

little cardinals

OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL MOTHER'S DAY OUT (2-YEAR-OLDS) HANDBOOK

Please note that all applicable policies and procedures described in the Student/Parent Handbook apply to Mother's Day Out students and parents. This handbook is intended to provide additional guidance specifically for Mother's Day Out families. For the purposes of this handbook, the term Little Cardinals refers to Mother's Day Out students (2-year-olds).

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MISSION STATEMENT

In a nurturing Christ-centered environment, Our Lady of the Lake Roman Catholic School provides a strong moral and academic foundation for all students to achieve excellence in their education, confidence in their efforts and responsibility for their actions as they face the challenges of the ever-changing world.

OUR VISION

In pursuit of excellence in all facets of education, Our Lady of the Lake Roman Catholic School...

- Motivates students to live as part of a Catholic faith community by addressing the needs of society and fostering the love of life, family, and country.
- Differentiates instruction by employing varied teaching strategies aimed at meeting the specific needs of each learner.
- Commits itself to concerned leadership, caring teachers, parental involvement and cooperative endeavors with society in light of the Gospel values of our Catholic faith.
- Educates the whole person by promoting the spiritual, intellectual, emotional, social and physical development of each student in a nurturing, Christ-centered environment.
- Motivates students to live morally and appreciate the plurality of cultures and creeds serving God as part of a Catholic faith community.
- Promotes higher order thinking skills, problem solving strategies, and the latest technological advancements that lead to excellence in all of the student's educational endeavors.
- Strives to create an environment of excellence in which administration, faculty, staff, and students, work together to achieve their maximum potential.
- Challenges all individuals to develop a true sense of self-esteem founded in a solid Catholic curriculum.
- Educates its students to become productive young adults responsible for their own actions.
- Incorporates the Archdiocese of New Orleans' Catholic Identity Standards in all aspects of the learning process.

Our Lady of the Lake School is accredited through Cognia as part of the Archdiocese of New Orleans. The school implements a systematic process for improvement. The mission and vision are reviewed annually by all stakeholders to ensure that they remain current.

ABUSE AND NEGLECT

Any suspected abuse and/or neglect of a child must be reported to the Louisiana Department of Children and Family Services toll free number 855-452-5437.

ADMISSIONS

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at its schools. They do not discriminate on the basis of race, color, national or ethnic origin or disability in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Information used with applications will not be used for any unlawful discriminatory purpose.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX. This policy applies to all schools that are under Catholic Archdiocesan auspices.

Our Lady of the Lake does not discriminate against otherwise qualified candidates with disabilities if, with reasonable accommodations, they can meet the academic rigor of our program.

The OLL Little Cardinals Mother's Day Out program is open to children who are 2 years old before September 30th of the year of enrollment.

****Please refer to the Our Lady of the Lake Roman Catholic School Parent/Student Handbook for additional admissions information and policies.**

CUSTODY POLICY:

It is the responsibility of the custodial parent to furnish Our Lady of the Lake Roman Catholic School with a copy of the custody section of the divorce decree. This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This also applies to guardianship.

SUPPLY FEE:

The supply fee is \$145.00 and includes supplies, a school bag, and a lunch box. All students will be receiving a new lunch box container. The school bag for Mother's Day Out is blue. The school bag should be washed in cold water and line dried.

WITHDRAWAL POLICY:

1. Notify the school office of withdrawal date.
2. Complete the appropriate Withdrawal Form.
3. Return any applicable school materials
4. Settle all debt (tuition, etc.).

SCHOOL TERM AND SCHOOL HOURS

The school term is from August until May. We follow the same schedule as Our Lady of the Lake Roman Catholic School; however, our school hours are 9:00 AM to 1:00 PM.

DAILY PROGRAM

A schedule of the day's plan of activities will be posted in each classroom.

COMMUNICATION:

Children should bring their Little Cardinals school bag each day with all necessary supplies (lunch, diapers, etc.) Please check your child's bag each day for a Mother's Day Out report!

LUNCH & SNACK:

Students must bring lunch each day. Lunches must come to school in the lunch box containers provided by the school. Please do not send candy, squeezable yogurts, puddings, and/or fruit pouches. No lunches will be cooked or heated by school personnel. Milk is provided for each student.

The school will provide a snack for the students each day

SHOW AND TELL:

You will be given a Show and Tell schedule of themes. Please put your child's name on all items brought to school. Toys should not be brought to school on a daily basis; however, books or any other items of educational value are always welcome.

CARLINE

Everyone is required to wait in carpool line. Never let the children out before the teachers come for them (including siblings). Morning carpool line begins at 8:45 AM and ends at 9:00 AM. If you arrive after 9:00 AM, please bring your child to the side door and knock. Children will be brought to the cars at dismissal time, which begins at 12:45 PM and ends at 1:15 PM. The carpool line moves most efficiently when parents remain in their cars and display boldly printed name signs.

If your child is to be part of a carpool on a regular or irregular basis, all approved drivers who are not the

parents of an individual student must be listed on that student's PowerSchool Contacts. If a student is to be picked up from school by someone other than the approved drivers listed on his/her PowerSchool Contacts, the parent of that student must submit a note (with date and signature) prior to the occurrence. Emails will not be accepted. No student will be allowed to ride in any car without the appropriate approved note. We may request identification.

CARLINE DIRECTIONS:

Travel south on Wilkinson Street toward Lake Pontchartrain. (REFRAIN FROM USING LAFAYETTE OR COFFEE STREETS.) Parents should turn left onto Jefferson Street and proceed past Carroll Street. Continue on Jefferson St., and turn right on the gravel drive before the tan house (Canisius Hall/Buggy House). Make a U-turn to the back of the Buggy House.

DISCIPLINE

Discipline is designed to promote self-direction, self-control, understanding of choices and consequences, and respect for others. This is accomplished in a Christ-centered environment through consistency and fairness. Each teacher will establish her own classroom rules with appropriate consequences. We cannot allow a child to remain in school if a lack of self-control makes the child dangerous to him/herself or others or if the child displays behavior that administration deems inappropriate for this facility.

HEALTH AND MEDICAL POLICY

In addition to adhering to the policies in the Parent/Student Handbook, please contact your child's teacher's classroom to report your child's absence before 9:00 AM.

INJURIES:

In the event of an injury, the student will see the school nurse for necessary first aid. Parents will be notified of any serious injury.

UNIFORM GUIDELINES

All uniforms must be purchased from School Time in Mandeville.

Mother's Day Out – Girls and Boys:

- Red Little Cardinals t-shirt purchased from School Time must be worn.
- Any pants or shorts with an elastic waist may be worn.
- Socks: White socks should be worn.
- Shoes: A sports shoe (Velcro only) with an athletic, non-scuff sole must be worn.
- Outer Wear: Jackets or coats may be worn during winter months. Outer wear may not be worn inside. Inappropriate writing or pictures are not allowed.

PARENT/TEACHER CONFERENCES:

Conferences may be scheduled with the teacher as needed with the following guidelines in mind:

A specific appointment time must be set up before the actual conference.

Any convenient time that is agreeable to both the school and parents is allowable for a conference. However, conferences may not take place during instructional or duty periods.

Out of respect for the privacy of teachers and their families, please do not call teachers at home.

GENERAL POLICIES

BIRTHDAY PARTIES:

Children may bring an edible treat to share with the class on their birthdays. Please notify the teacher ahead of time if you wish to provide a treat for snack time. Simple cookies, cupcakes with liners removed, rice crispy squares, and popsicles are preferred over treats with lots of sugar or icing. Invitations may be distributed at school only if one is sent for each child in the class, to all of the girls, or to all of the boys.

All parties/activities held outside the school are non-school-sponsored events. When attending these parties/activities, I hold harmless the Archdiocese of New Orleans and Our Lady of the Lake Roman Catholic Parish and School from any and all claims or losses resulting from these parties/activities.

VOLUNTEERS/VISITORS POLICY:

Prior to proceeding to the Little Cardinals buildings, all volunteers and visitors must sign in at the school office and wear a visitor's tag while on campus. This is a necessary precaution for the safety of the children. Anyone not following this procedure may be questioned and/or asked to leave campus.

All volunteers who interact with the students on a regular basis are required to undergo "Safe Environment Training" which is administered by the Archdiocese of New Orleans. Dates and times for Safe Environment Training classes will be posted. Such volunteers are also required to have background checks.

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Parental and student cooperation is essential for the welfare of Our Lady of the Lake students. If, in the opinion of administration, parent or student behavior seriously interferes with the well-being of the school or the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

I hereby acknowledge that I have read the Mother's Day Out Handbook and that I agree to abide by the rules and regulations contained herein.

Student Name (Please Print)

Date

Homeroom

Parent Name (Please Print)

Date

Parent/Guardian Signature

Date