

*St. Wenceslaus*  
**Little Saints  
Preschool**



**Parent / Student Handbook  
2019-2020**

**227 Main Street East  
New Prague, MN 56071**

**952-758-0480**

**[www.swsaints.org](http://www.swsaints.org)**

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Dear Families,

We would like to welcome you to Faithful Beginnings at St. Wenceslaus Little Saints Preschool. We are excited to prepare your child for kindergarten within a developmentally appropriate environment.

Parents are welcome and encouraged to visit the preschool program at anytime.

If you have any questions or suggestions, please feel free to contact us at (952)758-0480 – Preschool, (952)758-3133 – School Office. We are here to serve you and your child the best we can.

Sincerely,

Kim Doyle  
Principal

Jolene Busch  
Preschool Director

# MISSION STATEMENT

*"St. Wenceslaus School is a family-centered faith community, committed to the intellectual and spiritual formation of our students. We provide a high quality academic program that builds leadership and self-confidence while nurturing a loving relationship with God and encouraging service to others."*

## Philosophy

We believe that the St. Wenceslaus School community is called together by God to provide a Christian education to the children entrusted into our care. Children are offered the opportunity to encounter God in their parents, pastor, school staff, fellow students, and parishioners, as well as in their faith, prayer, and worship experiences. We believe that a nurturing community is comprised of responsible individuals who share respect and concern for themselves and all others. We recognize that our strength as a community lies in our God-given individual differences. We value and celebrate our diversity of abilities and talents, learning styles, and cultures that influence our community.

We believe students learn best through active engagement with subject matter and the promotion of critical thinking skills. We provide educational opportunities for the whole child, supporting spiritual, intellectual, social, emotional, physical, and creative growth. We believe our children need these tools to make responsible decisions and to be good stewards in our ever-changing world.

We look at our world through the eyes of our Catholic faith. Our service to each other is one of dedication, love and involvement. To live and teach as Jesus did through word and action is the essence of this service. As we plant the seeds of discipleship, we bring ourselves and others closer to God.

**St. Wenceslaus School is fully accredited by the  
Minnesota Nonpublic School Accreditation Association.**

## PHILOSOPHY OF DISCIPLINE

We believe the St. Wenceslaus School Community helps the student form proper habits and attitudes that encompass respect, obedience and courtesy. We believe the teachers, students and parents must share this responsibility of discipline in a spirit of love.

We believe in:

- Respect for each other and for all authority.
- Courtesy at all times and in all places.
- Respect for all people and their property.
- Value and realization of the importance of time.
- Neatness in all assignments.
- Unselfishness toward others.
- Proper safety habits.
- Sense of fair play and trustworthiness.

We believe that disciplinary measures should be taken when a student deliberately fails to comply with school and classroom regulations.

### **Preschool Staff**

**Kim Doyle**  
*Principal*

[Kim.Doyle@swsaints.org](mailto:Kim.Doyle@swsaints.org)

**Jolene Busch**

*Director and Lead Teacher*

[Jolene.busch@swsaints.org](mailto:Jolene.busch@swsaints.org)

**Tammy Sirek**  
**Annette Stavos**  
*Lead Teachers*

**Annie Schmitz**  
**Sarah Gullickson**  
*Classroom Aides*

227 East Main Street  
New Prague, MN 56071  
(952) 758-3133

[www.swsaints.org](http://www.swsaints.org)

## **4/5 Year Pre-KA & STEM Programs**

### **Capacity 20 students**

4 years old by 9/1 or current school year  
or 1 year away from entering  
Kindergarten

8:00 a.m. - 11:00 a.m. – Monday, Wednesday, Friday

## **4/5 Year Pre-KB**

### **Capacity 20 students**

4 years old by 9/1 or current school year  
or 1 year away from entering  
Kindergarten

9:00 a.m. - 12:00 p.m. – Monday, Wednesday, Friday

## **3/4 Year**

### **Capacity 20 students**

3 years old by 9/1 of current school year  
9:00 a.m. - 11:30 a.m. – Tuesday & Thursday  
(September - May)

## **Tentative Preschool Schedule**

- Check-In (name recognition, weather)
- Room Exploration as classmates arrive, Playdough, Shaving Cream, Sensory Table, Large & Small Building Blocks, Games, Easel
- Group Time – Prayer, Weather, Calendar, Book and Bible Verse, Songs and Fingerplays, Alphabet Activities, Preschool Game Day, (Concentration on Math and Reading)
- Guided Center Time – Art Activity, Journaling, Inventive Spelling, Games and Puzzles, Science
- Clean-up
- Restroom, Wash hands, Prayer and Snack
- Large Muscle (Outdoor and Gymnasium)
- Free Choice Time
- Clean-up
- Closing Group (Birthdays, Show & Tell, Seeds Magazine, Shining Spirit, Prayer and Red Folders)
- Gather things, Closing Prayer & Song

# Preschool Program Plan

Children enrolled in our preschool programs are supervised by the preschool teacher or preschool aide at all times.

**Curriculum** - Throughout the year, through thematic instruction children will be learning:

## Spiritual

- Begin to understand Christian beliefs
- How to pray
- To know Jesus
- Scripture stories and lessons
- Songs of worship and praise



## Intellectual

- Introduction to religion, art, science, numbers, shapes, colors, sizes, letters
- Communication skills – following directions, increase attention span
- About family, friends, and the environment

## Physical

- Develop gross and fine motor skills
- Develop eye-hand coordination
- Increase strength and coordination

## Emotional/Social

- Develop a high level of self-esteem
- Express and recognize emotions
- Build confidence, independence and responsibility
- Develop friendships
- Sharing and taking turns
- Consider the feelings of others
- Expand environment beyond home
- Adjust to group situations

## Independence and Personal Safety

Please help your child learn his/her:

- Birthday
- Parent's Full Names
- Phone Numbers and Town in which they live

## **Little Saints Preschool Program Plan**

- A. Children attending Little Saints Preschool will be supervised by a staff member at all times. The program will not serve more than twenty children per classroom at any one time with the ratio of 1 to 10. Classes will be offered to three, four and five year olds.
- B. Little Saints will operate five days a week with only morning classes
- C. Little Saints Preschool offers a structured program within a caring, nurturing atmosphere that allows children to grow, to experience new things, and to feel secure and capable in God's world. Our preschool seeks the following objectives:
  - 1. To develop a strong sense of self-esteem
  - 2. To meet their spiritual, educational and social needs
  - 3. Encourage creativity and decision making skills
  - 4. To foster social development with peers and adults
  - 5. To develop language, pre-math and pre-literacy skills
- D. This program plan shall be reviewed and evaluated in writing annually by the staff person qualified as a teacher.
- E. Goals and Objectives
  - 1. Physical Development
    - a. Goal – It is a program planned to help each child become aware of their surroundings. It provides each child ample opportunity to develop gross and fine motor skills
    - b. Objectives:
      - 1. Learning skills in coordinating body movements
      - 2. Ability to handle small manipulative
      - 3. Managing clothing
  - 2. Intellectual Development
    - a. Goal – It is a program which provides each child an introduction to religion, art, science and math. It is also designed to help each child with communication skills.
    - b. Objectives:
      - 1. Learning problem solving skills.
      - 2. Increasing cognitive learning by using a variety of materials.
      - 3. To develop attention spans and lengths of interest.
  - 3. Social Development
    - a. Goal – It is a program planned to help each child to expand their environment beyond their home. It is designed to help each child develop ways of relating to people and knowing themselves in relation to others.
    - b. Objectives:
      - 1. Learning to share and to take turns.
      - 2. Learning the ability to accept rules.
      - 3. Learning how to develop friendships.
  - 4. Emotional
    - a. Goal – This program is designed to help each child build confidence, independence and responsibility.
    - b. Objectives:
      - 1. Learning how to appropriately express their emotions.
      - 2. To develop a high level of self-esteem.



3. Developing empathy for others.

F. Activities

1. Physical
  - a. Balls, swings, slides, tunnels, parachutes
  - b. Dress up clothes in dramatic play
  - c. Finger plays, puppets
  - d. Blocks
  - e. Manipulatives
  - f. Painting, coloring, cutting, play-dough
2. Intellectual
  - a. Stories
  - b. Calendar
  - c. Letters, Numbers and Shapes
  - d. Art projects
  - e. Sharing
3. Social
  - a. Snack Time
  - b. Helpers
  - c. Sharing
  - d. Free Time
  - e. Outside Time
4. Emotional
  - a. Blocks
  - b. Play-Dough
  - c. Free Time
  - d. Art projects

G. During our fall, winter and spring conferences, parents will be informed as to the progress of their child in the four major areas of development and is recorded in each child's file.

H. Typical Daily Schedule

**Pre-Kindergarten Program**

9:00 – 9:20	Check-In, name recognition, intro activities, sensory table, play-dough, science, exploration/discovery of classroom, easel
9:25 – 9:40	Group Time, prayer, calendar, weather, math, letter recognition, books and finger plays
9:40 – 9:55	Art writing activities
9:55 – 10:00	Book Look
10:00 – 10:15	Bathroom break, snack
10:20 – 10:40	Monday – Music with Music teacher, Friday – Gym time
10:45 – 11:05	Outdoor Play/Large Muscle activities
11:05 – 11:25	Free Exploration of classroom (Small group learning – reading, handwriting and reinforcement activities)
11:25 – 11:45	Monday – Shining Star, Friday – Sharing
11:45 – 12:00	Closing group – what we learned, closing prayer and goodbye.

### Preschool 3's Program

9:00 – 9:40	Art Activity, Play-dough, Easel
9:40 – 9:50	Clean Up
9:50 – 10:15	Circle Time (weather, felt board, puppets, books, prayer)
10:15– 10:25	Bathroom Break/Wash Hands
10:25 – 10:40	Snack Time
10:40 – 11:00	Outside Time/Large Muscle
11:00 – 11:20	SEEDS magazine, sharing, Shining Star
11:20 – 11:40	Closing Group – Music (Rhythm sticks, bean bags, parachute)
11:40 – 12:00	Get ready to Leave – Goodbye song

### Afternoon Schedule

12:00-12:30	Bathroom and lunch
12:30-1:00	Quiet/Nap time
1:00-1:30	Circle Time (review of morning, enrichment activities)
1:30-1:50	Art/STEM activity
1:50-2:00	Bathroom Break
2:00-2:20	Outside/Large Muscle
2:20-3:00	Free Play

\*Schedule may change to accommodate other activities. Teachers are not responsible for students who arrive before 8:00 a.m. or 9:00 a.m. respectively.

I.

Quiet	Active	Teacher Directed	Child Initiated
Books	Blocks	Parachute	Books
Listening Center	Balls	Music	Dramatic Play
Manipulatives	Jump Rope	Instruments	Puppet Theater
Art	Sand & Water Table	Stories	Sand & Water Tables
Writing Center	Parachute	Games	Manipulatives
Magnets	Slides	Sharing	Puzzles
Blocks	Swings	Snack	
Games	Magnets	Calendar	

\*This plan will be kept available for parents to review at any time.

# Registration and Enrollment Policies & Practices

## Eligibility

Registrations will be taken in the following order:

- Families with children already enrolled in the St. Wenceslaus K – 8 program
- Families already enrolled in Little Saints Preschool
- Parishioner of St. Wenceslaus Parish
- Open to public on 1<sup>st</sup> come basis

It is the policy of St. Wenceslaus Little Saints Preschool Program to accept boys and girls based on the following:

- Child is at least thirty-three (33) months of age and toilet trained (no pull ups allowed)
- Child has not reached the age of six years by September 1<sup>st</sup> of the enrollment year
- Child has special needs that, with provisions and approval of school administration can be met in our environment.

## Capacity

Maximum enrollment for each class is 10 students to one teacher. Maximum enrollment for the preschool is 20 children per class. When maximum capacity is reached, a waiting list will be established. Additional classes will be added as demand allows.

## Waiting List

Once a grade level reaches its determined size a Waiting List for that grade level will be established. When, and if, an opening should occur, families will be granted enrollment according to their rank on the Waiting List. Within the three-week designated registration period, priority on the Waiting List will be given to parishioners, and rank will be assigned by the length of time the family has been registered parishioners. Non-parishioners will then be ranked on the waiting list on a first come/first serve basis. Any registrations received after the initial three-week period of registration will be placed on the Waiting List in the order received. Families on any Waiting List must renew their desire for enrollment each year, during the announced Registration period.

Usually this takes place at the end of February each year. The waiting list will dictate in all cases.

## Back to School Night

An introductory meeting and classroom Open House will be hosted prior to school starting. This will be an opportunity for you to talk with the classroom teacher and bring your child's school supplies. You will also be asked to fill out a sheet listing any special concerns you have. You are encouraged to visit the classroom website <http://swspreschool.weebly.com/> and/or contact the teacher with any questions (via email) prior to the open house. The first day of school will be a short parent-child session to help your child adjust and learn classroom routines.

## **Enrollment Documents**

State law requires that each child who is enrolled must be in compliance with and have on file the following forms:

- Copy of Birth Certificate
- Enrollment Form
- Health Care Summary Form (signed by doctor) within 30 days of enrollment
- Emergency Contact
- Proof of Immunization Form – at time of enrollment
- Emergency Card
- Payment Plan

**Your child will not be allowed to begin preschool until all forms are completed and turned in. Forms can be found at [www.swsaints.org](http://www.swsaints.org)**

# Tuition and Fees

## Fees for Preschool

In addition to tuition all families are required to support our major fundraisers by volunteering their time and talents. If you have a child in both the K – 8 program and Little Saints Preschool the Sweepstakes, Fish Fry and work requirement is fulfilled through your K- 8 obligations.

Little Saints Preschool families fundraising obligation:

1. \$50 in pledges per child for Marathon
2. \$50 in ticket sales per family for Sweepstakes
3. Sell or purchase 5 tickets for the 1<sup>st</sup> scheduled Fish Fry
4. Adult to work on **one** 3 – hour shift for Fish Fry, Auction or Golf Tournament or serve on an approved leadership committee.

## Payments

Contracted payments begin in July each year. One half of the total tuition bill must be paid by November 30<sup>th</sup>. There will be a penalty assessed to a family's tuition account after November 30<sup>th</sup> if one half of the bill has not been paid. This penalty will equal 5% of the tuition due (one half the tuition bill). This penalty may be waived if financial aid forms have been filled out, and there is a written tuition payment plan on file in the school office. All contracted tuition must be paid by April 15 of the current school year. Failure to do so may result in your child/children not being allowed to enter school for the following school year and past due charges will be assessed.

## Past Due Tuition

Letters shall be sent to parents with past due tuition. There will be a penalty assessed to a family's tuition account on April 15<sup>th</sup> for any remaining tuition due. This penalty will equal 5% of any remaining amount of the tuition and fundraising assessment that has not been paid by April 15<sup>th</sup>. This penalty may be waived if financial aid forms have been filled out, and there is a written tuition payment plan on file in the school office. Personal contact shall be made to parents of past due accounts by March 1.

The tuition is the same every month regardless of the number of holidays in that month. If for some reason you cannot pay or your child will not be coming back to preschool, please notify the principal in writing

## Withdrawal

Please notify the school office in writing if you plan to withdraw your child from the preschool program as soon as possible. It is important that we have time to fill vacancies from our waiting list. **All preschool payments must be paid in full through the end of the month of your child's last attendance day.**

## **SCRIP**

Parents may participate in the Scrip program to help with your tuition and lunch fees.

*The following rules and regulations apply:*

- All proceeds raised will be paid directly to St. Wenceslaus School by the sponsoring agency and once received become the property of St. Wenceslaus School.
- Individual benefits will be monitored by the school's Administrative Assistant who will establish an "Account" for each family.
- Money will be transferred from individual accounts to a family's tuition, fund-raising, or lunch account at the request of the family.
- Funds will be applied to any outstanding balances in the family's tuition, fund-raising and lunch accounts. If the funds applied satisfy the outstanding financial obligation due at the time funds are received, the remaining balance can be applied to the family's other school related needs such as registration, field trips, and supplies.
- When a family no longer has students enrolled at St. Wenceslaus School, any remaining balance in their individual account becomes a gift to our school to be used at the school's discretion. Families may recommend the balance be allocated to other existing school family accounts or to specific school operating needs.

# General Information

## Staff

Little Saints Preschool is staffed at all times by a licensed lead teacher and qualified assistant teachers. The lead teacher is required to be a college graduate with an area of concentration in Early Childhood and licensed as a teacher in the State of Minnesota. Assistant teachers and educational assistants have had previous experience working with children ages three to six years and meet the requirements of the Department of Human Services. As required by the Department of Human Services, all staff members receive in-service training throughout the preschool year and are certified in CPR.

## Staff Drug and Alcohol Policy

Little Saints employees MUST refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and they MUST not use alcohol when working with youth. Employees may never give children alcohol, drugs, or any tobacco products.

The staff/student ratio is 1:10 or less. An assistant teacher works with the teacher if the enrollment is between 11 and 20. Children are supervised at all times.

## Being On Time

Please bring your child to school on time and pick your child up on time.

### **4/5 Year Pre-K & Preschool Plus programs**

#### **Capacity 20 students**

4 years old by 9/1 or current school year  
or 1 year away from entering  
Kindergarten

9:00 a.m. - 12:00 p.m. – 3, 4, or 5 days a week

12:00-3:00 - 3, 4, or 5 days a week

### **3/4 Year and Preschool Plus program**

#### **Capacity 20 students**

3 years old by 9/1 of current school year

9:00 a.m. - 12:00 p.m. – Tuesday & Thursday

12:00-3:00 - 3, 4 or 5 days a week

**(September - May)**

Our policy requires parents to bring children into the preschool classroom and help your child with check-in activities. This allows the teacher to know that the child has arrived and avoided any pedestrian accident.

Children should also be met at the assigned exit door after school.

If someone other than the parent or a carpool driver is picking up your child, please notify us in writing in advance by giving us her/his name, address and telephone number. Children will not be released unless this information is provided in advance. Staff may ask to see a driver's license if we do not know the individual.

There will be a 5-minute grace period to pick up your child at the designated time. If you are going to be late, please call the Little Saints Preschool at 952-758-0480 or 952-758-3133. If you will be more than 5-minutes

late your child will be placed in SWS Clubhouse at the Drop-In rate (this only applies on Tuesday & Thursday when our midday Clubhouse is open. The preschool groups on Tuesday and Thursday will be assessed for late pick-ups after the 5-minutes. Please notify the school (758-0480 or 758-3133) if you child is going to be absent or if you are running late because of an emergency.

**Storage of Personal Items** – Each child will have her/his own locker for their personal items.

## **Snacks**

Preschool parents will provide snacks and juice periodically. At times, you may be asked to provide certain “theme snacks” or ingredients for cooking projects. All snacks and ingredients must be store bought and left in the original sealed packaging. Please do not bring fruit snacks (they are a choking hazard) or anything with peanuts or any type of peanut product in case of allergic reaction. Appropriate snacks include:

### **Encouraged Snacks**

Fruit – fresh, canned or dried  
Vegetables, Nuts, Muffins  
Banana or date breads  
Cereal (Unsweetened)  
Cheese or cheese sticks,  
Crackers/sandwiches or Popcorn/Pretzels  
Cold Meat or beef jerky  
Granola Bars (not frosting covered)  
Juice (100% fruit juice), Yogurt

### **Discouraged Snacks**

Candy  
Chips, Fruit roll-ups, Cookies  
Bars, high in sugar or fat (Brownies)  
Cake or snack cakes (i.e. Twinkies)  
Cheese balls  
Chocolate covered granola bars  
Corn chips  
Fun Fruits (fruit wrinkles, fruit snacks)  
Kool-aid, Hi-C or 10% fruit juice

- As a fully licensed preschool, we are required to offer a choice from two food groups, with juice filling the requirement for a fruit/vegetable.

**School Bags** – Each child is required to have a school bag or backpack (without wheels) to bring materials home. Please label with your child’s name. A seasonally appropriate change of clothes should be carried in the backpack in a ziplock bag at all times.



# Medical Policies and Procedures

**Hygiene Requirements** – Children must be clean when they enter the classroom.

## Health/Illness

For your child's protection as well as other children and our staff, you will need to keep your child home if he or she has any of the following:

- sore throat and/or bad cough
- discharge from the eyes or ears, or severe nasal discharge
- diarrhea and/or vomiting
- temperature over 99 degrees Fahrenheit (Must be free of fever for 24 hours, without fever-reducing medication, before returning to school.)
- contagious disease or condition
- chickenpox until the child is no longer contagious
- unexplained lethargy
- undiagnosed rash attributable to a contagious illness or condition
- suffering from significant respiratory distress
- lice, ringworm or scabies that is untreated and contagious to others
- unable to participate in preschool program activities with reasonable comfort
- requires more care than the program staff can provide without changing the nature of the program or compromising the health and safety of the other children

If your child exhibits any of the above symptoms while in the preschool, you will be contacted and are expected to pick up your child as soon as you are able. In the case of contagious disease, please contact your child's teacher immediately. Notification is necessary if your child contracts any of the following: measles, mumps, chicken pox, head lice, pinkeye or strep throat. All parents will be notified as appropriate. Your cooperation is appreciated.

**Contagious Illness** – Parents will be notified of a contagious illness through a written notification and/or a phone call.

## Distribution of Medication

The teacher or aide is not allowed to give your child medication at school. Please give your child medication before coming to school. If medication needs to be given during the course of your child's attendance in school, a parent must come to school to administer the medication themselves.

## Administering First Aid and CPR

Our teachers and assistants are required to be CPR certified and trained in First Aid. In case of an accident resulting in injury to a child, first aid treatment will be given by the staff. Written records will be kept regarding accidents, injuries and emergencies, and the parent will be informed. A first aid kit and a copy of classroom emergency cards are kept in the classroom. An injury report will be sent home for you to sign and return.

## **Serious Accident**

If a serious accident should occur which might need medical attention, the staff will contact you so you can take your child to the doctor or dentist. If we are unable to contact you, we will call the alternate emergency contact number you have given us. We may call your doctor for instruction.

## **Emergencies**

In case of a medical emergency, emergency response teams will be contacted. Parents will be notified using emergency contact phone numbers. In the event of an emergency, these procedures will be followed:

1. 911 will be called
2. If a child needs to be transported, EMS will transport the child to Mayo Clinic Health Systems
3. A parent or alternate listed will be contacted as soon as possible and directed to meet the child at the hospital.

The cost of rescue treatment and medical charges are the parent's responsibility.

## **BEHAVIOR PLAN AND DISCIPLINE**

Little Saints Preschool believes each child is responsible for his or her own behavior and for maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of Little Saints Preschool philosophy of discipline. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families and St. Wenceslaus School. Parental support is an important part of the discipline policy. No child shall be discipline by shaming or physical punishment.

The following behavior guidance policies and procedures will be followed:

1. Problems will be prevented by providing varied activities, explaining changes, anticipating problems and providing a positive model of acceptable behavior.
2. Age-appropriate rules will be set and expectations will be explained ahead of time according to Christian principles.
3. Discipline methods used will be tailored to the individual child and will include redirection, ignoring misbehavior when possible, teaching acceptable alternative to problem behavior, using problem-solving techniques and setting contracts for appropriate behavior when appropriate.
4. When unacceptable behavior persists, developmentally appropriate discipline may be used. The child's behavior and staff responses to it will be documented in a daily log.
5. Corporal punishment, emotional abuse, withholding of food, light, warmth, clothing, medical care, and/or use of physical or mechanical restraints will not be permitted or tolerated. Children will not be separated from the group unless less intrusive behavior guidance methods have been tried unsuccessfully.
6. If a child is separated from the group, he or she will remain in an unenclosed part of the classroom within continuous sight and hearing of a staff member. The child's return to the group will be contingent upon and occur after the abatement of the unacceptable behavior that precipitated the separation. All separations will be noted on a daily log containing the child's name, staff person's name, time, date, less intrusive guidance methods first used, and how the child's behavior threatened the well-being of the child, group or staff member.
7. The teacher will meet with the parent to address behavioral concerns and develop an appropriate plan.

8. In accordance with Rule 3 of the Minnesota Interpretive Guidelines for Child Care Centers, Little Saints Preschool will not tolerate “persistent unacceptable behavior” by a child attending school.

Persistent unacceptable behavior is defined as, but not limited to, actions knowingly committed by a child that cause physical and/or mental harm to another child or teacher.

Examples of Persistent Inappropriate Behavior

- Hitting, kicking, physical abuse, throwing objects towards staff or participants.
- Defiance of authority.
- Name-calling with the intent to cause hurt feelings.
- Abuse of equipment, supplies or facilities.

After observing and recording said behavior(s), Little Saints Preschool may initiate the following procedure, or an appropriate procedure, in response to the persistent unacceptable behavior(s):

Consequence #1:

Staff members monitor and record prohibited behavior(s). After three or more recorded occurrences within one school day, the child will be sent home for the remainder of the day.

Consequence #2:

After it has been necessary to send home a child three times within a period of one month for reasons stated in the behavior plan, the child will be suspended from Little Saints Preschool for three consecutive days.

Consequence #3:

If a child is sent home six or more times during the period of six months for reasons stated in the behavior plan, the child will be asked to leave Little Saints Preschool permanently.

## **Emergency Manual Restraint Policy**

Little Saints Preschool does not allow any form of restraint unless the child is in an emergency situation in which he/she is in immediate danger or may cause harm to another child.

In emergency situations, a provider may restrain a child until the danger has passed. This restraint must be least harmful to the child and may not put the child or the provider in increased danger. If restraint is used, this must be documented within 3 days. An internal review of procedures will take place to ensure that the action was safe and effective. The child’s parents will also be notified of the restraint and informed of what previous actions were taken.

## **PARENT INVOLVEMENT**

**Mission** – In partnership with parents, Little Saints Preschool provides many opportunities for parent involvement and participation in the preschool experience. Parents are encouraged to share their time and talents for school projects and activities.

**Parent Visits** – Children benefit most from a school experience when home and school share common goals. Parents are encouraged to offer their services and talents for school projects and activities. We have an Open Door Policy, that is, parents are welcome and encouraged to visit the Little Saints Preschool at anytime. Parents and other visitors dropping by will be subjected to the school policy for visitors:

It is the desire of all staff at St. Wenceslaus School to provide a safe environment for children to learn. Due to an increased need to provide security standards at our school, the following precautions will be practiced:

- All parents, visitors, and volunteers must report to the office before going to any classroom. At the office parents, visitors and volunteers will be given identification badges that must be worn at all times in the school building.
- Parents, visitors and volunteers will be required to sign in/out and to state the reason for being in the school building.
- Before being given permission to go to any classroom, the office assistant will alert the classroom teacher who is coming to their classroom and for what reason. Permission to go to the classroom will be denied if the teacher is not expecting the visitor.
- Staff will approach anyone without an identification badge, ask if they can be of assistance, and direct them to the office.
- Students will not be released directly to the parent/guardian from any classroom. The parent/guardian must report to the office and request their child(ren) be called to the office from the classroom by administrative personnel.
- Students will not be allowed to have friends, relatives, siblings, or others attend school classes with them. Under special circumstances, an exception may be made with prior arrangements made with the principal in consultation with the classroom teacher.

### **All volunteers are required to:**

- 1. Goto Virtus.org and make an account**
- 2. Register for a Virtus training session and attend**
- 3. Complete the code of conduct on Virtus.org**
- 4. Complete the background check on Virtus.org**
- 5. Watch any extra movies that are assigned to the individual on virtus.org and answer the questions after the movie on Virtus.org**

## **ANNUAL EVENTS**

*Throughout the year, St. Wenceslaus School offers families many opportunities to participate in community and school spirit building. The following events occur annually and are listed in chronological order:*

### **MARATHON FOR NONPUBLIC SCHOOLS**

Non-public schools throughout Minnesota participate in this activity during the first week in October. Students earn pledges for their participation in community service projects and a walking marathon. Proceeds raised from the St. Wenceslaus School Marathon make up a substantial part of our operating budget.

The following schedule of events will be observed annually:

- First week of school - Kick-off Pep Fest (Time and location will be announced.)
- From Pep Fest to Marathon - Students raise pledges by soliciting sponsors.
- First Friday in October - Marathon Event (All pledge money due in the office.)

#### *DESCRIPTION OF FUNDRAISER:*

Students will be informed about the Marathon and encouraged to participate in our Kick-Off celebration. Parent volunteers work with the Home & School Committee to plan and host this event. Families are invited to attend and participate.

On the same day of the Kick Off celebration, volunteers come to classrooms to further encourage student involvement. Students are advised of prizes they can earn for varying levels of pledges earned. Students are expected to raise pledges and bring proceeds and/or their pledge sheet to their teacher before they will be given prizes earned. A minimum of \$50 per child raised in pledges is required of Preschool Families. Families who do not raise pledges to this level or who choose not to participate will be assessed.

Parents are encouraged to participate in the activities on Marathon Day. After the marathon, Home & School volunteers provide additional activities and entertainment to build school spirit.

### **ST. WENCESLAUS SCHOOL SWEEPSTAKES**

Proceeds raised from the Sweepstakes event make up a substantial part of our operating budget.

#### *DESCRIPTION OF FUNDRAISER:*

K – 8 families will receive an envelope from the School Advisory Board that contains twenty-five (25) sweepstakes tickets valued at \$10 each. Preschool families will receive 5 Sweepstake tickets valued at \$10 each for a total of \$50. Families are expected to sell their tickets as soon as they get them. Proceeds should be sent to the school office. Additional tickets may be requested. For additional tickets sold (# to be decided), the family's name will be entered in a special drawing for tuition vouchers (dollar value to be decided).

A drawing for the cash Sweepstakes prizes will be held on an assigned date.

## **CHRISTMAS & SPRING PROGRAMS/CONCERTS**

St. Wenceslaus School will hold several all-school programs and concerts throughout the year, one at Christmas and one in Spring. Band will also have a performance. These events will take place in the evening.

## **CATHOLIC SCHOOLS WEEK**

Beginning on the last Saturday of January, Catholic Schools Week is a seven-day event in which we celebrate our school with other Catholic schools from throughout the nation. The opening celebration is kicked off at all masses over the weekend. Students, families, and faculty participate in each mass. Everyday throughout the week the Home & School supports activities for appreciating students and teachers. Our Student Council and teachers plan many activities for their students throughout the week, which may include a medallion hunt, dress-up days, and a spirited competition between staff and students.

## **FISH FRY**

Two Fish Fry events are held annually for the purpose of building community spirit and to raise funds. These are usually held on Fridays during Lent.

### *DESCRIPTION OF FUNDRAISER:*

In January, families will get an envelope from the Fish Fry Committee that contains a form requesting a specific work assignment and a ticket order form. All families are required to sell a predetermined number of tickets to support the dinner. Many volunteers are needed to support this effort.

1. K – 8 families need to sell 10 tickets to the 1<sup>st</sup> scheduled fish fry.
2. Preschool families need to sell 5 tickets to the 1<sup>st</sup> scheduled fish fry.

## **LIVE AND SILENT AUCTION**

In April, St. Wenceslaus School's Live and Silent Auction is annually held. This is a fun evening for adults from our parish and throughout the broader community to enjoy fun, food, entertainment, and an opportunity to support our school.

### *DESCRIPTION OF FUNDRAISER:*

Throughout the school year, bulletin announcements will encourage sponsorship of the auction by giving of gifts or cash donations related to a specific genre. School families will be encouraged to supply items for a classroom theme basket. Students will complete projects to be sold in their art classes. A limited number of tickets will go on sale to the public beginning in the winter. Auction attendees will receive a booklet describing items to be sold before the event. Hundreds of auction items are available for silent bidding. The live auction will include twenty or fewer items. Many volunteers are needed to support this event.

## **GOLF TOURNAMENT**

The golf tournament is an annual event that draws support from parents, parishioners, friends and alumni. Supporters of St. Wenceslaus School come together in the summer for a day of golf and fun. The tournament will be announced in the spring and you will have ample time to put together a foursome for the big day.

## **CONFERENCES AND COMMUNICATION**

Regular and open communication between teacher and parent is expected and encouraged.

Three conferences are scheduled during the school year in the fall, winter and the spring. At each conference, parents will be provided with a written assessment that includes the child's intellectual, physical, social and emotional development.

Parents are asked to call the teacher if they wish to schedule additional conferences at any time during the school year.

Although we have an Open Door Policy, instructional time belongs to your children. Therefore, please do not attempt to conference with a teacher without an appointment. Teachers are not free for unplanned conferences or conversations during the school day; they are usually occupied before and after school with class preparations and meetings. To ensure quality time with the teacher, it is always best to make an appointment.

## **NON-CUSTODIAL PARENT**

St. Wenceslaus School recognizes the importance of having all parents involved in a child's learning environment. If your student does not reside with both parents, please inform the school office of your child's custody arrangement. If requested, the office will provide the parent with whom the student does not reside information regarding their child's progress and activities.

## **NON-DISCRIMINATION POLICY**

It is the policy of St. Wenceslaus School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any education program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age marital status, status with regard to public assistance, or disability. (MN State Statute #7520.0350)

# Miscellaneous Practices

## School Calendar

Little Saints Preschool follows the St. Wenceslaus School calendar (with additional days off). This will include all breaks, days off, and snow days. Late starts and early release due to weather will run as follows:

- Late starts – Preschool start time will be specified on our SchoolMessenger phone system Morning Message and in an email from the Preschool Director.
- Early releases – 2-hour early release, no PM class; 1-hour early release, PM class will be released one-hour early

A calendar will be given to each family at the start of the school year. In the event of inclement weather and early releases due to weather the school will initiate their General Broadcast notification system, please tune in to KCHK (95.5 FM or 1350 AM) radio or TV channels 4,5, 9, or 11. To alleviate confusion at unexpected early release times, we recommend that you consider signing up for and attending to weather alert email systems provided by area television stations.

## Clothing

The preschool children should wear play clothes suitable for playing outside, painting, and doing other projects. Children should dress in appropriate clothes that will also allow them to be independent in using the restrooms. Due to safety reasons, **please dress your child in tennis shoes**. Flip-flops, thongs, heels without straps, wedge heels, or boots are not manageable in our classroom or Parish Activity Center. Jackets or sweaters should also be brought in accordance with the weather. We will go outside in the winter, so please send boots, hats, mittens, snow pants, and other appropriate winter wear with your child. Please label all clothing.

## Field Trips

If we are attending a field trip, a few guidelines must be met:

- The written consent of parents and/or legal guardians must be obtained for every student participating in field trips.
- A permission slip must be signed and filed prior to departure.
- Permission via phone is not acceptable.
- Field trips are a privilege and students can be denied participation if they fail to meet behavioral requirements.
- Volunteers are welcome! All volunteers must submit to mandatory Virtus training and background checks.

**Firearms** – The Church of St. Wenceslaus and Little Saints Preschool ban firearms from the premises.



## **CRISIS MANAGEMENT**

St. Wenceslaus School has a Crisis Management Policy and Plan to act as a guide for school employees and students. It is designed to address a wide range of potential crisis situations St. Wenceslaus School may face. The step-by-step procedures suggested by this plan provide guidance to coordinate protective actions prior to, during and after any type of emergency or potential crisis situation in St. Wenceslaus School. A complete copy of the Policy and Plan are available for review in the school office.

## **EMERGENCY EVACUATION**

In the event that the school needs to be evacuated for safety reasons, our primary relocation site is the Mayo Clinic Health Systems, with City Hall being our secondary site. Parents will be advised specifically where students can be picked up via all major television stations and through WCCO and KCHK radio stations. Parents, guardians or designated emergency contacts will need to show proper identification to school administrative personnel supervising student release.

### **Research or Public Relations Activity**

If we are going to be conducting research or a public relations activity, written parental permission will be solicited for each circumstance. If written permission is not received, the child will not be part of the research or public relations activity. An example of a research practice is when a teacher is gathering data for the purpose of gaining additional information about best teaching practices.

### **Tobacco and Alcohol**

The St. Wenceslaus Parish Campus is tobacco free in all its building, on its grounds and parking lots at all times. No tobacco products or alcoholic beverages shall be allowed at any school-sponsored event when students/children are present.

### **Volunteers**

The Archdiocese of St. Paul and Minneapolis requires that all volunteers participate in mandatory volunteer training. This includes Virtus training, Background checks and signing appropriate waivers.

# Reporting Child Abuse and Neglect

## Policy

Minnesota State Law mandates reporting of child abuse or neglect. The law states that all professional people are obligated under the law to report to local welfare, police, or county sheriff if they have reason to suspect a child is being neglected or physically or sexually abused. Little Saints Preschool will comply with all state mandates application to reporting neglect and/or abuse.

## Who should report child abuse and neglect:

- Any person may voluntarily report abuse or neglect.
- If you work with children in an educational facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

## Where to report:

- If you know or suspect a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 297-4123.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency or law enforcement agency: Scott County – (952) 445-7751; LeSueur County – (507) 357-8288; Local Law Enforcement - (952) 758-1411
- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 296-3971.

## What to report:

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

## Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter of reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment to Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to

report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

## **Internal Review of Suspected/Alleged Maltreatment**

When a report is made of suspected or alleged maltreatment of a child either by internal or external sources, the following procedures will be followed:

1. Report the maltreatment immediately to the preschool teacher or school principal.
2. Teacher or Principal investigates the situation within the school and with other witnesses.
3. Principal will meet with alleged staff member for corrective disciplinary action as required by the Justice in Employment policies of the Archdiocese.
4. Progressive discipline will be followed to correct the action or dismiss employee from position as outlined in Employee Policies.

# MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

## **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

## **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at **952-445-7751** or local law enforcement at **952-758-2791**.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

## **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

## **Failure to Report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

## **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

## **Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by *Preschool Director* (name or position). If this individual is involved in the alleged or suspected maltreatment, *School Principal* (name or position) will be responsible for completing the internal review.

## **Documentation of the Internal Review**

**The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.**

## **Corrective Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

## **Staff Training**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by

staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

**The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.**

## **SAINT WENCESLAUS CONCILIATION POLICY**

### **FOR SCHOOL PERSONNEL AND PARENTS**

The St. Wenceslaus School community has established a procedure to address a complaint, dispute or disagreement of any parent, teacher or administrator. This procedure has been promulgated to:

1. The pastor to determine if it is workable for the school community.
2. The Board to establish the procedure as a policy of the school;
3. The teachers for information and is to be included in the faculty handbook;
4. The non-teaching school staff for information; and
5. The parents for information and is to be included in the parent/student handbook.

#### **STAGE I**

If at all possible, complaints, disputes or disagreements should be resolved on a **person-to-person** level.

#### **STAGE II**

If this cannot be accomplished, the person seeking relief should take the following steps:

1. Contact the **respondent's immediate supervisor** to discuss the problem. After discussion, thought and prayer, if there is no resolution, then
2. Discuss the problem with next level of administration. (See examples below.)

##### **Example I**

1. **Parent to teacher.** If no resolution,
2. Parent to administrator. If no resolution,
3. Parent to pastor or canonical administrator. If no resolution,
4. Parent requests in writing to the administrator to begin local conciliation.

##### **Example II**

1. **Teacher to teacher.** If no resolution,
2. Teacher to administrator. If no resolution,
3. Teacher to pastor. If no resolution,
4. Teacher requests in writing to the administrator to begin local conciliation.

##### **Example III**

1. **Teacher/school staff person to administrator.** If no resolution,
2. School staff person to pastor. If no resolution,
3. School staff person requests in writing to the pastor or canonical administrator to begin local conciliation.

##### **Example IV**

1. **Administrator to pastor** or canonical administrator. If no resolution,
2. Administrator requests in writing to the pastor or canonical administrator to begin local conciliation.

After discussion, thought and prayer, if the problem remains unresolved, the person seeking relief is entitled to begin the next stage of the local conciliation procedure.

3. Any complaints to the school board concerning personnel or curriculum should be referred to the administrator for resolution.

### STAGE III

1. The request to begin the next stage of the local conciliation procedure must be made **in writing** by the person seeking relief to the school administrator, pastor or canonical administrator based upon examples I-IV outlined in STAGE II. This must be done **within 10 working days** after conferring with the last level of administration (pastor or canonical administrator.)
2. The **local conciliation committee** will be made up of three persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period **not to exceed 15 working days** of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought and prayer), the committee will write a summary of the meeting. In this summary, the committee **will make recommendations in writing** to the administrator (or pastor, as appropriate) who, in turn, will determine that no parish and/or school policies have been altered or amended by the recommendations. The written recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed **within 25 working days**. It is the **responsibility** of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.
6. If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

# Department of Human Services, Division of Licensing

You may contact the Minnesota Department of Human Services, Licensing Division at 651-296-3971, for specific licensing questions or concerns.

As the parent or legal guardian of this student (these students), I have read the Parent Handbook and reviewed pertinent information with my St. Wenceslaus School student(s). We agree to be governed by the policies and practices as described. The policies and procedures outlined in this Handbook may be modified or amended at any time for just cause without notice. Parents and students will be notified of changes through weekly Principal Newsletters. Nothing contained herein shall be deemed to constitute a contract with the school.

Required Signature

Parent or Guardian Signature \_\_\_\_\_

Please Print Name Clearly \_\_\_\_\_

Date of Signature \_\_\_\_\_

Return signed form no later than September 13, 2019.