

# little cardinals

## **OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL 3-YEAR-OLDS and PRE-KINDERGARTEN (4-YEAR-OLDS) HANDBOOK**

Please note that all applicable policies and procedures described in the Student/Parent Handbook apply to Little Cardinals students and parents. This handbook is intended to provide additional guidance specifically for Little Cardinals families. For the purposes of this handbook, the term Little Cardinals refers to both 3-year-olds and Pre-Kindergarten (4-year-olds).

Revised July 17, 2025

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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 program is open to children who are 3- and 4-years-old before September 30th of the year of enrollment. Children must be completely potty trained (see Toileting Policy).

**\*\*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.

### **TOILETING POLICY:**

Children in our 3- and 4-year-old programs must be completely potty trained by the beginning of the school year. In order for a child to be considered completely potty trained, he/she must recognize the need to eliminate, be able to communicate his/her needs, and be able to access and use facilities independently within his/her assigned classroom.

**SUPPLY FEE:**

The supply fee is \$195.00 and includes supplies, a school bag, and a lunch box. All students are required to have a rest mat, which must be purchased and monogrammed with the child's name through School Time. All students will receive a new lunch box container. The school bag for 3-Year-Olds is blue, and for Pre-Kindergarten students, the school bag is red. 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 (library books)
4. Settle all debt (tuition, after care, library fees, 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 7:30 AM to 1:45 PM. Aftercare is provided for an additional fee, beginning at 2:15 PM and ending at 6:00 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 for daily notes, reminders, and work papers. Children are not allowed to bring their toys from home to school. Show and Tell is an exception. Please check your child's bag each day!

**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. Lunch should not be brought on half days.

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 7:00 AM and ends at 7:30 AM. Siblings may be dropped off in the Little Cardinals carpool line in the mornings only. Siblings will not be able to be picked up in the Little Cardinals carpool line in the afternoons. If you arrive after 7:30 AM, please walk your child to the front door and ring the bell. Any older siblings must be brought to the main school office. Children will be brought to the cars at dismissal time, which begins at 1:45 PM and ends at 2:15 PM. The carpool line moves most efficiently when parents remain in their cars and display boldly printed name signs. Any students left after 2:15 PM will be walked to Little Cardinals aftercare.

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 on the right for the Froggy House and Bug House carlines and on the left for all other classes. Following drop off proceed down Jefferson Street past Lafitte Street. Do not turn left onto Lafitte Street.

## **AFTERCARE**

After Care for 3- and 4-year olds is operated within the Little Cardinals buildings and is operated separately from K-7th After Care. This is a service made available to families for whom carline pickup at dismissal is not feasible. Students should only be sent to After Care if carline is not possible.

This service is available from dismissal to 6:00 p.m. Additional After Care information may be obtained from the school office.

## **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. If an inappropriate decision is made, the teacher will redirect the child when necessary and help him or her find a better way to solve a problem. A visual may be used to encourage appropriate behavior. A child may be

asked to sit in a time out for an age-appropriate amount of time. There will be several opportunities for the child to make appropriate choices. Each student will receive a folder that contains a daily behavior chart. Behavior challenges will be communicated on the daily behavior chart. All consequences administered will be age-appropriate and accomplished through consistency and fairness.

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.

Check the student's folder daily, and remove all schoolwork.

### **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 7:30 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.

#### **LITTLE CARDINALS - GIRLS:**

- Red, gingham smocks (with Little Cardinals nest on collar) with red, gingham bloomers are required.
- Red cardigan sweater with the Little Cardinals logo or the OLL performance fleece with the official OLL School crest may be worn over the smock.
- Socks: White ankle socks with "OLL" logo purchased from School Time are required.
- Socks of the appropriate size must be worn so that the logo is visible at the ankle.
- Shoes: Any brand solid, predominantly white, Velcro sports shoe with an athletic, non-scuff sole must be worn. Shoes may have a small, discreet logo or brand name. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe.
- Accessories: White, navy, red, or black tights may be worn during cold weather. Tights must extend below the socks. Appropriate barrettes, ribbons, or headbands may be worn.
- Little Cardinals spirit shirts are optional and may be worn on Fridays only. The Little Cardinals spirit shirt is available for purchase from School Time. The spirit shirt is to be worn with a uniform skirt or khaki shorts purchased from School Time. Regular uniform shoes and socks are required.

### **LITTLE CARDINALS - BOYS:**

- White short- or long-sleeve polo shirts with the Little Cardinals logo are required.
- Red, crewneck sweaters with the Little Cardinals logo or the OLL performance fleece with the official OLL School crest may be worn over the uniform shirt.
- Uniform khaki shorts or pants must be worn. Pants or shorts may not be worn more than 1" below the waist. Khaki shorts cannot be shorter than mid-thigh.
- Socks: White ankle socks with "OLL" logo purchased from School Time are required.
- Socks of the appropriate size must be worn so that the logo is visible at the ankle.
- Shoes: Any brand, predominantly black, Velcro sports shoe with a black or white, athletic, non-scuff sole must be worn. Shoes may have a small, discreet logo or brand name. No other markings (stripes, lights in the sole, etc.) are allowed on the shoe.
- Little Cardinals spirit shirts are optional and may be worn on Fridays only. The Little Cardinals spirit shirt is available for purchase from School Time. The spirit shirt is to be worn with regular uniform khaki shorts or pants. Regular uniform socks and shoes are required.

### **BOYS' AND GIRLS' MISCELLANEOUS:**

#### **1. Outer Wear**

Jackets or coats may be worn over uniform sweaters or fleece pullovers during winter months. Outer wear may not be worn in the school buildings or church. Inappropriate writing or pictures are not allowed.

#### **2. Jewelry**

Religious medals may be worn. Religious medals must be worn on the inside of the shirt and must not be visible. Earrings may only be worn by girls. Only single, non-dangling earrings in the earlobe are permitted. Earrings must be small and discrete (no earrings larger than the earlobe). Boys are not permitted to wear earrings of any type.

Boys and girls are permitted to wear a watch; however, smart watches of any type are not to be worn during school hours. Devices worn on the wrist must not have remote control capability, calculating capability, the ability to message, the ability to access the internet, or audible beeps and alarms.

#### **3. Hair Styles**

Hair is to be clean and combed at all times. Hairstyles deemed inappropriate by the administration may not be worn (this includes, but is not limited to: mullets, mohawks, and undercuts). Dyed, bleached, highlighted, or unnatural colored hair or extensions are not acceptable. Boys' hair should not touch the top of the ear, the top of the collar, or the top of the eyebrows, regardless of styling. Girls' bangs should not extend below the eyebrow.

#### **4. Permanent or temporary tattoos are not acceptable for any student, male or female.**



## **PARENT/TEACHER CONFERENCES:**

Conferences will be scheduled approximately mid-way through the school year. Participation in these conferences is mandatory for 3- and 4-year-old parents.

Additional 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.

**OUR LADY OF THE LAKE ROMAN CATHOLIC SCHOOL  
3-YEAR-OLDS and PRE-KINDERGARTEN (4-YEAR-OLDS)  
HANDBOOK**

**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 3-Year-Olds and Pre-Kindergarten (4-Year-Olds) Handbook and that I agree to abide by the rules and regulations contained herein.

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Student Name (Please Print)

Date

Homeroom

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Parent Name (Please Print)

Date

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Parent/Guardian Signature

Date