

# LITTLE SAINTS HANDBOOK

## Dress Code

- Boys must wear khaki or navy shorts or pants (elastic waist only) with a white, dark green, yellow, or navy polo-type shirt.
- Girls must wear khaki or navy skirts, jumpers, skorts, shorts, or pants (elastic waist only) with a white, dark green, yellow, or navy polo-type shirt. Girls may wear white, black, or navy ankle length tights or leggings. Girls are asked to wear shorts under their dresses at school.
- White, tan, navy, or black socks must be worn and visible every day. Socks purchased from the Saints Shop are acceptable.
- Sneakers must have Velcro straps (no light ups or laces). The majority of the upper shoe must be of a conservative color such as white, gray, blue, green, brown, tan, or black. The dominant color **may not** be bright colors such as pink, red, purple, orange, neon, etc. Boots and Toms are not permitted.
- Any item of outerwear may be worn to school, but any sweaters or coats entering the classroom must be of uniform color or purchased from Dennis Uniform.
- Boys' haircuts must be above the eyebrow, off the middle of the ears, and off the shirt collar. No extreme haircuts or color are allowed.
- One seasonally appropriate change of clothes should be kept at school at all times. This includes a shirt, bottoms, underwear/pull-ups, and socks. **(Please label all items of clothing.)**

## Arrival and Dismissal

- The school day begins promptly at 8:10 a.m. and ends at 3:10 p.m. Please make sure your child is at school and ready to begin class at 8:10 each day to ensure adequate instruction time. Please check in at the office if you are tardy.
- Early care and after care are available beginning at 7:00 a.m. each day and ending at 6:00 p.m. each afternoon.
- All Little Saints are to be dropped off and picked up in carline by a designated adult with the carline tag provided at registration.

## Briarcare

- Early care is provided beginning at 7:00 each morning at no extra charge.
- Briarcare is offered at an additional charge from 3:10 to 6:00 each afternoon.
- Please refer to the elementary webpage for Briarcare registration.

## **Lunch/Snack**

- Each child should bring a sippy cup to school each day. Snacks are provided by the school.
- All food should be in one divided rectangular container inside a lunchbox. All lunch items should be unwrapped and placed in the container for easy lunch set up. **(Label Everything)**
- Please do not send lunch that requires heating.
- Your child may purchase white milk, chocolate milk, or water.
- Lunch money may be added to your student's account online. Lunch menus are posted online.
- We will not send home leftover lunch items.

## **Nap**

- The Department of Education (DOE) requires a rest time for all 2-year-old children. Our Little Saints' rest time will begin at approximately 12:30 p.m. Students will rest until 2:00. While students are not required to sleep, they must be able to remain quietly on their nap mats and rest during this time.
- Each student should have one blanket and one large crib sheet. Blankets and sheets will be sent home each week to be washed.
- One "lovie" may come to school and will be given at nap time only. Please make sure it emits no sound or light and easily fits in the school bag. Please label your child's "lovie".
- Pillows, pacifiers, bottles, and toys are not be permitted at school.

## **Potty/Diapering**

- We have scheduled potty breaks throughout the day and will work with your child as he/she transitions from pull-ups to underwear. Students should remain in diapers or pull-ups until they are accident free for five consecutive days.
- We ask that you send pull-ups with side attaching tabs if your child uses pull ups.
- If your child requires any type of ointment, please hand deliver to the classroom teacher.

## **Medications**

- Only the school nurse will dispense medications to your child at school.
- Please refer to the medical policy in the Briarcrest handbook.

## **Birthdays**

You may send a snack and napkins to celebrate your child's birthday at school. We ask that you send any snacks when you drop off your child in the morning. Birthday snacks will be given for morning snack. We will provide water in their sippy cups. Please send treats that are in small, individual servings (i.e. donut holes, cookies, brownies, etc.) **We ask that you not send cupcakes or items with frosting. No treat bags, please.**

## **Room Parties**

We will have holiday parties throughout the year with signup sheets posted for volunteers to bring items. Room moms/dads will help coordinate these events.

## **Tote Bags and Folders**

Each child is required to have a green Briarcrest tote bag which may be purchased on registration day. This bag may be monogrammed with the child's name. An "information folder" will be sent home with your child in the green BCS bag. **(Please check daily and take out everything from the folder.)**

## **Personal Items**

Please do not send pillows, bottles, pacifiers, or toys to school. Students may bring one "lovie" for naptime.

## **Parent Teacher Communication**

- If you need to contact the teacher during the school day, please e-mail your teacher. In the event of an emergency, please call the school office at (901)765-4613. We will get back with you as soon as possible. You may also leave a note in your student's take home folder.
- Arrival and dismissal are busy times and we appreciate you allowing us to focus on your child's safety. If you need to speak to your child's teacher, please schedule a time to meet with her.
- Please communicate any academic or behavioral information about your child directly to your child's teacher and not an assistant.
- Weekly units and classroom information will be posted on your classroom teacher's webpage. Please make sure to check this webpage each weekend for information about the upcoming week.

## **Discipline**

Our early childhood discipline plan includes a system of rules, positive reinforcement, redirection, and consequences.

## **Biting**

In the event a biting incident occurs, the following steps will be taken:

- **First incident:** The student will be separated from the other students in the classroom for a few minutes. (This is a form of time-out to reinforce the seriousness of the biting behavior.) After an adequate amount of time to evaluate the incident which occurred, the student will return to class. Parents will be notified of the incident.
- **Second incident:** The parents will be notified, and the student will be sent home for the remainder of the school day. The child may return the following school day.
- **Third incident:** Student's parents will be notified, and the child will be sent home. At this time, the school principal, school counselor, the child's teacher, and school administrators will review the student's contract. The child who has a history of biting incidents may be released from the school contract pending evaluation of the circumstances.