

# Preschool Parent Handbook



2020-2021



*This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.*

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August, 2020

Dear Parents:

This Handbook is a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read this document thoroughly. After reading, please sign the Parent Agreement Form, bring the agreement to the Preschool office and it will be kept in your child's record.

Close co-operation between the home and school is essential to promote the best interests of the child. Parents are encouraged to make suggestions and communicate with the administration and your child's teacher. You are welcome to assist with special celebrations. Your Virtus training must be current and Covid-19 health and safety measures followed. The staff of St. John Preschool is a partner to you, as you are the most important teacher in your child's life.

It is our hope that this Handbook will be helpful to you in clarifying policy, and promoting understanding. Please contact me throughout the school year if you have questions or concerns. This Covid-19 presents special concerns many of which are addressed on this Parent Handbook.

Bless you and yours,

Julie C. Copeland, M.S.Ed.  
St. John the Evangelist Preschool Director  
540-347-5341

## **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

### ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

*Go, therefore, and make disciples of all nations...  
Teaching them to carry out everything I have commanded you.*

*Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.<sup>1</sup> The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic, value-oriented manner.

<sup>1</sup> Declaration on Christian Education #3

### ***DIOCESAN MISSION STATEMENT***

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service, and integrity.

### ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

Saint John the Evangelist Catholic School provides a Christ-centered atmosphere that recognizes the God-given gifts inherent within each child on the journey toward spiritual and academic excellence.

### ***STUDENT/PARENT HANDBOOK***

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines, and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents are required to sign a form stating they have read the rules and regulations outlined in

this handbook and they agree to abide by those rules (*Appendix AG-3*). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but will result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines, or regulations of the Office of Catholic Schools, the Office of Catholic Schools' policies, guidelines, or regulations shall be of controlling force and effect.

## ***PARENTAL ROLE***

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term “parent” refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Office of Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal/director may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff (in verbal, written, or digital form),



the school may take corrective action. Such corrective action may include, at the discretion of the principal/director (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

## ***NON-DISCRIMINATION CLAUSE***

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC CHILDREN***

The presence of children from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic children in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic children are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic children must participate in liturgies, retreats, and other religious functions incorporated within the program.
- c. Non-Catholic children may not be exempted from the catechesis held during the school

day.

- d. While Catholic teaching respects the various faith traditions of the children attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver, or preclude the school from acting in a subsequent situation of the same or similar kind.

## II. CURRICULUM

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

- a. Daily outdoor play, weather permitting
- b. Alternating periods of quiet time and active play
- c. A balance of large muscle and small muscle activities is provided.
- d. Various small group or large group activities through most of the day
- e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The school will use media, such as television, films, videotapes and computers, that have been previewed by adults prior to use. Another option for activity is always available. No child is required to view or interact with the program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question, and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety, and nutritional practices;
- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as toileting, eating, dressing and sleeping are incorporated into the program as a means of furthering children's learning, self-help and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who are early risers and for children who do not nap.

## ***SUPPLIES AND MATERIALS***

A \$175.00 non-refundable supply fee for educational materials is due with the application. The following items are brought in on ***Meet the Teacher Morning*** or the first day of school: 2 large boxes of Kleenex, 1 white Elmer's liquid glue bottle, 6 glue sticks and 2 containers of "baby

wipes” for hand cleaning, **1 box each** of Ziploc sandwich and quart size, **2 boxes** of Ziploc gallon size baggies, a labeled pencil box and a labeled water bottle. A large Ziploc bag with a change of clothes, which is the St. John P.E uniform. Remember to include underwear and socks (remember to put child's name on the baggie and the clothes).

## ***ASSESSMENT***

The school’s program is intended to assist staff and administrators in a systematic evaluation of the program, to diagnose children’s strengths and weaknesses and to aid in the revision of the curriculum and planning of instruction.

The school’s program is intended to assist staff and administrators in a systematic evaluation of the program, to diagnose children’s strengths and weaknesses and to aid in the revision of the curriculum and planning of instruction. Written progress notes are distributed to parents yearly. A conference is formally held in November and arranged during the school year at parent / teacher request.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a child or class situation before seeking intervention of the director or school administration.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Teacher / Parent conferences are held in November. The teacher and director are available throughout the school year to discuss the growth and abilities of your child and the student goals of the preschool/pre-k curriculum. Call 540-347-5341 to schedule a meeting or conference. Please contact the teacher first to resolve issues, then the director.

## ***PROGRESS REPORTS***

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort.

A formal “report card” is not issued to the Preschool and Pre-K students. Progress reports are sent home twice yearly. As professionals, the staff realizes that each student will progress at varied rates.

## ***RETENTION/PROMOTION/PLACEMENT***

A major goal of the school is to assist children to complete each year satisfactorily. Retention is recommended only when it is deemed necessary and advantageous to the particular needs of the child.

- a. The final decision to promote or retain a child is based on the child's developmental performance and best interests, as determined by the principal/director.
- b. Parents will be kept informed about the inability of their child to progress satisfactorily.
- c. Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

The Director and teacher will confer with parents who are concerned about a student's progress and, if required, create a plan for placement. Parents might be directed to have Fauquier County Schools conduct an assessment and intervention. A private physician may be integrated into the child's plan. If a parent refuses to engage in recommended assessment tools the child may be asked to leave the program by the Director and /or Principal. If a child's behavior interferes with learning or safety in the educational setting, the parent will be asked to immediately remove the child from the program.

### **III. ADMINISTRATIVE PROCEDURES**

## ***ADMISSIONS***

### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

Children who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health and behavioral requirements are eligible for admission to the school.

### **ELIGIBILITY**

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, siblings may receive special consideration.

## **GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION**

There is no testing for preschool admission. However, readiness assessment may be utilized to determine the developmentally appropriate placement in the preschool program. The following list of documents/information is required:

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Progress reports (if available)
- e. Completed Diocesan Application Form (*Appendix J*)
- f. A non-refundable application fee
- g. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of immunization as required by the Code of Virginia
  - ii. Physical examination covering all required aspects as mandated on the MCH-213G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

## **GENERAL CONDITIONS OF ADMISSION**

A child is admitted to the school on the premise the child intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, a child may be admitted on a probationary basis subject to the child successfully completing one or more subsequent interim evaluations. A child with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

## **CLASS PLACEMENT**

The principal/director and faculty reserve the right to place a child in a class to ensure the best interests of the child.

To register a child, an application form is completed and a non-refundable registration and educational materials fee totaling \$175.00. per student is paid. An original birth certificate must be presented for identification verification. If attending the 2 1/2 year old program students must be that age by September 30<sup>th</sup> of the school year and “potty trained”. Preschool students must be “potty trained” and 3 years-old by September 30<sup>th</sup> and Pre-K students must be 4 years-old by September 30<sup>th</sup>.

**Tuition and extended day fees are paid through the FACTS Tuition Management Program.**

A Virginia School Entrance Physical, Immunization Certification Form, Diocese of Arlington Permission for Emergency Care Form, Pick-up Authorization Form and Handbook Agreement Form are required to be **completed before a child enters a program**. Immunizations may need to be updated once between the child's fourth and sixth birthdays. Additional paperwork required to complete the child's file is expected in August.

## ***ATTENDANCE***

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

Except in cases of emergency as determined by the principal/director and/or a staff member (as applicable or necessary), a child may only be released from school to another authorized adult with the prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.

### **ATTENDANCE/REPORTING PROCEDURES**

#### **ABSENCE**

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

#### **TARDINESS**

A student who is tardy should ring the bell, wait for staff to reply and go through Covid-19 protocol of entering the building.

Frequent cases of tardiness should be brought to the attention of the principal/director so that the parent may be contacted.

Preschool begins at 8:00 a.m. If you are arriving after that time, the child is considered tardy. The door to the preschool is locked at all times. Please ring the doorbell and personnel will assist you. **If your child is not participating in the “Preschool Extended Day” or “Lunch Bunch” program; Preschool ends at 11:30 a.m. Late fees are calculated at \$5.00 per each five minutes or portion thereof.**

## **MEDICAL EXCUSES**

Routine dental and medical appointments for students should be scheduled outside of school hours when possible. Appointments during school hours require a written note to the classroom teacher and an authorized adult to sign the child out of the classroom. In certain medical cases involving communicable disease a note allowing the student to return to school will be required. Contact the Preschool office for specific illnesses requiring doctor authorization for return.

## **ANTICIPATED ABSENCE**

Please inform the student’s teacher and office administration of a planned absence. Families are not monetarily reimbursed for vacations taken during the school year.

## **RELEASE OF CHILDREN**

A staff member will sign your child in or out at the Preschool entrance. Staff will note the individual picking up or dropping off. Never drop off a student in an unsupervised classroom. Students will only be released to an authorized adult. The school staff will only release students to adults presenting a picture I.D.

Authorized adults are the adults listed on the “Authorized Pick-up” sheet completed during registration. Any changes to this list must be given in writing to office personnel and teacher.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. All fees and tuition **MUST BE PAID** prior to the release of the child’s records.

Regardless of your FACTS payment plan, the school year is divided into trimesters. Sept, Oct, Nov; Dec, Jan Feb; Mar, Apr May. The administration requires a full 30 day notice of transfer and a full payment through the trimester. See tuition information section of this handbook.



## ***LUNCH/MILK PROGRAM***

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all children without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Currently, Preschool does not participate in the Elementary School lunch program. A parent provides lunch for “Preschool Lunch Bunch” and “Extended Day” preschool/pre-k participants. Children with food allergies are seated at a table where allergens are not present. Students wash hands before and after contact with food.

## ***ARRIVAL AND DISMISSAL***

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents. Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

Preschool Extended Day, before and after school, starts September 8, 2020 at 7:00 a.m. in the lower level 5 -Day classroom at the back of our building. Park and walk your early bird student to the lower level entry, complete Covid entrance requirements and depart.

**Arrival and Dismissal:** The formal school day begins at 8:00 a.m. and ends at 11:30 a.m. with the option of Preschool Extended Day before and after school.

**Option 1- Morning drop off-** This is a drive-through system using the front door of the Preschool building. We request parents enter via Winchester Street, make a sharp left just past the Parish offices, ***slowly proceed*** to the Preschool building forming a single line. Staff will direct the driver to form a ‘horseshoe’ in front of the building. At approximately 7:45 a.m. daily, a staff member will greet you at the front entrance of the Preschool building. A guardian or parent disembarks, unbuckles and hands off your willing student. Each child’s temperature will be taken before admittance, with a non-touch thermal thermometer. Any child who has a temperature of 100.4 or greater, cough or shortness of breath will not be allowed into the Preschool. A sign-in sheet and Covid questionnaire is completed by the parent and staff. After collecting 3-5 students, a staff member will shuttle them to the classrooms. **This service is available from 7:45-8:00 a.m.** Only students willing to ‘make the break’ from Mom and/or Dad can use this method of drop-off. Please keep your goodbye brief and no crying, Mom or Dad! Parking lot speed limit is 5MPH or less. Use Caution at all times.

**Option 2- Morning drop-off. If you choose to park and walk in your student,** please park your vehicle and remember all the parking lot safety rules: (1) NO child(ren) can be left in your vehicle unattended and (2) hold the hand of your child(ren) at all times. Escort child to front door and ring for

entry. Covid health procedures for admission will be followed. A staff member will escort your child to the classroom. It is imperative that your child is signed-in every school day and then sign out again at dismissal. This gives us a record of attendance, as well as a written record of pick-up. Make sure all adults, who have permission to bring or pick-up your child, know to perform this procedure. **An adult must escort a student to the door.** When arriving and departing, it is the parent's responsibility to ensure the safety of their child(ren).

**Regular Dismissal is at 11:30a.m.** This is a drive-through system the same as morning drop-off.

We request parents enter via Winchester Street, make a sharp left just past the Parish offices, *slowly proceed* in front of the Preschool building forming a single line. Staff will direct the driver to form a 'horseshoe' at the building. A staff member will escort your child to the car for you to seat and buckle him/her. Staff will initial the pick-up form and note the individual. A photo ID is required for anyone picking up students. Children will not be released to anyone not on the student's approved Pick – Up Authorization form.

Whenever St. John Elementary School (SJES) has an 'early dismissal' day **Preschool / Pre-K students dismiss at the front of the Preschool building at 11:50 a.m.**

When a child is picked up late, a charge will be incurred. Late fees are calculated at \$5.00 per each 5 minutes or any portion thereof.

**Arrival and dismissal time are not designed for impromptu parent / teacher conferences. If you need to confer about the child's behavior, or other issues, please call the Preschool Office to set up a convenient time for a private, meaningful exchange with the teacher.**

## IV. GENERAL SCHOOL POLICIES

### ***ADMINISTRATIVE***

#### **CHILD CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/director with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

## **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the educational records of a child contain information on more than one child, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, director, assistant principal, and those to whom they extend access within a given year.)

The school administration may elect to provide, at cost, photocopies of a child's educational records to parents, but documentation is to be stamped "unofficial."

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

## **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Assistance Team minutes

The following student records are to be retained for 7 years, or when the student reaches the age of 25, whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

## **SCHOOL VISITORS**

All persons other than school staff and currently registered children must first report to the school office immediately upon entering school grounds, sign in and wear an identification tag when visiting the school.

Virtus training must be current and Covid-19 protocol followed. Visitors will be limited this 2021 school year.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL/ DIRECTOR’S COMMUNICATION**

The Principal and Preschool Director meet often to discuss pertinent information. The Principal receives copies of monthly newsletters and calendars that are sent from the preschool office. All announcements and information must be presented to the Director for approval prior to distribution.

### **TAKE-HOME COMMUNICATION**

All materials prepared by parents for release to the parish or school community must be approved by the principal/director or his/her designee.

All materials prepared by parents for release to the parish or school community must be approved by the principal/director or his/her designee.

The Preschool office generates a monthly family newsletter containing important information of school wide events, early dismissals, and a monthly calendar/snack menu. In addition, each teacher writes a monthly newsletter informing parents of classroom activities and events. These documents will be sent via e-mail. There is one “communication folder” given to each student at the beginning of the school year. Please check this folder daily for creative work and time sensitive information. If the folder is lost the parent is expected to replace the folder in 24 hours.

### **TELEPHONE USE**

The Preschool telephone is available to parents in emergency situations. It is a business phone and should be kept available for school personnel and professional usage.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concern, the school will transition into on-line (eLearning) for the required duration and students will meet academic requirements.

If SJS has a **2-hour delay**, Preschool will open at **9:30am**. Please park in front lot, walk your child to the door for admission protocol.

St. John Preschool dismissal remains at 11:30 am with extended-day until 6:00 pm. The final decision on driving your child to school is in your hands. **Please always use your best judgment in determining what is safest for you and your child.**

In the event of an emergency early dismissal, the preschool teacher/ assistant and office personnel will call parents and notify them of what time to pick up their child/children. Tuition is not refunded for inclement weather days. Tuition is not refunded for family holidays.

## **PHOTOS AND OTHER MEDIA**

Parents may opt their children out of participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

## **LIBRARY**

All books chosen for classroom reading in Diocesan schools must be appropriate for students, not only in age level and reading ability, but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (*Appendix K*) and submit it to the school principal/director. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review. If a parent objects to a particular book or series of books he / she may write a note to the principal and librarian informing them that the student is not to check out the specific title noted. Precautions will be made to try to ensure that the student does not remove the book from the school library.

## **FIELD TRIPS**

**Due to the complexity of Virginia State Law regarding car seats, St. John Preschool will not be traveling off-site for field trips. We invite special visitors and community helpers into our program to enrich the students' preschool experience when possible.**

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A child must give to the sponsoring teacher a permission form signed by a child's parent(s) prior to a child participating in each activity (*Appendix R*).

In the event private automobiles/vehicles of children, parents or other authorized adults of at least 21 years of age are to be utilized to transport children on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist

insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/director for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/director shall have the right to prohibit, for any reason, a proposed driver from transporting children on a field trip.

Youth weighing less than 100 pounds may not be seated in the front seat.

Phone calls and texting are not permitted while driving.

Teachers and other school employees should not drive students in their personal vehicles.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, that it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

## **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the child. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/director for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal/director, the PTO officers should prepare a budget and submit it to the pastor and principal/director for approval.

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal/director.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the principal/director regarding advancement of the school’s mission and legislative issues concerning the school as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

**\*\*All parents are encouraged to participate in PTO meetings and events.**

## ***FUNDRAISING***

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, director). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, director).

## ***TRANSPORTATION/PARKING***

St John School does not provide bus transportation. Parents and guardians are to transport the child(ren) to school. **The speed limit in the school/parish parking lot is 5MPH, be cautious and aware of children at all times!**

**Adults do not text or make phone calls in carpool line.**

**Children are not left unattended in vehicles.**

# **V. FINANCES**

## ***SCHOOL TUITION POLICIES***

A family's tuition obligation continues even when the school shifts to an eLearning model. The education of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

Please contact the Preschool Director to discuss any tuition concerns.

## ***TUITION AND OTHER FEE SCHEDULES***

Tuition is an annual commitment. Prior to beginning at SJES or SJPS, a decision must be made to pay all tuition in full or determine a payment plan through the FACTS Management Program.

- If a family withdraws a student(s) for any reason after July 31, your tuition will be pro-rated on a trimester basis.

- Refunds are not approved for vacation days or inclement weather days.

- If the student(s) has begun attending the second trimester or the third trimester, you will be responsible for that full trimester's tuition.

In each of these cases, the balance will be due at the time of withdrawal unless payment plans are made with the finance office.

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## ***TUITION AND OTHER FEE SCHEDULES***

Saint John the Evangelist Catholic Preschool  
2020-2021 Tuition

### **CATEGORY I - Registered parishioners of Saint John Parish**

	<b><u>Yearly Tuition Rate</u></b>
5 days a week:	\$3975.00
4 days a week:	\$3660.00
3 days a week:	\$3100.00
2 days a week:	\$2675.00

### **CATEGORY II - Non-Catholic**

	<b><u>Yearly Tuition Rate</u></b>
5 days a week:	\$4975.00
4 days a week:	\$4660.00
3 days a week:	\$4100.00
2 days a week:	\$3675.00

### **Non-refundable for all students**

**Additional Fees** - \$175.00 Materials fee per child

Extended-Care is available Monday- Friday 7:00 a.m.-7:45 a.m. and 11:30am-6:00 pm for a separate fee of \$7.00 per hour. After 6:00 p.m. there is a late fee applied. \$5.00 / 5 minutes. It is mandatory each family sign-up for FACTS Tuition Management unless paying a single payment.

SJPS classes begin the Tuesday after Labor Day and concludes the Friday of Memorial Day week.

<h2><b>VI. CHILD RESPONSIBILITIES &amp; BEHAVIOR</b></h2>
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### ***CODE OF CONDUCT***

In all areas of learning, discipline must be considered in the development of children. The Code



of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and children work together to create a Catholic school environment. Based upon the Catholic moral values and loving respect for others taught by Jesus, children:

- a. will be truthful.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will respect all school and personal property.
- g. will play only in assigned playground areas with good sportsmanship and cooperation.
- h. will bring to school only appropriate show & tell items from home.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/director and staff is to work with the children and parents to assist the children in developing a strong Christian attitude toward life.

## ***DISCIPLINE***

Classroom rules are designed to protect persons and property and to promote pro-social behaviors, such as sharing and taking turns. If problems arise, the children in question will be reminded of acceptable behaviors and redirected to more positive activities.

### **USE OF DISCIPLINARY ACTION**

In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/director of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Children who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

### **SPECIFIC DISCIPLINARY POLICIES**

#### **SUSPENSION**

Suspension may be imposed as determined by the principal/director. Once the principal/director

suspends a child, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the child from returning to the regular program.

### **DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/director to dismiss a child at the close of the school year.

Children who are dismissed may apply for readmission to any Diocesan school after one full year.

### **EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

- a. a serious infraction of school rules occurs;
- b. the child has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the child's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/director believes it necessary to expel a child, the principal/director will notify the child and the child's parents about the child's actions and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within five working days from the time of written notification.

During the pendency of any appeal, the expelled child shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/director.

Children who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

## ***REGULATIONS AND PROCEDURES***

Privacy of individual children must be balanced against the need to protect the health, welfare and safety of other members of the school community. The principal/director or his/her designee has the right to protect the health, welfare and safety of school patrons by searching a child's person and/or personal property on school grounds or at school activities. Lockers and desks are school property and are subject to searches by school personnel.

## ***CARE OF SCHOOL PROPERTY***

Children are to care for school property in a respectful manner. Children who deface or damage school property or the property of others will make financial restitution.

## ***DRESS CODE***

The dress code provides a standard for our children that fosters an environment conducive to learning and respectful behavior.

### **2020-2021 PRESCHOOL UNIFORM DRESS CODE**

#### **GIRLS' UNIFORMS - Purchase from Flynn & O'Hara only**

1. Maroon and grey uniform jumper – Shorts or tights must be worn under uniform jumper
2. White peter pan collar blouse
3. Maroon drop-waist knit dress (optional) – Shorts or tights must be worn under dress
4. Maroon crew neck cardigan sweater with school shield (optional)
5. Maroon fleece with school shield (optional, may be worn with PE and school uniform in the classroom)

##### **Additional uniform requirements:**

6. White anklet or knee socks
7. Black sturdy mary-janes, saddle or dress shoes. No ballet slippers, heels, crocs, sandals, open toe, boots, booties, clogs (without backs) or wheelies.
8. White or Grey tights (optional in winter uniform season)

#### **BOYS' UNIFORMS- Purchase from Flynn & O'Hara only**

1. Grey pull on elastic waist uniform slacks
2. Grey pull on elastic waist uniform walking shorts
3. Maroon three button knit polo with school shield
4. Maroon sweater vest with school logo (optional)
5. Maroon fleece with school shield (optional, may be worn with PE and school uniform in the classroom)

##### **Additional uniform requirements:**

6. Black crew socks (no low cut socks or socks with logos or writing)
  7. Solid black sturdy dress or tie shoes with matching laces. No crocs or wheelies.
-

## **P.E. - 2020-2021 UNIFORM DRESS CODE**

### **GIRLS' AND BOYS' PE UNIFORM - Purchase from Lands' End Only**

1. Short sleeve grey t-shirt with school logo
2. Grey half zip sweatshirt with school shield (optional)

#### **Additional uniform requirements:**

3. Black mesh shorts
4. Black sweatpants (worn during winter uniform season)
5. Black or White ankle sport socks
6. Dark non-marking athletic shoes

All Preschool students will wear the gym uniform to school on their assigned PE day and remain in the uniform all day. During winter uniform season the sweatpants are required. Shorts may be worn under the sweatpants and may be removed for PE class only. The optional grey half zip sweatshirt or maroon fleece from the designated uniform companies may be worn in the classroom on the assigned PE days.

**\*\* St. John Preschool PE uniform will be required as spare clothes for the classroom should a change of clothes be needed during the day.**

Final decisions regarding the school uniform rest with the principal/director.

### **DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION**

(See above) Preschool and Pre-K students dress in PE uniform or St. John the Evangelist dress uniform. Girls wear shorts under their uniform dress for modesty. Shoes are non-slip soles and allow for play on the slides and swings. No sandals are allowed.

**DRESS UP or DRESS DOWN Days:** During the school year there will be specific days when the students dress-up or dress-down for various celebrations and activities. Appropriate, modest attire is required. No "midriff" shirts are allowed. All clothing should be properly fitting and age appropriate.

Insert our requirements

## ***PLAYGROUND REGULATIONS***

Preschool and Pre-K share our fenced-in playground with SJES. We are on the playground at our pre-assigned time. There is some preschool age appropriate equipment for the children to climb and swing. Teachers spread out on the playground and keep a watchful eye for safety at all times. As a safety precaution, the preschool students have limited access to some of the playground equipment.

During the fall trimester, weekly and/or monthly decisions will be made regarding the

playground equipment. We will have outdoor play but will not use equipment due to Covid-19 and current policy.  
(8/8/20)

## ***LUNCHROOM REGULATIONS***

Given the risk of potential harm, students' access to and use of microwave ovens is prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

St. John Preschool does not offer a "Hot Lunch" program at this time. The Preschool extended day staff serves a home provided lunch to participants in the classroom. All classroom/snack rules apply at lunchtime. No one is to share food. Due to the manufacturer peanut disclaimers printed on numerous crackers, breads and snacks, it is necessary to define our program as an "allergy safe environment". The entire staff has annual allergen training. The school nurse individually assesses each trainee for the proper injection technique of the epi-pen and the proper care of a student with an allergy.

## ***SHOW & TELL***

Children are allowed to bring toys from home for the purpose of Show and Tell only. Weapons (whether real or toys) of any kind are not appropriate Show and Tell items, and shall not be brought to school for any reason. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action which may include, but not be limited to, expulsion.

Each classroom has a "Show & Tell" policy that the teacher will share with the students and parents. **"Show & Tell" items should be related to the classroom lesson themes and have educational value.**

# **VII. HEALTH, SAFETY, & WELFARE**

## ***STUDENT HEALTH, SAFETY, & WELFARE***

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees, and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activity under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee, or volunteer.

Any clergy, employee, or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
- b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal/director who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter, may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian or other person standing in *loco parentis* or school personnel.”

## **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

## **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal/director, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of

transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

**A child must be fever free for 24 hours before returning to school.** It is imperative that a child with a fever not be given an analgesic and sent to school. This practice encourages the spread of disease and is unwise at any age.

## **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

## **SJES Health Plan Overview Covid-19 August 2020**

**Mission Statement** *Saint John the Evangelist Catholic School provides a Christ-centered atmosphere that recognizes the God-given gifts inherent within each child on the journey toward spiritual and academic excellence.*

**Philosophy of Learning** Saint John the Evangelist School integrates Catholic teachings and virtues throughout our school culture. We foster a challenging and inclusive academic program addressing the diverse needs of students. In partnership with families and the parish community, we encourage students to serve others while growing in the image of Christ.

**Introduction:** Saint John the Evangelist Catholic School will reopen schools five days a week beginning on Wednesday, August 26, 2020. Preschool begins after Labor Day, Tuesday September 8th. Through research and feedback from our school community as well as guidance and consultation from the Office of Catholic Schools, we are confident we can open our school safely and effectively. Additionally, our *Return to School Committee* has been meeting weekly since late June and we will continue to meet on a weekly basis as we prepare to welcome staff on Monday, August 17th and

students the following week. Saint John will comply with state and local public health directives in planning for reopening. Below is a summary of the approaches we will take.

**Please Note:** All school health policies and procedures may change based on guidelines provided to our school by the Fauquier County Health Department, the Virginia Department of Health, the CDC, the Diocese of Arlington, and the Governor of Virginia. As these changes occur, the school will do its best to communicate these changes to you. Please be aware that these changes could occur quickly and we ask for your patience and cooperation.

**Health and Safety:** Any scenario in which many people gather poses risk for COVID-19 transmission. The science states that children generally experience mild symptoms with COVID-19 and have not been found to contribute substantially to the spread of the virus. However, transmission from an individual with mild or no apparent symptoms does remain a risk. Fortunately, there are a number of actions our school can take to help lower the risk of COVID-19 exposure and spread during school.

SJES and SJPS will implement strategies to maintain a healthy environment, encourage behaviors that reduce the spread of COVID-19, maintain healthy operations, and prepare should someone get sick. These strategies include social distancing (6 feet when possible and a minimum of 4.5 feet) in all classroom to minimizing exposure; mandatory mask/face coverings for 4-8th grade students and adults working directly with children; protecting vulnerable populations; using effective cleaning and hygiene; monitoring for symptoms; handling suspected, presumptive or confirmed positive cases of COVID-19; monitoring water and ventilation systems; providing student and faculty social-emotional support and educating adults on coping and resilience; having protocols in place for visitors; reviewing all current health plans for accommodating students with special health care needs and updating their care plans as needed to decrease their risk for exposure to COVID-19; create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19, and have a plan in place to address requests for alternative learning arrangements.

A verbal staff screening questionnaire (temperature check and symptom check) is required daily before entering the building. Students will also receive temperature checks daily and parents/guardians will be required to answer a verbal student screening questionnaire daily before leaving the drop-off carpool line. More information regarding daily screenings will be provided prior to the start of the school year as we anticipate additional guidance from the Office of Catholic Schools.

All students and staff are required to wash their hands/use hand sanitizer upon entering school and before and after eating lunch. Staff will continue to provide opportunities for students to wash their hands throughout the day. The school nurse will provide hand hygiene and infection prevention education for all students and staff during the first week of school. Hand sanitizer dispensers and sinks



are available in all classrooms and touchless hand sanitizer will be added around the building in various locations.

At this time, masks/face coverings are mandatory for 4-8th grade students and faculty/staff when they are directly interacting with students. There may be situations where it is safe for students to remove their facial coverings based on physical distancing and ventilation. According to school reopening guidelines, K-3rd grade students are not required but strongly encouraged to wear a mask/face covering especially when transitioning, playing in close proximity to others, and when social distancing cannot occur. Preschool students are not required to wear face masks. Executive Order 63 requires individuals to wear face coverings (SJPS requires gloves) in all indoor spaces, which applies to parents dropping off/picking up and visitors, but does not apply to children or staff in childcare programs. Staff and children over the age of two are strongly encouraged to wear face coverings when feasible indoors.

An isolation room has been created in the Elementary and Preschool Buildings. If there is a suspected case of COVID-19, the individual will wear a face mask and be placed in the isolation room immediately. The school nurse and/or staff members providing care will wear appropriate PPE.

### ***Summarized Planning***

**General Training and Communication:** We will develop a communications strategy that includes: orientation and training for staff and students specific to new COVID-19 mitigation strategies; plans for communication with staff, parents, and students of new policies; plans for how to communicate an outbreak or positive cases detected at the school. Handbooks will be updated with new protocols and practices. The principal will continue to communicate weekly with our school community. In case of an emergency, the information from SJES will be sent out immediately through School Messenger to Elementary School parents and from Preschool parents via email. This information will be updated on our school website.

**Food Service/Handling:** SJES students will eat lunch in their classrooms at this time. Classes will have set locations for recess daily, and safe distancing will be used during recess. Recess will be outside weather permitting. SJES families are encouraged to send in bagged lunches for their children as much as possible. We will continue to offer bought lunches through Campus Cuisine and milk service; it will be dropped off in each classroom along with individual packaged meals from our local vendors. Preschool does not participate in Campus Cuisine or milk service. Currently, parents are to

provide a nutritious pre-packed snack and drink from home. Those staying for Extended Day will bring a packed lunch from home. This will help avoid cross contamination in the Preschool setting.

**Gatherings and Mass:** Mass will be held initially in Mercy Hall until the roof is fixed at the church. At this time, Middle School will attend mass on Fridays and K-5 will attend mass two grade levels at a time another day of the week since Mercy Hall can only seat 100 people under the current guidelines. We will adhere to CDC guidelines and social distancing will be in place. All students/staff will be required to wear a mask/face covering when attending mass until further notice. The Elementary school will return to Friday Mass in the church once construction is complete assuming it is still deemed safe to do so. 465 people are allowed to worship together under current CDC guidelines and we will maintain social distancing in the church. Signs/postage and other measures will be implemented for our school-wide return to Mass in order to minimize contact with parishioners and the public. Preschool will, initially, not be attending Mass at this time, but will re-evaluate in November. Chapel lessons are incorporated into the Preschool's weekly curriculum.

**Limited Hallway use:** Special teachers will go to the students' classes rather than students going to Specials' locations, this includes Preschool. The Middle School students will remain in their designated rooms, and Middle School teachers will travel to homerooms to teach their subject areas. Bathroom visits will be strictly monitored and capacity will be limited based on social distancing. In SJES, preventive measure signs for frequent hand washing, maintaining social distancing, staying home if ill, and symptoms of COVID-19 are posted in high traffic areas. Examples include: "Wash your Hands" posters (obtained from the CDC website) will be posted in all restrooms, "Stay Home if you are Sick" posters will be located in the faculty room. We will have markers every 6 feet throughout our hallways to remind students of safe distancing. We will also have signage and directional arrows.

**Classrooms:** After an analysis of the Elementary School building capacity was completed, it was determined that classes smaller than 20 students will be capped at this number. Due to the current DSS guidelines Preschool classes are capped at 10 students per class. All grades will maintain at least 4.5 feet of distance between student desks and six feet if it is possible to do so due to very small class sizes. Classes with large homerooms have been relocated around the school to an area with additional square footage to maximize distance. Common-use facilities in SJES- the cafeteria (for eating), playground, and Gaga Pit are closed at this time. Field and pavilion usage for SJES and SJPS is permitted at this time. This will be reevaluated bi-weekly. Should the Playground, Gaga Pit, cafeteria for eating lunch re-open, social distancing will be enforced to the greatest extent possible by staff.

**Daily Start and Finish Times, and Daily Schedules:** SJES regular morning drop off begins at 7:30 a.m. in morning care. Arrivals after 7:40 a.m. will report directly to their homerooms. Once students get to their desk, they will be called by name/number to proceed to their hooks/lockers for social distancing. Specials teachers and morning care staff will assist with daily checks and morning drop-off

protocols. Procedures will include student temperature checks and verbal parent questionnaires before leaving the carpool line. SJPS morning drop off will begin at 7:45am until 8:00am. Preschool staff members will assist with daily checks, protocols and procedures.

SJES dismissal will begin as usual at 2:55 p.m. and end at approximately 3:15-3:20 p.m. Designated faculty will continue to monitor the hallway and parking lot for dismissal. Additional staff will help ensure that students do not gather in close proximity in the hallways on the way to their vehicles. We will continue to use our placard system for SJES and SJPS. Limited changes are needed here as we will continue to dismiss families by name. SJPS dismissal will start at 11:30am until 11:45am in front of the Preschool building.

Elementary students will stay in their homeroom most of the day and Preschool classes in their designated rooms, with the exception of PE classes and recess. Recess will be held outside, weather permitting. Specials teachers will move from classroom to classroom as well as to the Preschool building. Mental health breaks outside will occur. A formal schedule will be implemented for social distancing.

**Social and Emotional Learning (SEL):** We will attend first and foremost to the social/emotional needs of students and will focus on building community within our school and classrooms. Administration, front office staff, and our school nurse will be available to meet any individual needs that arise.

**Teaching and Learning:** In order to address possible instruction concerns due to COVID 19, SJES will implement the following plan: Each teacher will provide pre-assessment tools at the beginning of the school year and use this information to plan their instruction; based on the results of the pre-assessments, we will review and reteach any objectives not met in the previous year. Faculty will continue to use and refer to diocesan curriculum monitoring sheets and we will use informal assessments such as daily warm-ups, partner-share, exit tickets, etc.

***Traditional Face to Face Instruction*** SJES and SJPS will continue to follow the latest CDC guidelines to ensure student safety while we are learning in person. We will also follow advice and guidelines from the VDOE and the Catholic Diocese of Arlington.

At SJES, since sharing items and devices is discouraged at this time and parent feedback was very favorable, our Return to School Committee has decided to implement the 1 to 1 device model for our 5-8th grade students. Parents will pay an annual fee for the Chromebook and they will have the option to pay off the device in full after completing 8th grade/leaving SJE or return the device to the school to be reused. Go Guardian online security software will be implemented to protect and monitor our students online. Mrs. Karhoff continues to work on the language and procedures for

this initiative. Our fifth- eighth grade parents will continue to receive detailed information on this in the next few weeks.

***SJES Home Instruction (if necessary)***- Families interested in exploring at home instruction for the 2020-2021 school year are asked to contact Mr. Macdonald directly. Please understand that there will not be dedicated one-on-one instruction for remote learners. However, the school will provide computer equipment to students who do not have access at home should the home option be necessary. Should the need for eLearning present itself, classroom teachers will communicate via Google Classroom and other approved online platforms to enhance learning.

Our Return to School Committee is currently (August 2020) researching and exploring diocesan policy and verbiage regarding live streaming and recorded/pre-recorded lessons for SJES at home students. Although we recognize the benefit of this detailed level of instruction, we must also acknowledge possible online security issues, staff privacy, and parent consent regarding students/staff being observed live or pre-recorded by video. A finalized decision in this area (coined Possible SJES Home Accommodations) and the implementation or cancellation of fall Clubs/Sports will be made by the end of next week after our next Return to School Committee meeting.

\*If the school were to close entirely due to phase restrictions we would continue remote learning online through Google Classroom and Google Meet. The transition will occur momentarily on a day's notice. Should this occur, instruction will look much better across all grade levels. Live lessons, video chats, and possible pre-recorded lessons will be implemented school-wide.

**Grading and Assessment:** SJES will continue to implement the following school and diocesan assessments. SJES will continue to utilize the same standardized assessments as directed by the Office of Catholic Schools. Ongoing formative and summative assessments will continue to be provided to students on-site and possibly virtually if necessary. We will balance assessments with activities that promote excitement for learning. Students will be assessed in all subject areas, including specials and electives, and in all developmental categories whether students are back in the building or participating in distance learning. As evidenced in the Spring, teachers will be flexible and reasonable if we are required to go back into full e-learning for any reason. In all regards, we will be teaching and evaluating students in all subject areas and standards.

**Extended Day:** Extended day will follow the Childcare/Preschool guidelines issued by the Department of Social Services found here: <https://www.dss.virginia.gov/cc/covid-19.html>

- Morning Care at the Elementary building will occur from 6:30 a.m. until 7:40 a.m.
- Preschool Morning Care begins at 7:00am until 8:00am
- Elementary Extended Day will start from 3:20 p.m. until 6:00 p.m.
- Preschool Extended Day starts at 11:30 a.m. until 6:00
- Elementary Morning Care will be housed in the gym and possibly outside on the blacktop. Extended Day will have limited locations available for use and social distancing measures will be implemented. Preschool care is in the Preschool building.
- Students' mingling will be limited. Students will be grouped by grade level.
  - Group 1: PS -Pre-K
  - Group 2: K-2
  - Group 3: 3-5
  - Group 4: 6-8

#### **Tuition Refund Policy Reminder (Per SJES Handbook)**

**Tuition is an annual commitment. Prior to beginning at SJES/SJPS, a decision must be made to pay all tuition in full or determine a payment plan through the FACTS Management Program.**

**If a family has committed to attend SJES/SJPS and then withdraws after Friday, July 24th, you will be responsible for the full trimester's tuition. The first trimester ends on Tuesday, November 24th.**

**• If the student has begun attending the second or third trimester, you will be responsible for that full trimester's tuition as well.**

**In each of these cases, the balance will be due at the time of withdrawal unless payment plans are made with the finance office.**

**All school health policies and procedures may change based on guidelines provided to our school by the Fauquier County Health Department, the Virginia Department of Health, the CDC, the governor of Virginia, and the Diocese of Arlington. As these changes occur, the school will do its best to communicate these changes to you. Please be aware that these changes could occur quickly and we ask for your patience and cooperation.**

**Mr. Macdonald/Return to School  
Committee August 2020**

## MEDICATION ADMINISTRATION OVERVIEW

All school clinic, administrators, and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage, and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal/director or trained designee. No student is to carry/possess medications without appropriate medical authorization. No medication will be

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administered unless the school has received a signed copy of the Medication Authorization Form (Appendix F-6). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency life-saving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

### **SPECIALIZED STUDENT CARE NEEDS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/director/administration and identify, in writing, the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures, or behavior at school.

### **TOILETING/INCONTINENCE**

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

Parents will always be contacted in incidents of soiling.

The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age appropriate protocols for the student population.

### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without an order form from a LHCP, the parent will be called to take the student home.

## **USE OF MICROWAVE OVEN**

For preschool, given the risk of potential harm, students' access and use of microwave ovens is prohibited.

## **LIFE THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

All schools must provide an annual in-service, educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform the principal/director and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus drivers, and janitorial staff.

## ***CONTROL OF COMMUNICABLE DISEASES***

### **DISEASE**

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance the protection of students:

- a. No daycare/preschool student may attend class without documentary proof of adequate



immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G).

- i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form (Appendix F-18), which will be retained in the student health record.
- ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

Confidentiality and respect for all students are maintained. A doctor's note may be required after lice infestation and other contagious diseases.

## ***BLOODBORNE DISEASE***

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected

with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

## ***FIRE/EMERGENCY DRILLS***

Saint John Preschool conducts an emergency evacuation drill regularly with the staff and children. Emergency evacuation procedures are posted in each room. The Fire Marshall inspects the facility and emergency procedures yearly. Each staff member is familiar with these procedures. Tornado, earthquake and intruder drills are also practiced.

## ***SEXUAL HARASSMENT - STUDENTS***

Sexuality affects all aspects of the person including, in a general way, the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavor to provide for their students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to, and including, expulsion.

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually

graphic materials via any media source which is not necessary for school purposes.

## ***BULLYING***

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal/director, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal/director for further investigation.

In cases of reported bullying, the principal/director or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal/director may also report incidents of bullying to law enforcement, if appropriate.

## ***HAZING***

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation. Hazing is prohibited. School personnel will not tolerate any hazing on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

In cases of reported hazing, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting hazing may be subject to appropriate consequences.

- a. Consequences for students who engage in hazing shall depend on the results of the investigation and may include:
  - i. Counseling
  - ii. A parent conference
  - iii. Detention
  - iv. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION (SAMPLE LETTER)**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contains some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every \_\_\_\_\_ years, \_\_\_\_\_ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The \_\_\_\_\_ School Asbestos Management Plan has several on-going requirements.

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. \_\_\_\_\_, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school must install video surveillance cameras in order to maintain a safe and secure environment.

- a. At the discretion of the principal/director or his/her designee, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed appropriate to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention, and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

Recordings for instructional purposes must be retained no less than one year.

## **VIII. CHILDREN WITH SPECIAL NEEDS**

The Office of Catholic Schools recognizes the beauty and potential inherent within each child. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve children with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a child who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is a condition for negating enrollment in the school. A child may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a child has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Support Plan (SAP) should be maintained in the child's confidential file. Children who have a documented disability, but do not

qualify for services through the local public school, may be eligible for accommodations through a Student Support Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Children with disabilities are expected to follow the school's policies and honor code.

## **IX. PROGRAM INFORMATION**

### ***LICENSING INFORMATION***

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office

3701 Pender Drive, Suite 125

Fairfax, VA 22030  
(703) 934-1505

Verona Licensing Office  
Post Office Box 350  
Verona, Virginia 24482-0350  
(540) 248-9345

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church Street, S.W., Ste. 100  
Roanoke, VA 24011-1779  
(540) 857-7920

Abingdon Licensing Office  
190 Patton Street  
Abingdon, VA 24210  
(540) 676-5490

Northern Virginia Regional Office  
320 Hospital Drive, Suite #23  
Warrenton, VA 22186  
(540) 347-6345

Central Regional Offices  
1604 Santa Rosa Road, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginia Beach, VA 23452-5496  
(757) 491-3990

## ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

## ***OVER-THE-COUNTER SKIN PRODUCTS***

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked, but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen, if supervised.



When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

## ***INSURANCE***

The program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

## ***TAX INFORMATION***

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the school will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

Saint John Preschool conducts an emergency evacuation drill regularly with the staff and children. Emergency evacuation procedures are posted in each room. The Fire Marshall inspects the facility and emergency procedures yearly. Each staff member is familiar with these procedures. Tornado, earthquake and intruder drills are also practiced.

## ***PARENTAL INVOLVEMENT***

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

## ***LEARNING THROUGH PLAY***

Play is the most developmentally appropriate and productive avenue for young children's learning. Play has all the characteristics of a complete educational process. It secures concentration for a great length of time. It develops initiative, imagination and interest. There is complete emotional involvement. Play is inherently individual and has no pre-determined expectations. There can be no "failure" in play. Each child is free to succeed at self-chosen tasks, and this success leads to feelings of competence, self-worth and the willingness to try new things.

Young children are learning all the time and it is the preschool personnel's responsibility to guide them in the learning process. Learning takes place when children can question, explore, share information and ideas and try new activities. This Parent Guide is an outline of our religious and educational goals for young children.

## ***WHAT DID YOU DO IN PRESCHOOL TODAY?***

It is natural for parents to wonder what their children are learning in preschool. Children often answer the question, “What did you do in preschool today?” by saying, “I just played.” While children are playing, they are learning. Play is the most important way children learn about themselves and their world.

While each preschool day has time for teacher directed and structured activities, play experiences will provide many learning opportunities that will serve as a foundation for more academic learning later. Young children learn through actions and through exploration in the environment. Though preschool children can be taught to memorize information such as alphabet letters and sight words, this information will not be meaningful if simply learned through rote drill. For a child to fully understand a concept, the information must be meaningful in the context of the child’s experiences and development. When learning is relevant to the young child, not only is comprehension improved, but motivation to learn is also increased.

### ***WHAT CHILDREN LEARN FROM CENTER ACTIVITIES***

Learning centers in classrooms foster the development of the whole child and provide opportunities for children to play and learn. Centers combine hands-on experiences for children with opportunities to feel successful and to enjoy their first school adventure.

#### **ART CENTER AND EASEL**

Children are offered both open-ended and theme-related art projects. Through art activities children learn to:

- a. Make choices
- b. Follow directions
- c. Use their imaginations
- d. Explore different textures and media
- e. Use fine motor and visual perception skills
- f. Plan and carry out a task
- g. Share information and ideas through their drawings

#### **BLOCK CENTER**

Blocks, the hard wood units that come in proportional sizes and shapes, are one of the most valuable learning materials in the classroom. When children build with blocks, they learn to:

- a. Develop and coordinate small and large muscles
- b. Engage in cooperative play and work
- c. Classify and sort objects by size, shape, and function
- d. Understand symmetry, patterns, and balance
- e. Use props and accessories to further stimulate creative play
- f. Develop a sense of personal accomplishment

#### **COMPUTER CENTER**

In order to provide developmentally appropriate technology skills, children are given computer opportunities on a rotating basis. Our preschool technology program provides a complete early

learning software collection for children ages 3 – 7. Children may choose from a menu of software selections and work at their own pace. Computer use in a preschool setting promotes:

- a. Social development
- b. Turn taking and sharing
- c. Peer tutoring
- d. Individual learning styles

#### **DRAMATIC PLAY**

Young children have rich and fertile imaginations and dramatic play encourages children to express themselves in their own ways. Participating in dramatic play allows children to:

- a. Use their imaginations
- b. Play adult roles
- c. Develop abstract thinking abilities
- d. Imitate behaviors
- e. Share, take turns and cooperate
- f. Use and expand their language skills

#### **LIBRARY AND LISTENING CENTER**

When children are read to regularly and encouraged to look through books on their own, listen to story tapes and make up their own stories, they develop the motivation and skills to read and write. Books help children to:

- a. Expand their imaginations and creativity
- b. Become familiar with the importance of print as a means of communication
- c. Retell a story by reading the pictures
- d. Expand their vocabularies
- e. Gain information, acquire knowledge and learn about social responsibilities
- f. Develop an appreciation of reading

#### **MANIPULATIVES/TABLE ACTIVITIES**

Manipulatives provide children with a wide variety of challenging opportunities to learn new skills. They offer children a quiet activity they can do alone, with a friend or with a teacher. Use of manipulatives encourages:

- a. Self-control
- b. Perseverance
- c. Visual discrimination skills
- d. Logical thinking
- e. Emergent math skills, such as counting, sequencing and classifying
- f. Problem solving by trial and error with a varied assortment of materials

#### **MEDIA/SENSORY TABLE**

The Media/Sensory Table extends classroom activities. Through the use of selected materials and props, children learn to:

- a. Explore different materials
- b. Make discoveries about the physical properties of materials
- c. Share materials

### **OUTDOOR PLAY**

Outdoor Play is an extension of the classroom that satisfies physical needs for large muscle activities and also develops a sense of wonder about things that take place in nature and the beauty of God's creation. Outdoor Play promotes:

Development of large muscle skills

- a. Upper and lower body strength
- b. Balance and coordination
- c. Spatial awareness
- d. Persistence and endurance

**Personnel Qualifications** The minimum qualifications of professional competency for professional educational personnel, as detailed in OCS Policy #502, of the early childhood programs must hold a BA/BS degree and/or a Child Development Associate (CDA) certificate as defined by the local county/city requirements. Prior experience in early childhood education is encouraged.

All current teachers at St. John the Evangelist Catholic Preschool hold a BA or BFA and two teachers hold a MS. All teaching assistants are likewise qualified for their positions.

**Personnel Health Requirements** In order to protect both students and employees from contact with tuberculosis, all school personnel must be screened for tuberculosis risk and found negative of communicable tuberculosis, as detailed in OCS Policy #403.

In addition, school employees must be certified annually by a practicing physician to be free from any disability which would prevent them from caring for children.

**Physical Facility** St. John the Evangelist Catholic Preschool is located at 279 Winchester Street, Warrenton, VA 20186. The preschool operates under the auspices of St. John the Evangelist Church to nurture the spiritual, academic, and physical well-being of each child as a child of God under the direction of the director, principal, and pastor of St. John the Evangelist Church.

The preschool structure consists of four classrooms, each with a double stall, handicap accessible bathroom. Each classroom also has a set of storage cubbies for students, a storage closet and cabinets for teachers. The foyer and reception areas allow entry and welcome the families of students. The remainder of the building houses supplies and offices for teachers and is off-limits to students.

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

## X. APPENDICES

BUILDING DATA	
CODE	2012 VIRGINIA CONSTRUCTION CODE 2009 ICC/ANSI A117.1
USE GROUP	E&S
TYPE OF CONSTRUCTION	II-B
GROSS SQUARE FOOTAGE:	
EXIST. LOWER LEVEL SHOP - UNCHANGED	1,276 SF
EXIST. MAIN LEVEL CONVENT/OFFICES - REMODELED	1,288 SF
NEW LOWER LEVEL - CLASSROOMS	2,545 SF
NEW MAIN LEVEL - CLASSROOMS	2,570 SF
TOTAL =	7,679 SF
BUILDING HEIGHT	13'-1" TO RIDGE
OCCUPANT LOAD:	
CLASSROOMS	25/CLASSROOM
TOTAL =	100
OFFICES	7
FINISHED CONCRETE SLAB ELEVATION	620.90 FEET ABOVE SEA LEVEL

# Certificate of Occupancy

## Town of Warrenton, Virginia

Building Code Edition: 2012 VCC Building Permit #: 2794-2017

Address: 271 Winchester St.- Addition to Existing Pre-School

PIN #: 6984-36-7135 Construction Type: 3B

Fire Suppression Required: No Fire Suppression Provided: No

Use Group & Occupant Load: E & B 25 per Classroom (100) /Offices 7

Special Conditions / Modifications: \_\_\_\_\_

Zoning Official:  Date: July 20, 2018

Building Official:  Date: July 20, 2018



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/9/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Waldorf Insurance  
24 W Carver St, 1st Floor  
Huntington NY 11743

CONTACT  
NAME:  
PHONE (A/C, No, Ext): 631-423-9500 FAX (A/C, No): 631-424-3610  
E-MAIL  
ADDRESS: denise@wrs1928.com

INSURED  
Diocese of Arlington  
Catholic Diocese of Arlington - Chancery Office  
200 N. Glebe Road  
Arlington VA 22203

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Certain Underwriters at Lloyds, London - AA1122000	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER: 1989766323

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR TR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		20W1978	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		20W1978	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		20XS111	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Sexual Misconduct Liab		20W1978	7/1/2020	7/1/2021	Limit: \$1,000,000 / Occ \$2,000,000 / Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Catholic Diocese of Arlington provides this coverage to all preschools and extended day care operations within the diocese. This coverage applies to all employees, religious brothers and sisters, and volunteers assisting with these operations and scheduled activities under any of the diocesan schools or preschools.

## CERTIFICATE HOLDER

Commonwealth of Virginia  
Department of Social Services  
801 E. Main Street  
Richmond VA 23219

## CANCELLATION 30

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*[Signature]*

ACORD 25 (2016/03)

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**PRESCHOOL HANDBOOK AGREEMENT FORM**  
**St. John the Evangelist 2020-2021**

**PARENT/GUARDIAN**

I have received a current copy of the Parent/Child Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies contained therein, and will require my child(ren) to comply with the policies which apply to children.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or the Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

(Parent Signature)\_\_\_\_\_

(Printed Name)\_\_\_\_\_

(Date)\_\_\_\_\_

## Additional School Information

### Diocesan Forms

Permission for Emergency Care Form (*Appendix F-1*)  
Confidential Health History Update (*Appendix F-1A*)  
Virginia School Entrance Health Form (*Appendix F-2*)  
Virginia School Entrance Health Form Instructions (*Appendix F-2A*)  
Inhaler Authorization Form (*Appendix F-3*)  
Asthma Action Plan (*Appendix F-3A*)  
EpiPen/Twinject Authorization Form (*Appendix F-4*)  
Allergy Action Plan (*Appendix F-4A*)  
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)  
Diabetes Medical Management Plan (*Appendix F-5A*)  
Medication Authorization Form (*Appendix F-6*)  
Diocesan Student Accident Report (*Appendix F-7*)  
Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)  
Insurance Billing Form (*Appendix F-7B*)  
Certificate of Religious Exemption CRE-1 (*Appendix F-18*)  
Seizure Action Plan (*Appendix F-20*)  
Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)  
Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)  
Use of Personal Vehicle (*Appendix R-1*)  
Preschool Handbook Agreement Form (*Appendix AG-3*)

**ST. JOHN THE EVANGELIST PRESCHOOL**  
**Pick up**  
**Authorization**

I (Parents Name)\_\_\_\_\_hereby grant permission for  
\_\_\_\_\_to be transported to and from the  
preschool by the person/persons listed below.

Please include names of all carpool drivers and any neighbors or relatives who are  
authorized to pick up your child from school.

Name:

Phone number :


Names of people not **legally** authorized to pick up your child:


Parent's Signature: \_\_\_\_\_

Date \_\_\_\_\_

**\*THE STAFF WILL REQUIRE A PICTURE ID FROM ALL INDIVIDUALS.**

**279 WINCHESTER STREET, WARRENTON, VA 20186 (540) 347-5341**