

# Sacred Heart School Early Learning Program

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**Parent Handbook  
2024-2025**

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## Welcome

*“What greater work is there than training the  
mind and forming the habits of the young?”  
St. John Chrysostom*

Dear Parents and Students,

Welcome to Sacred Heart School Early Learning Program! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,  
Mr. David Burroughs  
Principal

### **Mission Statement of Sacred Heart School**

Sacred Heart School is a Catholic community which provides an excellent academic education in an environment of faith and virtue for families of Sacred Heart Parish and the surrounding community.

### **Vision Statement of Sacred Heart School**

Sacred Heart School builds an active partnership between school, parish, and family. Sacred Heart School graduates leaders who are exceptionally well prepared to meet the challenges of college preparatory education with a commitment to Catholic service to others.

## **Admissions & Enrollment**

### **Acceptance Policy**

As openings become available, the following priorities will be used to accept students to Sacred Heart School: 1. Siblings of current students 2. Members of Sacred Heart Parish 3. Members of other parishes 4. Non-Catholic students

### **Age Requirements**

Children entering Pre-Kindergarten must be four (4) years of age by August 31st. Children entering Kindergarten must be five (5) years of age by August 31st.

### **Admissions Requirements**

Students seeking admission to pre-kindergarten must be potty trained before the first day of school.

All new students (Pre-K-8) seeking admission to Sacred Heart School are required to submit prior to admission: Verification of active parish affiliation/stewardship (if applicable), Health and Immunization Records, Copy of Birth Certificate, Copy Baptismal Certificate (Catholic applicants only), Copy of IEP or

Neuropsychological Evaluation (if applicable).

**Please note that students enrolled in SMPS's pre-kindergarten program are not guaranteed a spot in the following year's kindergarten class.**

## Notice of Nondiscrimination Policy Regarding Students

Sacred Heart School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

### Schedule and Tuition

All new families must pay a non-refundable \$250 registration fee.

Option	Days and Times	Tuition
A	Mon-Fri 8:30 a.m. - 12:00 p.m.	\$7,750/year
B	Mon-Fri 8:30 a.m. - 3:10 p.m.	\$14,675/year

### Parenting Plan

According to archdiocesan policy, in the case of legally separated or divorced parents, a copy of a current parenting plan must be submitted to Sacred Heart School to be included in their child(ren)'s files. Parents are responsible for informing Sacred Heart School of any changes in the parenting plan and the issuance of court orders restricting parental or third party access to their child/ren.

### Class Size

For Pre-K, there is a maximum group size of 16 with a ration of 1:8.

### Arrival and Departure

All children must be dropped off and picked up by a parent or legal guardian. Prompt arrival and pick-up is important. Please try to bring your child to school on time, so he/she may take full advantage of the entire early learning program. If you are unable to pick up your child within 15 minutes of the scheduled dismissal time, you will be charged a late pick-up fee of \$10/quarter hour. All children must be signed in and out daily on the form provided by the teacher/aide.

## After School Care

After school care is offered to our Pre-K students through our Extended School Services (ESS) program. After school care is available until 5:00 p.m. (and typically until 3:00 p.m. on half days). Registration is required for the program. For registration information, please email ESS Director Amy Davis at [adavis@sacredheart.org](mailto:adavis@sacredheart.org). Registration packets are available on our website [ESS Page](#).

## Curriculum Philosophy

Students will participate daily in activities that are designed to foster their understanding of and skill in reading, writing, speaking, religion, mathematics, and creative play. Each week students will be encouraged to grow in self-expression, curiosity, and wonder through art, music, science, and social studies. Students will join the rest of the school at regular school Masses, approximately three times per month.

As part of a Catholic school, Sacred Heart School's Early Learning Center is committed to the idea that parents are the first and primary teachers of their children. We encourage and expect education to be a partnership between the parents, teachers, and the child. Important learning takes place both at school and home, inside and outside of the classroom.

Early childhood education is intended to support a student's desire and capacity to learn. It should foster their natural instinct to be curious about the world. It should prepare them for success in primary education with the foundational skills for reading, writing, speaking and math. Finally, early childhood education should support students in the growth of their character; helping them to be good and do good.

## Sample Daily Schedule-Sacred Heart School Early Learning Program

Welcome	8:20 - 8:45 a.m.
Morning Circle	8:45 - 9:15 a.m.
Free Choice	9:15 - 9:50 a.m.
Clean Up	9:50 - 9:55 a.m.
Outdoor Play/Recess	9:55 - 10:15 a.m.
Snack	10:20 - 10:40 a.m.
Academics	10:40 - 11:30 a.m.
Closing Circle	11:15 - 11:30 a.m.
Lunch & Outdoor Play/Recess	11:35 - 12:25 p.m.
Quiet Time/Rest	12:30 - 1:10 p.m.

Outdoor Play/Recess/Snack	1:15 - 1:40 p.m.
Specialists	1:45 - 2:15 p.m.
Centers	2:15 – 2:45 p.m.
Closing Circle/Story Time	2:45 - 3:00 p.m.
Pack Up/Line Up	3:00 - 3:10 p.m.

### School Calendar

The [Sacred Heart School calendar](https://school.sacredheart.org/) is posted on our school website <https://school.sacredheart.org/> and kept up to date.

### School Closures

Emergency Early Closure Procedures: In the event the school needs to close early due to inclement weather or some other kind of emergency, notification will be sent out via the school’s emergency alert system and posted to the school’s website. School staff will attempt to contact any parents who have not shown up to pick up their child at the specified time of closure. Please make sure to keep your emergency contact information up to date.

### Parental Involvement

Parents are always welcome to observe in our classroom and are encouraged to participate in their child’s birthday celebration (or half-birthday for summer birthdays). These visits may take place virtually through Microsoft Teams.

Family members interested in volunteering in the classroom and/or with students, must complete a Virtus “Safe Environment” class as required by the Archdiocese of Seattle. For more information about Virtus requirements, visit [this page](#). To sign up for a Virtus class, you will need to make a Virtus account here: [https://www.virtusonline.org/virtus/reg\\_0.cfm?theme=0](https://www.virtusonline.org/virtus/reg_0.cfm?theme=0)

All full-time pre-kindergarten families are required to participate in one or more pre-kindergarten service jobs. The jobs will be described to parents and a sign-up opportunity provided in the spring.

### Parent Communication

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Sacred Heart School Early Learning Center. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a weekly classroom newsletter. Important information such as weekly school wide updates, yearly and monthly calendars, school and parish flyers, CYO forms, and other materials will be sent via email to every family every Friday in *From the Heart*. To be well-

informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.

### **Illness**

Please do not send your child to school if he/she has cold or flu symptoms, such as fever, vomiting, diarrhea, or a cough. When children come to school with these conditions, other students are exposed. If a child comes to school with symptoms, we will call you to come and pick up your child. If your child is sent home due to illness, he/she cannot return to school until he/she has been symptom-free for 24 hours. This allows ample time to recover and stops the spread of illness to other children.

No medication can be administered by school personnel without the written permission of the prescribing physician or dentist. This includes all medication whether prescription or over the counter drugs. Medications are kept out of the reach of children.

### **Medication Policy**

1. Medication is accepted only in its **original container**, labeled with the child's **full name**.
2. Medication is **not** accepted if it is **expired**.
3. Medication is given **only** with prior **written** consent of a child's parent/ guardian. This consent on the medication authorization form includes **all of the following**:
  - Child's name
  - Name of the medication
  - Reason for the medication
  - Dosage
  - Method of administration
  - Frequency (**cannot** be given "as needed"; consent must specify *time* at which and/or *symptoms* for which medication should be given)
  - Duration (start and stop dates)
  - Special storage requirements
  - Any possible side effects (from package insert or pharmacist's written information), *and*
  - Any special instructions

The "Medication Authorization form" is available in the main office or from the Pre-Kindergarten teachers, and will be included in the registration packet.

### **Parent /Guardian Consent for Over- the Counter Medication**

1. A parent/guardian may provide the sole consent for a medication (without the consent of a healthcare provider), **if and only if** the medication meets all of the following criteria:
2. The medication is over-the-counter and is one of the following:



- Antihistamine
- Non-aspirin fever reducer/pain reliever
- Non-narcotic cough suppressant
- Decongestant
- Ointment or lotion intended specifically to relieve itching or dry skin
- Sunscreen for children over 6 months of age;
- Hand sanitizers for children over 12 months of age **and**
- The medication has instructions and dosage recommendations for the child’s age and weight; **and**
- The medication duration, dosage, amount, and frequency specified on consent form is consistent with label directions and does not exceed label recommendations.
- Written consent for medications covers only the course of illness or specific “time limited” episode.
- Written consent for sunscreen is valid for up to 12 months.

### **Health Care Provider Consent**

1. The written consent of a health care provider with prescriptive authority is required for prescription medications and all over-the-counter medications that do not meet the above criteria (including vitamins, iron, supplements, oral rehydration solutions, fluoride, herbal remedies, and teething gels and tablets).

2. Medication is added to a child’s food or liquid only with the **written consent of the health care provider**. A licensed health care provider’s consent is accepted in one of 3 ways:

- The provider’s name is on the original pharmacist’s label (along with the child’s name, name of the medication, dosage, frequency [cannot be given “as needed”], duration, and expiration date); *or*
- The provider signs a note or prescription that includes the information required on the pharmacist’s label; *or*
- The provider signs a completed medication authorization form.

*Parent/guardian instructions are required to be consistent with any prescription or instructions from a health care provider.*

### **Medication Storage**

1. Medication is stored in the main school office or medication box in Pre-Kindergarten classroom, and is:

- Inaccessible to children
- Separate from staff medication
- Protected from sources of contamination
- Away from heat, light, and sources of moisture
- At temperature specified on the label (i.e., at room temperature or refrigerated)
- So that internal (oral) and external (topical) medications are separated

- Separate from food
  - In a sanitary and orderly manner
2. Rescue medication (e.g., EpiPen® or inhaler) is stored in the medication box in the main office and the Pre-Kindergarten rooms.
  3. Controlled substances (e.g., ADHD medication) are stored in a locked container in the main office. Controlled substances are counted and tracked with a medication record form.
  4. Medications no longer being used are promptly returned to parents/guardians, discarded in trash inaccessible to children, or in accordance with current hazardous waste recommendations. (Medications are not disposed of in the sink or toilet.) [www.takebackyourmeds.org](http://www.takebackyourmeds.org)
  5. Staff medication is stored in the main office or the Pre-Kindergarten rooms out of reach of children. Staff medication is clearly labeled as such.

### **Immunizations**

To protect all children and staff, each child in our center has a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form or a copy of both sides of that form is required. (Other forms/printouts are not accepted in place of the CIS form.) The CIS form is returned to parent/guardian when the child leaves the program. The CIS form can be found here in multiple languages:

<http://www.doh.wa.gov/YouandYourFamily/Immunization/FormsandPublications/Forms>

Immunization records are reviewed quarterly by the Director until the child is fully immunized.

Children are required to have the following immunizations:

DTaP (Diphtheria, Tetanus, Pertussis)

IPV (Polio)

MMR (Measles, Mumps, Rubella)

Hepatitis B

HIB (Haemophilus influenzae type b) *until age 5*

Varicella (Chicken Pox) or Health Care Provider verification of disease

PCV (Pneumococcal bacteria) *until age 5*

We have a written policy stating we **do not** accept children into our child care program who are exempted from immunization, **unless it is due to** a health condition protected by the ADA or WLAD and we have a completed COE signed by a licensed medical professional on file. (WAC 110-300-0210 (8))

The child's health care provider must sign the COE form for a medical exemption.

A current list of exempted children is maintained at all times.

Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

*Current immunization information and schedules are available at: <http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>*

### **Medical Emergencies**

At the beginning of each school year, or when a child joins Sacred Heart School Early Learning Program, parents are asked to submit a child's medical record. All parents of children with medical conditions need to contact their child's pediatrician to complete and return information to the school. From this information the school keeps its emergency care plans. Emergency care plans and medication forms must be updated annually. If medication/emergency care plans change, parents are asked to inform the school immediately and in writing.

### **Procedure for Minor Injuries/ Illness and Medical Emergencies**

Parents must provide written consent for the school to seek and approve medical care in an emergency situation, a court order waiving the right of informed consent, or alternate plans for emergency medical or surgical care if the parent cannot be reached. This information is included on the Medical Information and Authorization form signed by the parent and stored in the child's file.

1. Child is assessed and appropriate supplies are obtained.
2. If further information is needed, staff trained in first aid will refer to the First Aid Guide located in every first aid kit.
3. First aid is administered. Non-porous gloves (nitrile, vinyl or latex) are used if blood is present. If injury/medical emergency is life-threatening, one staff person stays with the injured/ill child and administers appropriate first aid, while another staff person calls 911. If only one staff member is present, the person assesses breathing and circulation, administers CPR for one minute if necessary, and then calls 911.
4. Staff call parent/guardian or designated emergency contact if necessary. For major injuries/medical emergencies, a staff person stays with the injured/ill child until a parent/guardian or emergency contact arrives, including during transport to a hospital.
5. Staff record the injury/medical emergency on an "Injury/Incident Report" form.

The report includes:

- Date, time, place and cause of the injury/medical emergency (if known)
- Treatment provided
- Name(s) of staff providing treatment, and
- Persons contacted

A copy is given to the parent/guardian the same day and a copy is placed in the child's file.

For major injuries/medical emergencies, parent/guardian signs for receipt of the report and a copy is sent to the licenser.

6. The child care licenser is called immediately for serious injuries/incidents which require medical attention.

7. An injury is also recorded on the Injury Log. The entry will include the child's name, staff involved, and a brief description of the incident. We maintain confidentiality of this location.

### **First Aid**

At least one staff person with current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid is present with each group or classroom **at all times**. Training includes: instruction, demonstration of skills, and test or assessment. Documentation of staff training is kept in personnel files.

Our first aid kits are inaccessible to children and located in each emergency backpack, in each classroom.

First aid kits are stored in an emergency backpack.

#### **Each of our first aid kits contains all of the following items:**

First aid guide Sterile gauze pads (different sizes) Small scissors Adhesive tape Band-Aids (different sizes) Roller bandages (gauze)	Large triangular bandage Gloves (nitrile, vinyl, or latex) Tweezers for surface splinters CPR mouth barrier
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### **Discipline Policy**

In addition to teaching academic subjects such as math, science, reading, and religion, Sacred Heart School's Early Learning Center has as one of its main objectives the formation of each student's character. In partnership with parents, or teachers and administration strive to help all our students to be good and do good. All discipline has the aim of providing students with the opportunity to learn from their mistakes, experience forgiveness, and grow towards more positive behavior.

Parents will be informed by the teacher of any serious or repeated negative behaviors. Serious negative behaviors include those that injure other people, cause significant damage to the property of other students or the school, or significantly disrupt the learning environment. Depending upon the circumstances, the school counselor, dean of students, or another administrator will intervene as needed.

## **Corporal Punishment**

The use of corporal punishment in any form is prohibited at Sacred Heart Early Learning Center.

## **Restraint**

Physical restraint is only used if it has been determined necessary for the safety of students and staff. Families will be notified by the end of the day if restraint has been used, and the incident will be documented in the students' file and in the accident report book in the director's office. Physical restraint is sometimes part of a student's individualized care plan based on their mental and/or physical health care providers treatment recommendations. Physical restraint is limited to holding a child as gently as possible to prevent injury to others. It is done for as little time as possible for the safety of others. No ties, seats, buckles, blankets etc. are used to restraint. If a child is unwilling to walk, staff may pick them up and take them to a quiet and safe place.

## **Expulsion**

Expulsion is an extremely serious matter. If program staff are unable to reduce or eliminate a serious safety concern through intervention, students who engage in repeated serious violations of school rules, commit a very serious breach of school rules and/or state or local law, or who pose a threat to themselves or to others may be expelled from Sacred Heart School Early Learning Program. Students who have been expelled will not be allowed to return to the school for any classes or school sponsored activity, and the expulsion will be reported to the Department of Children, Youth, and Families as required by WAC 110-300-0340.

Due Process Procedure for Expulsion:

1. Parents/guardians will be notified before a student is sent home. A written copy of the reason for the expulsion will be provided to the student's parents/guardians.
2. Parents/guardians and students have the right to request a hearing from the pastor/designee.
3. Parents/guardians and students requesting a hearing must do so by putting their request in writing to the school within three (3) school days following expulsion. If the school does not receive such a written request within three (3) school days, the parents/guardians and students are deemed to have waived a hearing and the disciplinary actions take effect.
4. Once the school administration has received the written request for a hearing, it is held within five (5) school days of such a request.
5. The school administration has the right to exclude the student from all school activities during this time before the hearing.

## **School-Home Relationship**

At Sacred Heart School, we believe that education is a partnership between home and school. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior significantly interferes with the teaching and/or learning process of our students or the operation of the school, Sacred Heart School Early Learning Program may require parents to withdraw their children and sever the relationship with the school.

## **Preschool Readiness**

Because children develop at different rates, it is difficult to identify the exact skills necessary to start preschool. The following guidelines may help determine if your child is ready for group learning in a preschool setting:

- **Potty Trained** - All children entering Pre-Kindergarten should be potty trained and completely independent in using the bathroom. Teachers are not able to assist your child with wiping. This is a skill that must be practiced at home so that they are ready to assist themselves independently at school. It is not uncommon at this age that children have an occasional accident, but children should be able to independently change clothes in the event of a potty accident.
- **Independence** – Your child should be able to play games or do projects with other kids for a short period of time (5 to 10 minutes) without needing repeated redirection from an adult. Children should be able to feed themselves, use the toilet independently, choose a learning center, and be independent enough to participate in activities for a short period of time.
- **Expressive** – Your child should be able to express him or herself to an unfamiliar adult in an understandable way, including expressing feelings and needs.
- **Concentration** – Your child should be able to concentrate on an activity (such as a book being read aloud) for 10 to 20 minutes. Children should be able to follow directions and focus on tasks without getting overly distracted.
- **Emotional Readiness** – While some degree of nervousness is to be expected, your child should be able to say goodbye to a parent or caregiver without too much anxiety. Children are emotionally ready when they are eager to go to school and want to make friends.
- **Stamina** – Your child should be taking no more than one afternoon nap during the day to demonstrate physical and mental stamina for preschool. Children who are used to following routines and being actively engaged throughout the day adjust well to the preschool setting.

## **Kindergarten Transition**

At the end of your child's year in Pre-Kindergarten, the staff will work with parents to decide if their child is ready to transition into the next year. At times, certain students may benefit from an additional year in their current class before transitioning on to the next class. This is a decision made with parents, Pre-Kindergarten staff and administration over the course of multiple discussions in the spring.

## **Disaster Plan**

Our Disaster Plan is located in the school's front office for review. We conduct monthly fire drills and quarterly disaster drills including lock downs and earthquakes.

## **Health and Staff Policies**

Our Health Policy and Staff Policy handbooks are located in the Pre-Kindergarten classrooms for review and will also be reviewed with Staff at pre-service orientation and throughout the school year at professional development meetings.

### **Uniforms/Clothing**

All students should wear the regular school uniforms shirts. They may wear any school-appropriate bottoms, including the school uniform pants, shorts, skirts, or jumpers. Children should dress comfortably, simply, and suitable for the weather and preschool play. We paint, use markers, play with playdough and explore outside! We go outside rain or shine so always send a coat with your child to school. Please make sure it has a **hood** on rainy days! Label any clothing your child may remove at school (coats, sweaters, etc.).

As children gain independence in the bathroom it is easier for them when they don't have tricky belt buckles or hard snaps to figure out. Dress them so they can use the bathroom without assistance.

A change of clothing should always be in your child's backpack in case of a spill or accident. These can be embarrassing for children and having their own change of clothing (including underwear) helps the change go unnoticed. The extra clothing should be placed in a large plastic bag marked with your child's name. Soiled clothing is placed back in a plastic bag in the child's backpack.

We ask each student to bring a pair of rubber rain boots to leave at school for the duration of the school year. We go outside rain or shine!

### **Supplies**

- All students should bring a backpack to school each day.
- All students should have an extra change of clothes.
- A pair of rubber boots for outdoor play are helpful.
- Spoons and forks should be sent along with your child's lunch each day. The school does not provide these.
- Lunch boxes with perishable food must include an ice pack.

## Meals and Snacks

The program requires that parents provide all snacks. Lunch may be purchased through our hot lunch program, offered by Delectable BBQ & Catering, or provided by parents. Lunch and snacks must meet the nutritional requirements outlined below as required by state law. All food should be sent to school prepared (i.e., not needing to be assembled at school) and should not require heating. Food that you plan to have served warm should be sent to school in a thermos.

**WAC 110-300-0180 - 0197 requires that all meals must meet the requirements outlined in the table below:**

Requirement	Lunch	Snack (at least 2 of the 4 components listed)
A fruit or vegetable or one hundred percent fruit or vegetable juice		X
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable). Juice must be one hundred percent fruit or vegetable	X	
A dairy product (such as milk, cheese, yogurt, or cottage cheese)	X	X
A grain product (such as bread, cereal, rice cake or bagel)	X	X
Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)	X	X
A liquid to drink- can be water or one of the required components such as milk, fruit or vegetable juice.	X	X

## Birthday and Holiday Celebrations

Student birthdays are celebrated by inviting parents and other guests to the classroom to read a special story for the student and other classroom traditions. We do not distribute food or other treats to the class for birthdays.

Classroom parties for specific holidays are announced well in advance. Parents are invited to participate in the party as volunteers and/or by bringing food treats to the class from a list provided by the teacher. All treats provided must be purchased from a store and from the designated list in order to comply with state regulations and to ensure the comfort and safety of any students with food allergies.



## **Food Allergies and Nuts**

Our policy regarding managing food allergies is class dependent. For example, if we have a student with nut allergies, the Pre-Kindergarten classroom becomes nut free for the year. If not, we operate without restrictions.

Parents will be informed how we will proceed each year before the first day of school. Parents must communicate clearly with the teachers about known food allergies.

## **Religious and Cultural Activities**

At Sacred Heart Early Learning Center we embrace our Catholic identity and are committed to fostering an inclusive and welcoming environment for all children and families. We honor and respect the diverse religious and cultural backgrounds of our children and families. We create a space where children can learn about their own faith and cultural traditions and engage in open dialogue, fostering understanding and tolerance of different beliefs. We actively seek to understand and appreciate the cultural backgrounds, traditions, and practices of the children and families we serve. By incorporating culturally relevant materials, experiences, and perspectives into our curriculum, we aim to create an inclusive and enriching learning environment that reflects the diversity of our community. Students will learn about holidays, including Catholic religious holidays throughout the school year. Communication will be shared with parents at the start of the school year regarding holiday celebrations in the classroom.

## **Transportation and Field Trips**

Sacred Heart's Pre-Kindergarten program may only take occasional walking field trips or trips by carpool with approved parent drivers and permission slips completed. Any field trip activities have educational value for the students and must not exceed two hours per day for any individual child.

In the event of a field trip, written parent or guardian authorization to transport the parent or guardian's child. The written authorization must be:

- A specific event, date, and anticipated travel time;
- A specific type of trip (for example, transporting to and from school, or transporting to and from a field trip); or
- A full range of trips a child may take while in the early learning provider's care.
- Written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.

### **During travel to an off-site activity, an early learning staff must:**

- (a) Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;
- (b) Have a phone to call for emergency help;

- (c) Have a complete first-aid kit;
- (d) Maintain the staff-to-child ratio, mixed groupings, and active supervision requirements;
- (e) Have a current first-aid and CPR certification pursuant to WAC **110-300-0106**(11);
- (f) Take attendance using a roll call or other method that assures all children are accounted for each time children begin and end travel to an off-site activity, and every time children enter and exit a vehicle; and
- (g) Never leave children unattended in the vehicle.

**When an early learning provider supplies the vehicle to transport children in care or if parents carpool to an off-site activity, the program and provider must:**

- (a) Follow chapter **46.61** RCW, Rules of the road, and other applicable laws regarding child restraints and car seats;
- (b) Assure that the number of passengers does not exceed the seating capacity of the vehicle;
- (c) Maintain the vehicle in good repair and safe operating condition;
- (d) Maintain the vehicle temperature at a comfortable level to children;
- (e) Assure the vehicle has a current license and registration as required by Washington state transportation laws;
- (f) Assure the vehicle has emergency reflective triangles or other devices to alert other drivers of an emergency;
- (g) Assure the driver has a valid driver's license for the type of vehicle being driven and a safe driving record for at least the last five years;
- (h) Prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and
- (i) Have a current insurance policy that covers the driver, the vehicle, and all occupants.

### **Going on Walks**

Teachers are allowed to take the young children on walks, provided they contact the office letting them know where they are going, as well as when they plan to leave and return. The class must stay on the school/church campus and teachers must be able to see the students at all times. Each teacher will take with them the emergency backpack, containing a sealed bottle of water, a first aid kit, emergency cards, and a checklist of all students in attendance that day.

### **Staff Safety Compliance**

All of our staff have a current background check on file, have completed Basic STARS training, are CPR and First Aid trained, and are compliant with HIV/ Bloodborne Pathogen containment practices.

## **Mandatory Reporting Law**

We follow the state reporting laws regarding Child Abuse and Neglect. If there is “reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made to the proper law enforcement agency or to the department as provided in RCW 26.44.030”.

## **COVID-19 Policies & Procedures**

Our updated Covid-19 policies and procedures are available on our school website at: <https://school.sacredheart.org/about-shs/coronavirus>

## **Use of Student Information and Pictures**

The school reserves the right to use student pictures (or video) in publications and on the school’s website. Student names will not be published with pictures or video. A parent who does not wish his/her child’s picture used must notify the principal in writing prior to the beginning of the school year.

## **Prohibition of Drug Use**

- 1 Using, consuming, or being under the influence of alcohol, tobacco, cannabis or illegal drugs on licensed space is prohibited at all times.
2. Adults will not smoke or vape while in the presence of children, staff or parents.
3. There will be no smoking or vaping of any substance on site or in outdoor areas within 25 feet of an entrance, exit, operable window, or vent in the building. This policy is in use at all times, regardless of whether or not children are on the premises. (Rationale: residual toxins from smoking can trigger asthma and allergies when children do use the space).
4. Family members or staff who smoke or vape, must do so away from the school property, and out of sight of parents and children. They should make every attempt to not smell of smoke when they return to the classroom. Wearing a smoking jacket that is not brought into the building is helpful.

## **Student Records**

Each child's enrollment record must include the following:

- (a) The child's birth date;
- (b) An enrolled child's parent or guardian's phone numbers, address, and contact information for reaching the family while the child is in care;
- (c) Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted;

- (d) Names and phone numbers of persons authorized to pick up enrolled children;
- (e) A plan for special or individual needs of the child, if applicable, including parent or guardian signature, pursuant to WAC 110-300-0300;
- (f) Signed parent or guardian permissions, pursuant to WAC 110-300-0450 as applicable for:
  - (i) Field trips and walking field trips;
  - (ii) Transportation; if applicable for a field trip
  - (iii) Photo, video, or surveillance activity.
- (g) The beginning and end enrollment date for children no longer in the early learning program's care;
- (h) Physical restraint documentation pursuant to WAC 110-300-0335, if applicable;
- (i) Expulsion information, documentation, and steps taken to avoid expulsion, if applicable;
- (j) Termination of services documentation and communication, if applicable; and
- (k) Notification of child developmental screening information given to the child's parent or guardian, if applicable.

### **Educational Records**

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

It is the responsibility of the parent or legal guardian to provide correct information to the school office and to inform the school if any change to emergency contact information in a timely manner.

### **Transfer of Student Records**

If a parent is registering a child in another school, Sacred Heart School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

### **Types of Records**

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Saint Michael Parish School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office and also in the Emergency Backpack in each classroom. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Sacred Heart Early Learning Center to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

4. A school official is a person employed by Sacred Heart School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Sacred Heart School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to file a complaint with the US Department of Education concerning alleged failures by Sacred Heart School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

## **Parents and Guardians**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced or Separated Parents**

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially

responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

### **Children with Specific Needs**

Our center is committed to meeting the needs of all children. This includes children with special health care needs such as asthma, allergies, children with emotional or behavior issues, or chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit.

- Confidentiality is assured with all families and staff in our program.
- According to WAC110-300-0300, we are required to notify our licenser when a child with special health care needs is enrolled or identified in our program. We maintain confidentiality when reporting this by not revealing names or diagnoses.
- All families will be treated with dignity and with respect for their individual needs and/or differences.
- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
- Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, we may consult with our public health nurse consultant and other agencies/organizations, as needed.
- An individual plan of care is developed for each child with a special health care need. The plan of care is kept in the child's file and includes information and instructions for:
  - Daily care
  - Potential emergency situations
  - Evacuation and care during and after a disaster
  - For a complete list of on what is required to be included in an individual plan of care, please reference [WAC110-300-0300](#).
- Completed plans are requested from health care provider annually or more often if there is a change in the child's special needs.
- Children with special needs are not present without an individual plan of care on site.
- All staff receives general training on working with children with special needs. Any staff that is involved in the care of a child with special needs receives updated training, as needed, around implementing the child's care plan. Verification that staff has been trained is kept in the child's file.
- Teachers, cooks, and other staff will be oriented to any special needs or diet restrictions by the Director.

### **Liability Insurance and additional Program Policies**

Our Liability Insurance and additional Program Policies are located in the Saint Michael Parish School office for review. You may contact the front office to review these documents if needed.

## **Inspection reports and Notices of enforcement actions**

Our inspection reports and notices of enforcement actions are located in the Sacred Heart School office for review. You may contact the front office to review these documents if needed.

### **Weapons**

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal or Director determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

### **Violence at Sacred Heart Early Childhood Center**

A. Violence of any type committed by or against employees, or anyone volunteering or attending events at the school, is prohibited at all times. Employees, volunteers, parents, or students are prohibited from making threats, threatening conduct, or any other acts of aggression or violence.

The following list of behaviors, while not all-inclusive, provides examples of prohibited conduct:

- a. Causing physical injury to another person;
- b. Making threatening remarks;
- c. Aggressive or hostile behavior;
- d. Damaging school property or property owned by another employee;
- e. Possessing a weapon in the course of conducting business or while on school property;
- and
- f. Threatening comments regarding violent behavior, even if made in a joking manner.



B. Any employee witnessing or hearing of any potentially dangerous situation is required to notify the Director or school administrator immediately, who is to respond to the immediate situation and subsequently contact the Office of Human Resources or Office for Catholic Schools for investigation. A police report may be made if the employee has been threatened. When a threat, threatening conduct, act of aggression, or violence is admitted or established after appropriate investigation, an employee will be subject to disciplinary action up to and including termination.

C. Any employee taking out a restraining or protective order is required to notify his/her supervisor as well as the archdiocesan Office of Human Resources or Office for Catholic Schools as soon as possible.

**Family Acknowledgement Page**

*One form per family*

Our family has read and reviewed the Sacred Heart School Early Learning Program Parent Handbook found on the school's website.

We agree to support and abide by the policies contained therein.

Family Last Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Please return the completed form to the front office or sign the form digitally by September 5, 2024.**