAY.**

Arrival

A teacher will be available to open the Vicksburg Street entrance gate to the Dunn Building between 7:30 AM and 8:30 AM Monday through Thursday and between 7:30 AM and 8:15 AM Friday (due to Little Saints Chapel). Parents **must** walk their child into the school and sign in on the attendance log sheet each day.

The Little Saints gates will not be available for entry after 8:30 AM Monday through Thursday or after 8:15 AM on Friday. Students should not arrive after 8:30 AM. If your

child will be late to school, please call the front office, enter through the main building located on Canal Blvd., walk your child to his/her class, and sign your child into school on the attendance log sheet. **CHILDREN MUST ARRIVE TO SCHOOL BY 10:30 AM OR THEY MAY NOT COME FOR THE DAY.**

Dismissal

Children should be picked up at 3:15 PM Monday through Thursday and 2:30 PM on Friday. Parents **must** walk into the Vicksburg Street entrance gate at the Dunn Bldg. to pick up their child. Parents must sign their child out of school each day. The same procedures will be followed on rainy day dismissal. A teacher will be available to open the gate during dismissal times.

At 3:30 PM Monday through Thursday and at 2:45 PM on Friday, all remaining students will be signed into the school's After Care program. If parents know in advance that their child will use the After Care program, they must inform his/her teacher. Parents must walk into the After Care program and sign their child out of the program. **It is important for parents to pick up their child(ren) by 5:30 PM. Parents will incur additional fees if a child is picked up later than 5:30 PM.**

Students will only be dismissed to the authorized adults listed on the student profile. No exception will be made unless the office is notified in advance by the parent. Parents may further authorize additional individuals via an email to the center in unplanned situations and follow it with a written authorization. St. Paul's will require all individuals to show photo identification before releasing a child to them.

BABY SAINTS

Baby and Toddler Saints Learning Center Hours

Baby and Toddler Saints hours are from 7:30 AM until 5:30 PM Monday through Friday. Children are not allowed to be dropped off earlier than 7:30 AM. **CHILDREN MUST ARRIVE TO SCHOOL BY 10:30 AM OR THEY MAY NOT COME FOR THE DAY.**

It is important for parents to pick up their child(ren) by 5:30 PM. Parents will incur additional fees if a child is picked up later than 5:30 PM. Children will only be dismissed to the authorized adults listed on the student profile. No exception will be made unless the office is notified in advance by the parent. Parents may further authorize additional individuals via an email to the center in unplanned situations and follow it with a written authorization. St. Paul's will require all individuals to show photo identification before releasing a child to them.

Arrival

Children may be dropped off at 7:30 AM. Parents may enter through the doors in O’Ferrall Hall or through the pedestrian gate in the parking lot. There is a buzzer to the right side of the gate. Parents must walk their child into the classroom and sign in on the attendance log sheet each day. **CHILDREN MUST ARRIVE TO SCHOOL BY 10:30 AM OR THEY MAY NOT COME FOR THE DAY.**

Dismissal

From 3:30 PM until 5:30 PM, parents may enter through O’Ferrall Hall or the pedestrian gate in the parking lot to pick up their children. There is a buzzer to the right side of the gate. Students need to be signed out on the attendance log sheet located in their classroom.

Parking Restrictions

Please be aware of parking restrictions along Canal Blvd. Parking in the driveways is a violation of the fire code and is never permitted. Also, double-parking on Canal Boulevard is a safety threat and may result in a traffic citation. When parking in the parking lot, please do not park in the church reserved parking spaces or within any yellow striped safety areas.

Absences

Students who are ill should not be sent to the center. When it is necessary for a student to be absent because of illness or an emergency, a parent should call between 8:00 AM and 8:30 AM to inform the center. Parents are also asked to notify your child’s teacher if you know of a day or days that your child will not attend school.

POLICIES AND PROCEDURES

ALLERGY POLICY

Little Saints Learning Center wants to remind everyone that a few of our students have food allergies. If any treats are brought to school that include nuts (for birthdays or holidays), **FAMILIES MUST LET THE TEACHERS KNOW.** If your child has a severe allergy, please inform the school and provide snacks/lunch for your child.

BEHAVIOR MANAGEMENT POLICY

Little Saints Learning Center believes that on-going communication between school and home is of vital importance in the education of our students. Therefore, parents will be informed of their child's behavior. Consistency and encouragement between school and home are often the most important keys to the learning of appropriate behavior.

Teachers use positive reinforcement and model appropriate behavior and manners. Children learn respectful behavior toward their classmates and teachers. Behaviors which will keep the student and others safe are of the utmost importance. Students are guided and encouraged to express their feelings through words and make appropriate behavior choices.

Redirection strategies are often used to avoid inappropriate behavior. Discipline strategies may include a short separation from the group or a loss of a privilege. Formal parent conferences may be scheduled with the teachers and the Director when necessary. Corporal punishment will never be used.

In accordance with Louisiana Department of Education's Bulletin 137 Minimum Standards:

- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.
- Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- No child or group of children will be allowed to bully another child or group of children.
- When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
- When a child is removed from the group, the separation time will not exceed one minute per year of age. Separation time will not be used for children under the age of two.
- No child shall be deprived of meals or any part of meals for disciplinary reasons.
- Devices such as high chairs or feeding tables shall not be used to restrain children for disciplinary purposes.

- Active play time shall not be withheld for disciplinary purposes unless an infraction incurred during the playtime.

In rare cases of extremely aggressive or inappropriate behavior, a student may be sent home to avoid possible harm to the student or others. Repeated occurrences of aggressive or inappropriate behavior may be grounds for the dissolution of the contract to educate the child and will result in involuntary dismissal of the student.

BITING POLICY

Children biting other children is one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses from the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. They are in the process of learning what is socially acceptable and what is not.

Little Saints and Baby Saints faculty have developed the following procedures:

- Parents are contacted when their child bites. Parents are contacted when their child has been bitten. Parents may be asked to pick up their child from school.
- An accident form is completed and then filed in both the classroom and the school office for the child who has been bitten.
- An annual log is kept on file in the classroom reflecting the number of times a child bites and has been bitten.
- If a child continues to bite, a conference will be held with parents and teachers.
- If, after having a conference, the biting continues and the teachers feel the child's behavior is not safe for the classroom environment, parents will again be contacted. This may be grounds for the dissolution of the contract to educate the child and will result in involuntary dismissal of the child.

All bites will be cleaned with soap and water. If a bite breaks a child's skin, an antibacterial ointment will also be applied to the area if written authorization has been given by the child's parents. The area will be covered with a band aide. The center will recommend that a parent follow-up with their child's pediatrician.

CHILD SAFETY POLICY

The faculty and staff of the Little Saints Learning Center have a vital interest in the safety and well-being of the children. Procedures are in place for faculty and staff to respond to events covered by the policy listed below. It is recommended that the first point of contact for a parent regarding any issue that may fall under child safety is the

teacher. Little Saints will strictly follow state law as it relates to confidentiality and to mandatory reporting of suspected child abuse and/or neglect.

Child Abuse and Neglect Policy

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LA-KIDS (855-452-5437).

FINANCIAL POLICIES

All tuition and fees will be handled through FACTS. Billing questions should be directed to FACTS. All tuition and fees, including damage or replacement charges, must be paid in full by the end of the academic year or appropriate action will be taken by the school.

Little Saints Optional Fees

Little Saints Holiday Care will be charged by the day. Children need to be pre-enrolled for Holiday Care, and payment will be due before the start of Holiday Care. There must be a minimum number of students pre-enrolled in Holiday Care in order for it to be available. After Care will be charged hourly.

MEDICAL POLICIES

Medical Record Forms

State law dictates that all schools must have an annual update of all children's immunization records. It is a policy of the center that a child's doctor verifies the health of the child prior to the beginning of each school year. Children without a current universal certificate and recent medical examination will not be allowed to attend the center. Parents are responsible for reporting any changes to the medical record which occur during the school year.

Illness and Emergency Information

Students who are ill should not be sent to the center. Germs may easily spread as our students are still working on their self-help skills. Parents will be contacted at the first signs of illness.

If a child has a temperature beyond normal, the child is not allowed in the center that day or within 24 hours of having the temperature (without having medicine administered). If a child has a sudden onset of vomiting, the child is not allowed in the center that day or within 24 hours of vomiting. If a child has a cough that is not

controlled, a parent will be contacted and the child must remain at home until the cough has improved. If a child has two or more loose stools or over and above what is normal for that child, the child must stay home a minimum of 24 hours and the condition must be resolved. In the case of contagious diseases, e.g., chicken pox, hepatitis, measles, strep throat, etc., a doctor's note is required upon return. A doctor's note is also required for unexplained rashes.

Little Saints has a trained Emergency Medical Responder on campus to assist with student needs.

Should a child become ill and unable to stay in class or become injured, the parent or guardian will be contacted. Arrangements must be made to have the student picked up from the school **within thirty minutes**.

If the school is unable to reach the parents or guardians, we will take the following steps:

1. Contact those persons indicated on the Emergency Information section of the child's student profile that was returned as part of the child's enrollment packet, OR
2. Call the physician indicated in the child's file and follow instructions given. If the physician refuses to make a recommendation or is impossible to contact, the center will take action deemed appropriate under the circumstances.

The school office trusts that the information supplied to us is accurate and current. **Parents must notify the office with any change** in doctor, hospital, or those to call in the event parents are unreachable.

If a medical emergency is determined, 911 will be called. If parents are not immediately available, the student will be accompanied to the hospital by a faculty, staff member, or the Emergency Medical Responder with a copy of the Student's Medical Profile Sheet. Parents will be requested to meet at the hospital to avoid a delay in treatment.

Young children and faculty can get sick with the seasonal flu. Please review the influenza fact sheet in the Appendix. A doctor's note is required upon return if a child has been diagnosed with the flu.

In addition to providing quality child care, St. Paul's wants to make sure the children and staff stays healthy.

MEDICATION ADMINISTRATION POLICY

(Please read this carefully. There will be no exceptions.)

No drugs of any type, including aspirin, shall be given by the center personnel unless an authorization form is completed by the parent.

Note: If possible, the parent/guardian is advised to give medication to the student at home and on a schedule other than during school hours. **Medication ordered twice a day should normally be given before and after, rather than during, school hours.** Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for school, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medication during school hours is unavoidable.

Medication Consent

The Head of School will designate at least two (2) employees to receive training in medication administration and to be available to assist the students in securing medication.

1. **Prescription Medication** cannot be administered without a current Medication Authorization Form completed by the child's physician and on file in the school office. (A copy of the Medication Authorization Form is found in the Appendix). A Parent Authorization Form must also be completed by a child's parent that includes the name of the child, the name and strength of the medication, the date(s) of the medication to be given, the time/schedule of the medication to be given, the dosage, the route, special instructions (if any), and a signature with date from the parent.

Parents or legal guardians will provide:

- The medication in the **original, child-resistant container** that meets the safety check requirements and is labeled by a pharmacist with the child's name, the name and strength of the medication.
- The date the prescription was filled.
- The name of the health care provider who wrote the prescription.
- The medication's expiration date; and
- Administration and storage instructions.

Documentation shall be maintained verifying that medication was given according to physician's and parent's authorization, including the date, time, dosage, route, and signature of staff member who gave the medication.

When filling a prescription, most drug stores will be happy to give a second container with the amount of medication to be given during school hours separate from that to be given at home.

Instructions for the dose, time, how the medication is to be given, and the number of days the medication will be given will be **provided to the school office in writing (by a signed note or a prescription label) by the health care provider.**

The parent or guardian must administer the first dose of any medication and monitor the child for possible side effects. **The school will not administer the first dose of any**

medication. This requirement applies to prescription and over-the-counter medications.

2. Nonprescription Medication cannot be administered without a Parent Authorization Form completed by a child's parent that includes the name of the child, the name of the medication, the date(s) of the medication to be given, the dosage, the route, and a signature from the parent.

Any non-prescription medication must be sent in by the parent to school office personnel and include the following:

- The medication in the original container.
- The medication labeled with the child's first and last name.
- Specific, legible instructions for administration as well as storage information supplied by the manufacturer.
- If a medication label reads "consult a physician", the center must have a written authorization from a licensed health care provider for the child to take the medicine.

Documentation shall be maintained verifying that medication was given according to parent's authorization, including the date, time, dosage, route, and signature of staff member who gave the medication.

Medication Consent Procedure:

1. A Medication Envelope Form will be maintained by school personnel for each medication required by the student which is sent from home or prescribed by the student's physician. The form will be filled out with the medical information listed on the Medication Authorization Form and the medicine will be placed in the envelope. All prescription or medication from home will be documented on the envelope with the date, time, amount as well as the name of the person who administered the medicine. Spills, reactions, and refusals will also be noted on this document.
2. The designated, trained employee will keep all medication in a locked secure place.
3. All medications will be returned to the parent/guardian after the physician's recommended date to discontinue.

ALBUTEROL, EMERGENCY ADMINISTRATION TO STUDENTS

Albuterol - Standing Order (School Emergency Inhaler)

Under specific circumstances, St. Paul's Episcopal School may utilize standard medication orders for the administration of Albuterol in the school setting regardless of whether a student has diagnosed asthma, and/or medications prescribed for the treatment of asthma. The medication is to be maintained and used in school for

emergency treatment of students in respiratory distress and will be administered by a trained school employee.

In the case of students with a history of asthma, respiratory medications should be administered according to their specific individualized prescriptive orders.

ALLERGIC REACTION, SEVERE (ANAPHYLAXIS) POLICY:

Definition:

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly but can occur up to one to two hours after exposure to the allergen and can be fatal.

Medications

- Epi-Pen

The allergen should also be removed immediately.

Purpose

To provide safety guidelines, in compliance with LA State legislation Act 624; R.S. 17:436.1 (Subsections J through K), for students with an identified severe allergy to food, insect stings, latex, and/or unknown allergens, in addition to those who may have not yet had an identified allergy or condition which puts them at risk to experience an unexpected event, that are a potential risk for a life threatening reaction (anaphylaxis).

Policy Limitations

This anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with an updated Medical Authorization Form from the student's healthcare provider for all necessary medications for implementing the student specific order on an annual basis.

The policy guidelines for stock Epi-Pens do not extend to activities off school grounds (including transportation to and from school, field trips, sporting events, extra-curricular activities, etc.).

Identification and Communication of Students with Allergies

1. Students identified with life-threatening allergies may require St. Paul's to have an Epi-Pen in case of an anaphylactic reaction. Parents of those students should fill out a Medical Authorization Form to be filled out by them and the child's physician. This

form must be on file before any prescribed medication can be administered by an authorized staff member.

2. Parents are to communicate identified allergies to the school office; also a copy of physician verified food allergy statement and diet restriction orders should be forwarded to the school office.

Anaphylaxis - Standing Order (School Emergency Medication)

In the event of an anaphylactic reaction in an individual in the school setting, Epi-Pen will be administered by the Emergency Medical Responder or a trained unlicensed school employee. This standing order is for the use of auto-injector epinephrine in such situations.

In the case of students with a history of anaphylaxis or severe allergic reactions, Epi-Pen should be administered according to their specific individualized prescriptive orders. If such orders do not exist or are not readily available, the Epi-Pen Standing should be used.

When the Policy Applies:

This policy applies to children, parents, guardian, staff, and volunteers.

Hygiene Policy

Hand washing is the single most important way to prevent the spread of infection. Children and staff shall wash their hands at least at the following times: upon arrival to school, before preparing or serving meals, before and after eating, after toileting or changing diapers, after playing outdoors, anytime hands become soiled with body fluids, and any other time as deemed necessary.

Accident Insurance

The school provides accident insurance for students in the event they are injured at the center. All accidents and/or injuries must be reported immediately to the Business Office.

PARENT POLICIES

Parental Access Policy

Parents shall be allowed to visit their child's class anytime during its regular hours of operation, and when children are present, if they have scheduled a time with their child's teacher or the director of the program.

Parental Involvement Policy

Parents shall be offered a minimum of two opportunities for involvement each year.

Complaint Policy

Parents may call or write the Licensing Division should they have significant, unresolved complaints. All state licensing contact information is posted on the licensing board in each classroom.

Sunscreen and other Topical Products Policy

If parents wish for their child to be protected from the sun during outside play, he/she should arrive at school with sunscreen already applied. Parents must provide written authorization and also provide teachers with sunscreen if they would like their child's teacher to reapply sunscreen before afternoon outside play. Please label your child's sunscreen and give it to your child's teacher upon arrival. If you would like your child's teacher to apply additional topical products, permission must be authorized in writing. All products must be provided by the parent, in their original container, and labeled with the child's name.

PICTURE POLICY

Throughout the year, videos and photographs are often taken of children either by St. Paul's staff or by the media. Unless the Development Office is otherwise notified, photographs and videos may be used by St. Paul's or its designees for publication or broadcast purposes.

Student photos will be placed in the annual yearbook since it is a historical document.

STAFF MONITORING POLICY

In accordance with Louisiana Department of Education's Bulletin 137 Minimum Standards: This policy applies to provisionally employed staff members. A monitor of the provisionally employed staff member will be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes and who is designated by the center to monitor a specific provisionally employed staff member. The center will designate a monitor for each provisionally employed staff member present at the center. The monitor will be physically present at the center at all times the provisional staff member is present at the center. Monitors will remain within close proximity of their designated provisionally employed staff member and will intervene at any time if intervention is needed. A monitor will perform at least one visual observation

of each designated provisionally employed staff member every thirty minutes. The center may designate one monitor for up to a maximum of five provisionally employed staff members at any given time. At least one monitor will be physically present at all times in any room during naptimes if a provisionally employed staff member is present. The center will have a log or other written documentation of the monitoring of provisionally employed staff members that identifies each provisionally employed staff member, the designated monitor for each, and the times of the visual observations.

LITTLE SAINTS LUNCH/SNACK PROGRAM

Little Saints students will receive a morning snack and an afternoon snack. Water is served with both snacks. Parents have the option to send lunch with their child or purchase lunch. Little Saints may only purchase lunch by the semester or annually. Milk is served with the school lunch program.

If a family elects to send lunch with their child, lunch must be sent in an insulated lunch box (we are not able to heat items) and include utensils and a drink. Lunch sent from home may not include the following: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, whole blueberries, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than what can be swallowed whole.

Parents are to alert the teachers to any food allergies.

AFTER SCHOOL CARE AND HOLIDAY CARE

LITTLE SAINTS

Care will be provided for children from dismissal until 5:30 PM on school days. Students not signed into After Care must be accompanied by an adult while on campus. Holiday Care starts at 7:30 AM and ends at 5:30 PM. Please consult your school calendar regarding Holiday Care. Children need to be enrolled, and payment will be due before the start of Holiday Care. There must be a minimum number of students pre-enrolled in Holiday Care in order for it to be available. Children must be signed in and out of After Care as well as Holiday Care. **It is important for parents to pick up their children from After Care by 5:30 PM. Parents will incur additional fees if a child is picked up later than 5:30 PM.**

BABY SAINTS

Care is provided from 7:30 AM until 5:30 PM Monday through Friday.

Please refer to the Baby and Toddler Saints Holiday Schedule for notification of closure dates.

LITTLE SAINTS CHAPEL SERVICE

At Little Saints, we value the spiritual development of our children. Monday, Tuesday, and Thursday, the Pre-K through the 8th grade begin the day with chapel services that focus on how we live and relate to each other. The Little Saints are always invited to attend these brief Chapel services. Little Saints parents must accompany their children to these chapel services. Chapel begins at 7:55 AM and lasts until 8:15 AM. If you and your child would like to attend Chapel, please arrive no later than 7:50 AM. The Little Saints Chapel is held in the “little” chapel on Friday mornings. Please inform your child’s teacher if you would like to attend a Little Saints Chapel.

LITTLE SAINTS ASSEMBLY

School assemblies are usually held twice a month on Friday mornings from 7:55 AM until 8:15 AM. The Little Saints are always invited to attend assemblies. Little Saints parents must accompany their children to assemblies. Please arrive no later than 7:50 AM if you and your child would like to attend assembly. Please use your school calendar to note assembly dates. The Little Saints will be in charge of the annual Mardi Gras Assembly. Information will be provided prior to the event.

LITTLE SAINTS LEARNING SPECIALIST

On occasion, the Learning Specialist will work with the Little Saints teachers to provide successful learning strategies for individual students. Duties of the Learning Specialist include:

- Identifying the educational needs of students.
- Addressing a child’s specific learning differences that have been identified to facilitate success in the classroom.
- Communicating with parents, teachers, and private learning specialists and paraprofessionals to provide strategies for optimum learning and suggesting accommodations and classroom activities to maximize students’ success.
- Conducting informal assessments and observations when necessary. Reviewing formal psycho-educational evaluations to determine what recommendations can be implemented.

- Initiating and attending meetings with parents and teachers to discuss specific goals and plans to provide support.

OUTSIDE SERVICES

Parents may contract with outside tutors and resource professionals, if necessary, for sessions to be held during the school day or after school. Written requests must be submitted to the Little Saints Director or Baby Saints Coordinator. (Copy of a written request form can be found in the Appendix.) In the case of a student's absence, it is the parent's responsibility to notify the tutor that the child will not be in attendance.

Prior to working on St. Paul's campus, all outside tutors and resource professionals must submit:

1. a copy of their professional license,
2. a Right to Review copy of their criminal background check, and
3. a certificate of completion of a child safe environment training program.

The approved Tutor Request form is then submitted to the Facilities Manager who arranges an available space for the tutor to work with the student.

COMMUNICATION

A student's success at Little Saints depends in large part upon open communication between family and school, requiring effort on the part of both parties. Notifications and reminders to parents are communicated mainly through our class parent boards, email alerts, links on the school website, and OneCallNow, the school's emergency broadcasting system.

At the beginning of each school year St. Paul's will send a phone message to parents' cell phone numbers delivering information needed to opt-in to receive text messages from St. Paul's. **To opt-in: text the word Alert to 22300.** If you have a text message plan, these messages will be included in that plan; otherwise, standard text message charges apply. **Once you have opted in, please add this alert phone number to your contact list.**

Parents should ensure the school always has their current contact information.

Communications Guidelines

In order for messages concerning St. Paul's School to be received and for action to be taken, the school has developed some guidelines which may save frustration and speed

up the action process. When questions or problems arise, first speak with the faculty or staff member most directly involved. In matters not resolved by this process, then talk with the Little Saints Learning Center Director or the Baby Saints Program Coordinator. If still unresolved, then speak with the Head of School. At all points, personal conferences are encouraged with all parties involved. Conferences should be informal, friendly, and relaxed.

Concerns over policy matters, major concerns with the curriculum, conflicts with staff or faculty, or anything that one believes to be a concern of the school as a whole should be discussed with the Little Saints Learning Center Director or the Baby Saints Program Coordinator prior to bringing the issue to the Head of School.

PARENT/STUDENT INQUIRY

Questions About Financial Matters

Payment of registration fees, tuition, and any other financial matters will be handled through the Business Office. Please call 488-1319.

Admission Inquiry

Questions concerning new admissions to the school will be answered by the Director of the Little Saints Program and/or the Coordinator of the Baby Saint Program. Please call 488-1319.

Development Inquiry

Questions concerning Annual Giving, other voluntary giving programs, fundraising events, and volunteer opportunities will be answered by the Development Office. Please call 488-1319.

NEWSLETTERS AND PUBLICATIONS

Little Saints Newsletters

Little Saints newsletters will keep families informed as to what the students are working on in the classroom as well as upcoming special events. Announcements, activities, meetings, and lunch menus can be found on the school web site (www.stpauls-lakeview.org).

School Calendar

An annual school calendar will be made available to members of the St. Paul's community. A hard copy will be delivered to Little Saints / Baby and Toddler Saints families. The calendar will also be posted on the school's website.

Monday Memo

Each Monday, important announcements will be emailed to St. Paul's families.

All requests for Parents Association announcements and email blasts should be submitted to the Head of School and to the Development Office.

Panther Picayune

The school e-newsletter is a publication emailed periodically to the entire St. Paul's community.

Yearbook

This keepsake is published annually to commemorate the previous school year.

Annual Report

This publication from the Development Office is a yearly record of detailed financial, business, and historical information.

PARENT INFORMATION

Board of Trustees

The Board of Trustees' primary functions are to retain a Head of School, set overall policy, and ensure the financial integrity of the school.

Parents Association

The mission of St. Paul's Episcopal School's Parents Association ("Parents Association") is to maintain a welcoming, supportive environment for all families and to assist the school leadership and faculty in fulfillment of the school's mission. The Parents Association contributes through volunteer efforts, financial support, and social events.

Goals and Objectives

The Parents Association exists to:

1. Promote a positive image of St. Paul's Episcopal School, both in the school community and the community at large;

2. Develop interest and participation among parents in the school's purposes, programs, and activities;
3. Assist in school activities as shall be requested by the administration of the school and/or the Board of Trustees;
4. Organize, promote, and fund various St. Paul's Episcopal School events;
5. Assist the Head of School and the faculty in supporting and recognizing members in the St. Paul's Community who are undergoing important life events; and
6. Support the St. Paul's Men's Club.

As an extension of the Board of Trustees, the Parents Association reports its activities to the Board.

The immediate Past-President will be nominated for membership on the Board of Trustees, and subject to Board approval and acceptance by the nominee, will serve as the Board's liaison to the Parents Association.

Membership

Membership in the Parents Association is open to all parents, grandparents, guardians, and others who have children attending the School.

It consists of an Executive Committee, a General Committee, general membership, and a Men's Club. Details of each segment of the Parents Association are outlined below.

Executive Committee

The Parents Association's Executive Committee shall consist of the following officers: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, New Parents Liaisons, and Church Liaison. The President, Vice President, Treasurer, Secretary, Church Liaison, and Ex Officio of the St. Paul's Men's Club are also included.

Parents Association General Committee

Members on the Parents Association's General Committee shall consist of room parents, room event coordinators, event chairpersons, event co-chairs, and gala liaisons.

Parents Association General Membership

All others in the St. Paul's community are considered general members of the Parents Association.

St. Paul's Men's Club

The Men's Club is open to all men associated with the St. Paul's Episcopal Community (School and Church). The Men's Club also has an executive committee comprised of President, Vice President, Treasurer, Secretary, Church Liaison, Membership and Ex Officio.

Little Saints Room Parents

Room Parents are encouraged to attend Parents Association meetings and are responsible for classroom activities throughout the school year as directed by the classroom teachers. They serve as the class liaison between the teacher and other class parents. Room Parents help communicate to class parents all information pertinent for special school events and other miscellaneous information as requested by the school administration.

ADMISSIONS

Little Saints and Baby Saints applications will be handled in the following manner. The Little Saints Director and Baby Saints Coordinator will place applicants on a waiting list once an application and application fee are received.

Special consideration will be given to:

- Applicants who are children of St. Paul's School faculty and staff members.
- Applicants who have a sibling at St. Paul's school.
- Applicants who are children of St. Paul's Episcopal Church parishioners.

When an opening becomes available, parents will be contacted. A parent interview and child visit will be scheduled at that time. Once the family has participated in an interview, the child has visited the school, and the enrollment paperwork has been completed, the admissions process is complete.

If a family has decided to enroll their child in a different program or if a family is no longer interested in remaining on the waiting list, St. Paul's School asks that the family contact the Little Saints program immediately.

EMERGENCY SCHOOL CLOSINGS / EVACUATION

St. Paul's Little Saints Learning Center has a comprehensive Emergency Procedures Guide, Risk Management, and Multi-Hazard Plan that includes shelter in-place, lock down, and evacuation procedures. This plan is reviewed annually by faculty and staff.

Campus Emergency

In the event an emergency evacuation is called for the campus during the school day, the center will evacuate with St. Paul's School to St. Dominic's Church, 775 Harrison Avenue. The center will evacuate with the program's evacuation pack that includes all student emergency information, emergency medical authorization, teacher assignments to account for children in care, first aid supplies, and other emergency materials. An individualized emergency plan (including medical contact information and additional supplies/equipment needed) shall be in place for each child with special needs including the evacuation and transportation of children in wheelchairs. Parents will be notified of the center's location through OneCallNow, an emergency response system. To opt in: text the word Alert to 22300. Parents will also be notified via the schools website and email.

Evacuation Process for Baby and Toddler Saints

In the event of an evacuation, our infants through two-year old students will leave their classrooms in the following manner.

Our infants between twelve weeks and six months of age will be placed in an evacuation crib and escorted out by a classroom teacher. The evacuation crib is located closest to the classroom exit. Infants under twelve weeks of age will be held by a teacher. Our students six months old through toddler age will be placed into two six person buggies and pushed out the classroom exit by a teacher. Both groups of students will exit through the nearest gate and proceed to Vicksburg Street. Additional teachers have been assigned to both the baby and toddler classrooms to assist with the evacuation process. An individualized emergency plan (including medical contact information and additional supplies/equipment needed) shall be in place for each child with special needs. All of this information will be in the center's evacuation pack. Infant through two-year old students will also have in the center's pack formula, extra bottles, water, and applesauce. Families who have a child with an allergy will be directed to provide their own formula and/or food for the center's pack. One staff member has been assigned to exit with the school's evacuation pack.

Little Saints Learning Center Reunification Plan

In the event of a campus or citywide evacuation during the school day, St. Paul's will contact parents via its website, email, and text from OneCallNow. In the event the parents cannot be reached, St. Paul's will use the information listed on families' emergency forms to contact all relatives/friends authorized to pick-up children. St. Paul's will require all individuals to show photo identification before releasing a child to them. St. Paul's will evacuate with the programs' evacuation pack which includes all

students' information and will use all available means listed above to inform families of the Little Saints location and contact information.

City-Wide Emergency – Parent Notification

1. Parents should watch and listen to WWL-TV and radio for school closing information. In the event of a city-wide emergency that requires school closing and/or evacuation, the school will communicate evacuation, school closing, and school re-opening information to parents through all available means, including telephone broadcasts, email, text alerts, and the school website. In the event of a school closing or evacuation, parents should make every effort to check the school website as well as their voicemail, texts, and email for updates from the school. It is the parents' responsibility to ensure that the school has up to date contact information.
2. The center's email and web page (www.stpauls-lakeview.org) have been out-sourced and will be available in the event of an evacuation or emergency.
3. In the event of an emergency, pertinent information will be posted on the school's website.
4. Little Saints and St. Paul's have contracted with OneCallNow, an emergency response system that will call or text parents with emergency information. To opt in: Text the word Alert to 22300.

LOST AND FOUND

PLEASE MARK YOUR CHILD'S NAME ON ALL CLOTHING, LUNCH BOXES, AND OTHER ITEMS LIKELY TO BE MISPLACED. All found and labeled articles will be returned.

PRESENTS, PARTIES, AND CHILDREN

Children are sensitive. Despite our best efforts, their feelings are sometimes hurt. To keep this to a minimum, please do not send presents intended for individual students to school.

With regard to parties, we can only suggest that parents remember how it feels to be left out. If some children from a class are invited and others are excluded, it is difficult for them to understand.

Please do not distribute invitations, gifts, or thank you notes at school unless the entire class receives them. Another important suggestion is to be sure to respond to a party invitation.

UNIFORMS/SUPPLIES

LITTLE SAINTS

Little Saints uniforms are purchased through Schumacher's School Uniforms and Shoes, 3601 Hessmer Avenue, Metairie, LA, 70002, (504) 454-0427. The required uniform includes a Little Saints t-shirt, khaki shorts, and/or skorts, and/or pants, and tennis shoes with Velcro closures. A St. Paul's nap mat and tote bag are also required. Please label all items. Parents are also expected to provide extra sets of clothes as well as diapers and wipes if necessary.

BABY SAINTS

Below is a list of supplies parents are expected to bring with their child for each school day. Please label all items.

- Diapers
- Wipes
- Crib sheets (Infant Room) or nap mat (Toddler Room)
- Change of clothes
- Food and/or prepared formula (Infant Room); Sippy cups and lunch box (Toddler Room)

VISITORS/VOLUNTEERS

All volunteers and visitors must sign in and out with the office. Visitors on campus are asked to wear a visitor's badge.

APPENDIX

***The Flu: A Guide for Parents*, U.S. Department of Health and Human Services
(March, 2019)**

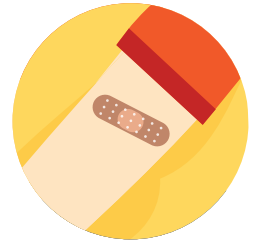
Medication Authorization Form

Tutor / Resource Professional Request Form (2019)



The Flu:

A Guide for Parents



Influenza (also known as flu) is a contagious respiratory illness caused by influenza viruses that infect the nose, throat and lungs. Flu is different from a cold, and usually comes on suddenly. Each year flu viruses cause millions of illnesses, hundreds of thousands of hospital stays and thousands or tens of thousands of deaths in the United States.

Flu can be very dangerous for children. CDC estimates that between 6,000 and 26,000 children younger than 5 years have been hospitalized each year in the United States because of influenza. The flu vaccine is safe and helps protect children from flu.

What parents should know

How serious is flu?

While flu illness can vary from mild to severe, children often need medical care because of flu. Children younger than 5 years and children of any age with certain long-term health problems are at high risk of flu complications like pneumonia, bronchitis, sinus and ear infections. Some health problems that are known to make children more vulnerable to flu include asthma, diabetes and disorders of the brain or nervous system.

How does flu spread?

Flu viruses are thought to spread mainly by droplets made when someone with flu coughs, sneezes or talks. These droplets can land in the mouths or noses of people nearby. A person also can get flu by touching something that has flu virus on it and then touching their mouth, eyes, or nose.

What are flu symptoms?

Flu symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired and sometimes vomiting and diarrhea (more common in children than adults). Some people with the flu will not have a fever.



Protect your child

How can I protect my child from flu?

The first and best way to protect against flu is to get a yearly flu vaccine for yourself and your child.

- Flu vaccination is recommended for everyone 6 months and older every year. Flu shots and nasal spray flu vaccines are both options for vaccination.
- It's especially important that young children and children with certain long-term health problems get vaccinated.
- Caregivers of children at high risk of flu complications should get a flu vaccine. (Babies younger than 6 months are at high risk for serious flu complications, but too young to get a flu vaccine.)
- Pregnant women should get a flu vaccine to protect themselves and their baby from flu. Research shows that flu vaccination protects the baby from flu for several months after birth.
- Flu viruses are constantly changing and so flu vaccines are updated often to protect against the flu viruses that research indicates are most likely to cause illness during the upcoming flu season.

Is flu vaccine safe?

Flu vaccines are made using strict safety and production measures. Millions of people have safely received flu vaccines for decades. Flu shots and nasal spray flu vaccines are both options for vaccination. Different types of flu vaccines are licensed for different ages. Each person should get one that is appropriate for their age. CDC and the American Academy of Pediatrics recommend an annual flu vaccine for all children 6 months and older.

What are the benefits of getting a flu vaccine?

- **A flu vaccine can keep you and your child from getting sick.** When vaccine viruses and circulating viruses are matched, flu vaccination has been shown to reduce the risk of getting sick with flu by about half.
- **Flu vaccines can keep your child from being hospitalized from flu.** One recent study showed that flu vaccine reduced children's risk of flu-related pediatric intensive care unit admission by 74%.

- **Flu vaccine can prevent your child from dying from flu.**
A study using data from recent flu seasons found that flu vaccine reduced the risk of flu-associated death by half among children with high risk medical conditions and by nearly two-thirds among children without medical conditions.
- **Flu vaccination also may make your illness milder if you do get sick.**
- **Getting yourself and your child vaccinated also can protect others** who may be more vulnerable to serious flu illness, like babies and young children, older people, and people with certain long-term health problems.

What are some other ways I can protect my child against flu?

In addition to getting a flu vaccine, you and your child should take everyday actions to help prevent the spread of germs.

Stay away from people who are sick as much as possible to keep from getting sick yourself. If you or your child are sick, avoid others as much as possible to keep from infecting them. Also, remember to regularly cover your coughs and sneezes, wash your hands often, avoid touching your eyes, nose and mouth, and clean surfaces that may be contaminated with flu viruses. These everyday actions can help reduce your chances of getting sick and prevent the spread of germs to others if you are sick. However, a yearly flu vaccine is the best way to prevent flu illness.

If your child is sick

What can I do if my child gets sick?

Talk to your doctor early if you are worried about your child's illness.

Make sure your child gets plenty of rest and drinks enough fluids.

If your child is 5 years or older and does not have a long-term health problems and gets flu symptoms, including a fever and/or cough, consult your doctor as needed.

Children younger than 5 years of age – especially those younger than 2 years – and children with certain long-term health problems (including asthma, diabetes and disorders of the brain or nervous system), are at high risk of serious flu complications. Call your doctor or take your child to the doctor right away if they develop flu symptoms.

What if my child seems very sick?

Even healthy children can get very sick from flu. If your child is experiencing the following emergency warning signs, you should go to the emergency room:

- Fast breathing or trouble breathing
- Bluish lips or face

- Ribs pulling in with each breath
- Chest pain
- Severe muscle pain (child refuses to walk)
- Dehydration (no urine for 8 hours, dry mouth, no tears when crying)
- Not alert or interacting when awake
- Seizures
- Fever above 104°F
- In children less than 12 weeks, any fever
- Fever or cough that improve but then return or worsen
- Worsening of chronic medical conditions



This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.

Is there a medicine to treat flu?

Yes. Antiviral drugs are prescription medicines that can be used to treat flu illness. They can shorten your illness and make it milder, and they can prevent serious complications that could result in a hospital stay. Antivirals work best when started during the first 2 days of illness. Antiviral drugs are recommended to treat flu in people who are very sick (for example, people who are in the hospital) or people who are at high risk of serious flu complications who get flu symptoms. Antivirals can be given to children and pregnant women.

How long can a sick person spread flu to others?

People with flu may be able to infect others from 1 day before getting sick to up to 5 to 7 days after. Severely ill people or young children may be able to spread the flu longer, especially if they still have symptoms.

Can my child go to school, day care, or camp if he or she is sick?

No. Your child should stay home to rest and to avoid spreading flu to other children or caregivers.

When can my child go back to school after having flu?

Keep your child home from school, day care, or camp for at least 24 hours after their fever is gone. (The fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C)* or higher.

*Many authorities use either 100 (37.8 degrees Celsius) or 100.4 F (38.0 degrees Celsius) as a cut-off for fever, but this number can vary depending on factors such as the method of measurement and the age of the person.



St. Paul's Episcopal School Medication Authorization Form

For medication which is to be administered on a regular or as needed basis through the school office. Please complete the top portion of the form below and **HAVE YOUR PHYSICIAN COMPLETE THE LOWER PORTION.** Return to the school office.

TO BE COMPLETED BY PARENT OR GUARDIAN:

I request that my child _____, receive the medication as prescribed by our physician in the form below. The medication will be supplied by me. I further understand that the school secretary or other designated person will administer the medication.

Signature of Parent or Guardian: _____

Date: _____

TO BE COMPLETED BY PHYSICIAN:

I request that my patient: _____, receive the following medication:

Name of medication and strength: _____

Prescribed dosage and frequency and route: _____

Time to be administered: _____

Date(s) to be given: _____

Possible side effects and adverse reactions: _____

Diagnosis:

Other recommendations: _____

Signature of Physician: _____

Date: _____, 20 ____ Phone Number: _____

ST. PAUL'S EPISCOPAL SCHOOL
TUTOR / RESOURCE PROFESSIONAL
REQUEST FORM

Date: _____

Student Name: _____ Grade: _____

Tutor/Support Resource Personnel Name: _____

Tutor Contact Info: Email: _____

Cell #: _____

Subject/Skill to be Tutored: _____

Tutoring Schedule: _____

Tutoring Location: _____

Parent Signature

Homeroom Teacher/Advisor

NOTE: I acknowledge my child has permission to work with the above listed resource professional.

Division Principal Signature

Date

NOTE: Division Principal must check with the Facility Manager to ensure space is available for the tutoring.

Any changes to the schedule are to be pre-approved by the teacher and the Facilities Manager.